

MUDFORD PARISH COUNCIL

Clerk: Julie Ferguson. Chilthorne Knapp, Chilthorne Domer, Yeovil, BA22 8QZ

Tel: 07783 475200

E-mail: clerk@mudfordparishcouncil.gov.uk

Website: www.mudfordparishcouncil.gov.uk

MINUTES OF A MEETING OF THE PARISH COUNCIL –Thursday 25th April 2019, Mudford Village Hall at 7.00pm

PUBLIC SESSION. Members of the public raised the following points:

An article published in 'The Leveller', dated 15th March, issue 102 was shared with the Parish Council. This article suggests that the conduct of SSDC is questionable amid accusations of Area East meeting minutes being 'tidied up' by the planning department. This resulting in the District Councillors who brought the concerns to light being threatened with sanctions by SSDC.

Mike Lewis underlined the more significant issue of SSDC's actions affecting the entire planning and democratic process as viewed by Parish Councils and members of the public.

Following on from MPC March minutes – item 6, planning appeal, West Farm Mudford, the council were asked if a meeting with the Planning Inspector was forthcoming. The clerk reported that Simon Fox (SSDC Planning) has replied to the request for a meeting with the Inspectorate as 'unprecedented and...highly unlikely'. He offered a half hour meeting with himself and members of MPC at the council offices if members are 'confused regarding the process with this appeal'. Mike Lewis recommended that MPC request a meeting to include Simon Fox, Martin Woods & Alex Parmley, to address the complaints regarding the process followed by SSDC. It was observed that planning comments are not appearing on the website after having been provided within acceptable timescales. The clerk agreed to check and chase up missing information where required.

Discussion about enforcement of time/weight limits on construction traffic for the development at Ashington was held, the clerk agreed to check what Highways conditions had been recommended and pass to the Parish Council. Tony Capozzoli suggested to make note of HGV movements outside of any conditions and take registration numbers for reporting to the Police.

Mr Le Hardy stated that there was a general problem of HGVs using country lanes throughout Somerset which needs to be addressed at a more senior level.

PS asked the clerk to report missing cover off lamppost no 22 and chase up the Cemetery marker posts.

A Department of Transport vehicle movement survey had been observed at the A359 / Primrose lane junction.

| 1 | Attendance and to receive any apologies for absence and to consider acceptance of the reason. In the absence of both the Chairman & Vice Chairman, it was agreed that PS would Chair the meeting. Present: Phil Sargent PS (Chairman), June Lydon JL, Lawrence Weir LW. In attendance: Julie Ferguson (Clerk), Mike Lewis (County Councillor), Tony Capozzoli (District Councillor), 3 members of the public Apologies received: Tony Cavalier TC, Kay Mackenzie KM, Stephen Bartlett SB, Nick Lanigan NL, Jean Jones (Village Hall Committee). | | | | |
|----------|--|-----|--------|--|--|
| 2 | Declarations of Interests. PS & JL declared an interest in item 9 – Financial Matters. | | | | |
| 3 | Reports. To hear reports from: County and District Councillors. ML & TC had nothing to report as it was a quiet time for Councillors in the run up to the election. Police. The Police had not sent a report this month. Village Hall Committee. Jean sent a report saying that decoration in the hall was progressing well and the Easter Café was very successful taking £260 after expenses. Thanks' were expressed from MPC for hosting a perfect village event. There is no café on 2 nd & 23 rd May due to local elections. Clerk. The clerk reported that JL was uncontested in Mudford Urban ward, however there would be an election for Mudford ward, due to 6 candidates applying for 5 seats. Whoever is not elected can immediately be co-opted onto the PC at the May meeting to become the Mudford Urban representative however, as there was a 5/2 split between the 2 wards. | | | | |
| 4 | To approve as a correct record the minutes of the Parish Council Meeting held on 28th March 2019. RESOLVED: It was unanimously agreed to approve the minutes of the meeting held. | | | | |
| 5 | To consider the following planning applications and make recommendations to the planning officer: There were no planning applications for consideration. <table border="1"><thead><tr><th>Ref</th><th>Detail</th></tr></thead><tbody><tr><td> </td><td> </td></tr></tbody></table> | Ref | Detail | | |
| Ref | Detail | | | | |
| | | | | | |
| 6 | To receive the following determination of planning notices: There were no determinations to receive. | | | | |
| 7 | Other planning matters. There were no other planning matters. | | | | |
| 8 | Council Matters. Cemetery. <ul style="list-style-type: none">Cemetery headstones risk assessment. There were no changes to report. Playing Field and Play area. To receive playing field inspection reports from the relevant councillor and agree any actions arising. LW reported that the laminated signs warning of broken glass and rabbit holes needed replacing. Clerk to provide new signs for the next meeting. | | | | |

