

MUDFORD PARISH COUNCIL

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Minutes of a meeting of the above named Parish Council held on Thursday 26 January 2017 at Mudford Village Hall at 7pm PUBLIC SESSION.

No members of the public were present and nothing was raised.

841	1 Attendance and to receive any apologies for absence and to consider acceptance of the reasons. Present: Stephen Bartlett SB (Chairman) Tony Cavalier TC (Vice Chairman) June Lydon JL, Phil Sargent PS; Geraldine Mabey GM. In attendance: Tony Capozzoli (District Councillor) Sue Graham (Clerk) RESOLVED: It was proposed and unanimously agreed to accept apologies from Nick Lanigan and Diane Vaughan		
842	2 Declarations of Interests. There were no declarations		
843 844 845 846 847 848	3 Reports. To hear reports from: County Councillor: Mike Lewis was not present District Councillors: Tony Capozzoli had nothing to report. TC asked for SSDC support with keeping the speed camera. Tony Capozzoli noted that this was a SCC responsibility but he was willing to support the PC where possible. Police: Thelma Mead (PCSO) attended the meeting. She noted details of a new rural crime initiative whereby details of rural crime (e.g. theft of livestock) could be reported by text message 81819. Councillors reported the ongoing deliberately broken glass in the playing field which had been part of a longstanding vandalism problem. The PCSO suggested glass recycling bins be installed in the playing field but Councillors felt this would be ineffective given the extent and deliberate nature of the problem. Thelma Mead noted that she would speak to Yarlington and would also provide details of a community trigger plan. Action: PCSO Village Hall Committee: J Jones had reported that there would be a Fish and Chip quiz night on 24 th February 2017. Parish Environment Warden: Debris / rubbish was accumulating to the side of the bridge, and a manhole cover was broken. It was necessary to establish ownership of the land on which the rubbish was dumped, and then decide appropriate action. Clerk: The clerk had nothing to report.		
849	4 To approve as a correct record the minutes of the Parish Council Meeting held on 29 December 2016 Resolved: It was proposed and unanimously agreed to approve the minutes as a true and correct record of the meeting held		
850	5 To consider the following planning applications and make recommendations to the planning officer: No planning applications had been received.		
851	16/04726/FUL	The erection of a steel portal frame agricultural building, Land OS 4956 Mudford Hill, Mudford	Grant permission with conditions. It was noted that tree planting and landscaping had been included
852	7 Other planning matters. It was noted that further information (with regard to drainage in particular) for the recent West Farm application had been requested by consultees. The application deadline had been extended until 23 March.		
853 854 855	8 Council Matters Cemetery Cemetery Warden's Update. P Sargent reported the following: <ul style="list-style-type: none"> • A headstone had been placed on the wrong plot by stonemasons. This was now rectified. • Cracks were appearing on the chapel walls above the doors, this had been getting worse over the winter. SB volunteered to inspect this. Action SB • Topple Test - Cemetery Headstones Risk Assessment - the headstone for Maud Holt had been repositioned to correct leaning. • Plaque for chapel would be ready mid-February. Playing Field and Play area To receive playing field inspection reports from the relevant councillor and agree any actions arising. It was noted that there had been an accident in the playing field – a child had cut their wrist on broken glass. It was noted that glass had not been found on the weekly inspection, but could easily have been broken after the inspection had taken place. Action to address the ongoing vandalism was discussed, with the following being considered: <ul style="list-style-type: none"> • Private Patrols / cameras and lighting. The logistics would be challenging, and it was likely that these would be expensive. TC offered to meet with a security company to get an idea of options and cost. • Letter to all residents asking for information. TC had drafted a letter and this was agreed by the council. Clerk to arrange printing. Action: Clerk It was noted that it was impossible to keep on top of the broken glass and that it was inappropriate for councillors to be constantly clearing it. It was confirmed that the signs warning of the danger of broken glass were still in place as were the 'no glass allowed' signs. <ul style="list-style-type: none"> • Receive SSDC Annual Risk Assessment and Play Inspection Offer and agree any actions arising. RESOLVED: It was 		

proposed and unanimously agreed to order this service. (Play area maintenance budget) **Action: Clerk**

