

 **CHILTON POLDEN PARISH COUNCIL**

 **MINUTES FROM THE PARISH COUNCIL MEETING**

**HELD ON WEDNESDAY 9th March 2022 at 7pm**

**IN CHILTON POLDEN VILLAGE HALL**

1. **Those Present**: Cllrs Hayne, Baker, Aylmer, Smith, Perfect-Porter, Clatworthy, James. County Cllr Healey, District Cllr S Kingham and in attendance the Clerk and 2 Parishioners
2. **Apologies for Absence and Declarations of Interest and dispensations –** District Cllr Kingham re all planning. Cllr James re planning 19/21/00016
3. **Statements by County /District Councilors** – County Cllr Healey had sent his monthly report which had been circulated to the Cllrs prior to the meeting. He informed the meeting of how the unitary of the Councils is progressing. With highways problems within Chilton Polden is of concern, he mentioned always to contact John Woodman and copy him. District Cllr Kingham stated that Council Tax for 2022/23 has been set – which means for a Band E property – it will rise by £5. He informed the meeting of the possibility of applying for a grant from the Clark Foundation. The Clerk to forward onto the Playing Field Association.
4. **Minutes of the meeting held 9th February 2022**- these were accepted as a true record and agreed unanimously by the Council
5. **Matter arising (including matters of report from the minutes not itemised below) NONE**
6. **Financial Matters**

**Update** the Clerk had earlier distributed a copy of the cash book to the Cllrs

**Financial Matters**

a) Clerk’s Salary (February) £ 211.33

b) Clerk’s expenses (February) £4.00

c) PAYE for (February) £44.38

d) letter to Santander to close account £1284.00

e) Donation to Citizens Advice £100.00

District Cllr Kingham left the meeting at 7.25pm

 **7). Planning:**

**19/21/00012 –** erection of side (West) conservatory/lounge and conversion of ‘cloisters’ to office accommodation (revised scheme) **Located** at Avalon Priory, Priory Road, Chilton Polden TA7 9DH

19/21/00013 – as 19/21/00012 but (Listed Buildings and Conservation Areas)

The Parish Council agreed to support both these applications. There was one abstention.

Cllr James left the meeting at7.40pm

**19/21/00016 –** certificate of lawfulness for the existing change of use from domestic outbuilding to a dwelling – **Located at** The Mews, 21 Broadway Chilton Polden TA7 9DR.

The Parish Council agreed unanimously to support this application.

Cllr James returned to the meeting at 7.45pm

**19/22/00002** – application for the prior approval of the proposed change of use of Post Office (use Class E) to form part of the existing dwelling (Use class C3) **Located** at the Post Office

47 Broadway Chilton Polden TA7 9DJ.

The Parish Council agreed unanimously to support this application.

District Cllr Kingham returned to the meeting at 7.50pm

**8. Queens Jubilee celebrations update –** Cllr Baker informed the meeting about all the activities planned for the event. A flyer is to be produced and delivered to all households informing them of the event and will also be placed on the web site. The clerk to be given details to put on web site.

**9. Bank Signatory update/RFO –** the Clerk had received a submission form from Unity Bank, for authorisation to enable Cllrs Smith and James being signatories. The form was signed, and the Clerk will now pass onto the bank. As no replacement Clerk has been found, the existing Clerk contacted SDC for guidance as what can be done to still let the PC function for payments. The best way, until a new Clerk is found, that the existing Clerk, following instructions from the Chairman, still to make the payments on behalf of the PC, then any payments can still be authorised by the Cllrs. It was agreed unanimously by the PC to allow this.

**10. Notice Boards** Cllr Perfect-Porter distributed examples of new notice boards. It was agreed for all Cllrs to look at other suppliers and report back at the April meeting.

**11. New Clerk update/hand over –** an interested party had contacted the Chairman, who will be in touch to discuss the vacancy. As no new Clerk has been found, again with advice from SDC that it must minuted that as from the April meeting, that a proposed Cllr will be selected to write the minutes of the meeting, until the new Clerk is in position. This was agreed unanimously by all the Cllrs.

**12. Litter Pick** – the Chairman stated that the risk assessment had been updated and has booked the equipment required with SDC. The date for the litter pick is **SATURDAY 19th MARCH – 10am till noon.**

**13. To authorise the quote for the marquee re the Queen’s Jubilee (£910.00) –** the Clerk had received a quote from J D Marquees, which has been authorised by the Jubilee Committee for payment to be made urgently. The PC had also received a request, by proforma invoice from Euroloos for the hire of 2 portaloos for the Jubilee weekend. This was for £372 inc of VAT

As these payments were urgent to enable them to be available for the Jubilee weekend, the Clerk asked permission to make authorisation for payment at this meeting. The PC agreed unanimously to this request.

**MATTERS OF REPORT**

**Chairman** – asked about the quotes for an electrician to make a site visit, to view the possibility of the installation at the Hall for the defibrillator. The Clerk apologised for not doing this and will now get the 3 quotes required.

The Clerk handed out the Parish Councillor nomination pack for the forthcoming elections to all the Cllrs. He had emailed a file to the Cllrs with help, if needed, to complete the form. It was agreed that the Cllrs complete the forms by 19th March.

Cllr Aylmer – updated the meeting about the possible plaque in stone for The Queen's Jubilee for the Village and will report back at the next meeting

District Cllr Kingham, after 25 years loyal service to the Parish, is stepping down as District Councillor. This was his last PC meeting in attendance. The Parish Council thanked Stuart for his loyal work in helping and representing Chilton Polden at SDC over the years.

The Parish Council also thanked the Clerk, Jim Murray, after 8 years as Parish Clerk, and thanked him for his hard work, support, and advice over the years in the running of Chilton Polden Parish Council.

 The meeting closed at 8.40pm

**Date of next meeting – WEDNESDAY 13th April 2022 STARTING AT 7PM**