- Consider correspondence received regarding 'Review of SSDC Annual Inspection and Risk Assessment Service'. Correspondence had been received from SSDC informing that they are no longer offering the Annual Inspection and Risk Assessment service. Further correspondence from another provider (suggested by SSDC) had been received offering to carry out the service. PS agreed to look into the details with a view to negotiating a deal with nearby playgrounds and report back at the next meeting.
- Update on Trinity Cycle. The clerk reported that she had received a phone call earlier in the month from the installers saying they had visited and loosened the mechanical assembly that provided the resistance reducing the stiffness that had been reported. LW & JL confirmed that the cycle was easier to use. An inspection report had been received by SSDC with no significant faults declared.

Highways and Parish Paths.

To receive reports regarding highways and agree any actions arising. The clerk reported that a response had been received from Mr J Nicholson (County Highways) relating to Mr Garretts ditch issue. He stated that he now has funding for works and will be in touch when all the necessary permits are in place. Clerk to inform Mr Garrett of the progress.

It was reported that the 'Great British Spring Clean' had been a great success with 13 parishioners divided into 4 groups collectively gathering around 30 bags of rubbish. It was commented that the clean up was noticeable around the playground hedges. A well done was passed on to everyone involved and special thanks to SB, KM, LW & others for arranging the refreshments in the Village Hall afterwards.

9 FINANCIAL MATTERS.

- 9.1
- Salary award.** The clerk noted that new salary scales had been agreed by NJC as received by NALC for 2019-20. Also a statement in the clerks contract agreed the first annual increment in the LC1 scale (15) due on the 1st April 2019. RESOLVED: LW proposed, JL seconded and unanimously agreed to the salary increase.

9.2 **To approve the following payments and two signatories for cheques:**

Due to not having 2 signatories present, PS agreed to arrange for signatures and clerk will collect.

| | | |
|-------------------------------|-----------------------------|----------|
| Salaries | | £410.98 |
| HMRC | | £97.60 |
| Postage telephone and mileage | | £7.65 |
| J Lydon | Printer ink | £30.00 |
| K M Dike | Cemetery ground maintenance | £1068.52 |
| PS Services | Cemetery caretaker | £69.00 |

To note the following receipts

Receipt of the precept was noted.

| | |
|---------------|------------|
| SSDC -Precept | £27,115.00 |
|---------------|------------|

Other finance matters.

- To approve the cash book and bank account reconciliation for 28th March 2019 – 24th April 2019. RESOLVED: it was proposed and unanimously accepted to approve the cashbook set out below.