Highways and Parish Paths

- 856 To receive reports regarding highways and agree any actions arising. The following were reported:
- Main Street - hedge obstructing the pavement.
 - Details of the signpost at Ashington had been reported to the Chilton Cantelo Parish Meeting and to the County Highways.
 - Poor condition of the road on the lanes in Up Mudford. **Action: Clerk** to report
 - Yeovil Marathon would be taking place on Sunday 11th June and would pass through the village. The numbers taking part would be approximately 300 -500.
 - Temporary road closure of Stone Lane and Ashington Lane, Mudford - from 27th February for two days

857 Speed Camera at Shop – Receive update on response about reinstating camera / ownership and agree any actions arising. TC reported that the old analogue cameras were the responsibility of the County Council which was not interested in replacing the camera at the shop with a digital camera. A&S police were also not interested in replacing it. The County Council were not prepared to move the camera elsewhere. It was suggested that the clerk should contact West Camel and Ilminster about their analogue cameras and whether they would be interested in sharing a replacement camera.

858 Consider quotes for maintenance of trees on verge. Only one quote had been received. SB was awaiting another quote from SLL, Clerk to contact KM Dike for quote. **Action: Clerk**

9 FINANCIAL MATTERS:

- 859 • To approve the cash book and bank account reconciliation for January. **RESOLVED:** It was proposed and unanimously agreed to approve the cashbook as set out below:

Receipts & Payments since December 29 2016			
	Balance 29/12/16		£ 51,458.09
RECEIPTS			
	30/12/2016	interest	£ 0.42
	12/01/2017	paye refund	£ 90.81
Total Receipts			£ 91.23
PAYMENTS			
	29/12/2016	Salaries	£ 521.06
		HMRC	£ 4.20
		Postage telephone mileage	£ 16.74
		Play uk wobble log	£ 499.20
		Grant CAB	£ 50.00
		Total Payments	£ 1,091.20
BALANCE			£ 50,458.12
BANK ACCOUNT STATEMENTS			
Current Account		£ 100.00	
Business Account		£ 23,337.35	
Business Reserve Account		£ 26,979.96	
TOTAL BANK ACCOUNTS			£ 50,417.31
Add outstanding lodgements		paye refund	£ 90.81
Less outstanding cheques		Chq 1191 CAB grant	50
Balance			£ 50,458.12

860 To consider ytd budget expenditure. YTD budget expenditure was circulated and checked by Councillors

861 To approve the following accounts for payment and two signatories for cheques: - **RESOLVED:** It was proposed and unanimously agreed to approve the following payments, PS and TC to sign cheques.

Salaries	January 2016	£521.06
HMRC	Tax and NICs	£4.20
Postage mileage	January 2016	£13.45
CPRE Membership		£150.00
KM Dike	Cemetery and playing field maintenance, bench installation, fence repair	£1458.60
Lightatouch	Internal Audit, Financial Risk Assessment	£194.99
SSDC	Ranger – verge clearance	£64.80

862 **To note the following receipts.** The following receipts were noted:

Description	Amount
HMRC- PAYE Refund	£90.81
Nat West Bank interest	£0.42
VAT refund	£426.00