| MUDFORD PARISH COUNCIL | | | |
|---|----------------------------------|--|--------------------|
| 25 April 2019 | | | |
| Receipts & Payments 28th March 2019 - 24th April 2019 | | | |
| | Balance 28/03/19 | | £ 36,142.67 |
| RECEIPTS | | | |
| | Bank interest | | £ 2.30 |
| | Bank interest | | £ 4.29 |
| | Snell - Exclusive Rights | | £ 100.00 |
| | SSDC Precept | | £ 27,115.00 |
| | | | |
| | Total Receipts | | £ 27,221.59 |
| PAYMENTS | | | |
| | 28/03/2019 | | |
| | Salaries | | £ 410.78 |
| | HMRC | | £ 97.80 |
| | Postage telephone and mileage | | £ 30.60 |
| | PS Services (Cemetery Caretaker) | | £ 90.81 |
| | Lightatouch (Internal Auditor) | | £ 250.00 |
| | SSDC Playground Inspection | | £ 127.20 |
| | J Ferguson (Reimburse laptop) | | £ 553.99 |
| | Burrows-Hutchinson Ltd | | £ 1,188.00 |
| | | | |
| | | | |
| | total | | £ 2,749.18 |
| | | | |
| | | | |

| | | | | |
|-----|---|-----------------|--------------------|--------------------|
| | Balance | | | £ 60,615.08 |
| | | | | |
| | | | | |
| | BANK ACCOUNT STATEMENTS | | | |
| | Current Account | | £ 100.00 | |
| | Business Account | | £ 33,566.17 | |
| | Business Reserve Account | | £ 27,020.91 | |
| | | | | |
| | TOTAL BANK ACCOUNTS | | £ 60,687.08 | |
| | Add outstanding lodgements | | | |
| | Less outstanding payments | PS Services £72 | | 72 |
| | Balance | | | £ 60,615.08 |
| 9.3 | <ul style="list-style-type: none"> To consider ytd budget expenditure. RESOLVED: budget was circulated, checked and signed. | | | |
| 9.4 | <ul style="list-style-type: none"> Agree to adopt Financial Regulations (current Jan 2017). It was agreed to update section 2.2 to include the Chairman as a signatory for bank reconciliations, to reflect current procedures. Clerk to update document. | | | |
| | Receive and complete Annual Return 2018-2019 | | | |
| | <ul style="list-style-type: none"> 9.4.1 Complete annual governance statement. The Annual Governance Statement was considered line by line and all questions answered yes or N/A. RESOLVED: it was proposed and unanimously agreed to approve and sign the Annual Governance Statement in the Annual Return. 9.4.2 Agree annual statement of accounts including significant variances and bank reconciliation. The clerk reported the figures in the Annual Return Accounting Statements. The Internal auditor had been sent the statement and would check the figures during his visit in June before being submitted for external audit. The clerk reported significant variances between 2017-18 and 2018-19 which would be sent to the auditor. RESOLVED: It was proposed and unanimously agreed to approve the annual return accounting statements, the significant variations and bank reconciliation. 9.4.3 Confirmation of commencement date for period of exercise of public rights. The clerk would advertise this on the website as required from Friday 14th June, to include the statutory period of the first 10 working days of July. Review of Asset Register, arrange physical check of assets. PS and LW completed the check and the paperwork. Chairman to complete annual governance checklist. PS completed the checklist. | | | |
| 10 | Correspondence. Consider the following correspondence and agree any actions arising: <ul style="list-style-type: none"> There was no further correspondence. | | | |
| 11 | LIST OF ITEMS DISTRIBUTED AND AVAILABLE SINCE LAST MEETING: Rural Services Network News Bulletins; CPRE Newsletters/Campaigns; NALC Bulletins; SORTED!; Tree Guardian; Somerset Community Foundation Newsletter; St Michael's Hospice Glitter Run; | | | |
| 12 | Newsletter. <ul style="list-style-type: none"> Jean Jones had provided an article for the Newsletter. | | | |
| 13 | Challenge to development at up Mudford. To resolve to exclude the press and public under s1 (2) Admissions to Public Meetings Act 1960 as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. (professional advice) Planning Application 14/02554/OUT. Receive update on legal / professional advice and consider any actions arising. There was nothing to report. | | | |
| 14 | NEXT SCHEDULED PARISH COUNCIL MEETINGS: <ul style="list-style-type: none"> Consider items for next PC meeting. No items were identified at this time. 16 th May 2019 – Annual Parish Meeting. Further meetings will be called as necessary. The meeting was closed at 21:10. | | | |