Other finance matters

863	<p>Banking arrangements – direct debit payments to HMRC – update. This was not straightforward as HMRC would not accept a DD where banking arrangements required two signatories. Natwest had not been able to advise the clerk as she was not a signatory, but it was likely that a signed agreement from the council would be required with signatories attending the bank to make arrangements. SALC had advised that payment by cheque was still acceptable. The clerk was advised to continue to pay by cheque for the time being.</p>
864	<p>From SALC- Notice of Appointment of new External Auditors form 2018-19. SALC had sent out this notice advising of new external auditors. The new appointments would become effective for the five year period in relation to accounts for the financial year beginning on 1 April 2017.</p>
865	<p>Internal Auditor Visit and update: - The internal auditor had visited and checked the accounts, the financial risk assessment had been completed. The draft financial risk assessment had been circulated in advance of the meeting with recommendations as follows:</p> <p>2.3 We recommend that the Parish Council should consider a planned approach to the use of its Reserves including an action plan on use some of the general reserves for the use of its Parishioners in 2017/2018. See (9.4).</p> <p>6.2 We recommend that all Councillors and Staff should be reminded of the SSDC expenses policy which the Parish Council have agreed to follow and implement.</p> <p>9.4 We recommend that the Parish Council should consider a Reserves Policy that will provide for the following;</p> <ul style="list-style-type: none"> • General Reserves – sums held for general reserves that are no more than 6 to 9 months of expenditure. • Earmarked Reserves – specifically allocated for project work to be use within the given timescale. • Ring Fenced Reserves – sums that are only for specific use and may relate to the use of Grant income within a given timescale.
866	<p>The above recommendations were agreed and signed by the Chairman.</p>
867	<p>Financial Regulations – Adopt amended financial regulations to take account of public contract regulations 2015. The clerk noted changes to financial regulations 1.6; 6.4; and 11.1. The amendments were consistent with the NALC model. RESOLVED: It was proposed and unanimously agreed to agree and adopt the revised financial regulations.</p>
868	<p>Review and Adopt Standing Orders. The Standing Orders were due for review. The clerk had been advised by SALC that there had been no change to the model since the previous review. RESOLVED: It was proposed and unanimously agreed to adopt the standing orders.</p>
869	<p>Precept. Set budget and agree precept for 2017-18. The clerk had circulated updated budget information (since that considered at the October meeting) showing up to date figures. It was noted that planned payments on recreation maintenance were higher than previously predicted and this was mainly due to vandalism at the playing field in the latter half of the year. In addition there had been greater spending on tree work in the cemetery and village. Budget lines were therefore reconsidered as follows:</p> <ul style="list-style-type: none"> • Playing field maintenance: It would be advisable to increase the play area maintenance budget to cover the possibility that the vandalism would continue. • Cemetery and playing field maintenance. It would be advisable to budget for ongoing tree maintenance in both of these budget lines. • Parish Projects - possible measures to prevent ongoing vandalism in the playing field (e.g. lighting, security) Initial estimates indicated that this could be expensive and as such it was agreed that the parish projects budget line should be increased
870	<p>Discussion took place about the amount allocated to reserves in view of the external auditor recommendations for earmarked and general reserves. A plan for future reserves with details of anticipated costs where possible was provided. Detailed discussion took place and the following was agreed:</p> <ul style="list-style-type: none"> • Running costs reserve should be reduced. • In view of future maintenance requirements for the cemetery and the cemetery chapel additional funds should be allocated to these reserves to build up a fund for future work. • Based on quotes received, up to £10k could be required to remove the tree roots and re-tarmac the play area. Some funds had already been allocated during 15/16 and 16/17 for this work. This earmarked reserve would be increased to allow for the work to be completed during the financial year 2017/18, and ensure that funds for future maintenance remained. • A long term replacement play area / equipment fund should be established especially in view of the relative high cost of replacement play equipment.
871	<p>The final grant figures relating to the Localisation of Council Tax Benefit had been received from SSDC, the council tax benefit grant had been reduced by over £1000. Councillors maintained the view taken at the October meeting that it remained important to increase reserves, and hold the precept. RESOLVED: It was proposed and unanimously agreed to agree the budget, with an additional £5000 being carried forward to reserve budgets, and to request a precept of £28,043. This would not incur an increase to the tax payer.</p>
872	<p>10 Correspondence. Consider the following correspondence and agree any actions arising. No correspondence had been received.</p>
11 LIST OF ITEMS DISTRIBUTED AND AVAILABLE SINCE LAST MEETING:	

	Rural Services Network News Bulletins; Somerset Waste Partnership Newsletters; Community Foundation Newsletter; Community Council for Somerset Newsletter; From SALC- Sam Winter leaving SALC; SSDC Health and Wellbeing News; Somerset Prepared Newsletter; Clerks and Councils direct – circular; Thank you letter CAB; The clerk – circular; PCC Newsletter
14	Challenge to development at up Mudford
873	To resolve to exclude the press and public under <i>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.</i> It was not necessary to exclude the public / press.
874	Planning Application 14/02554/OUT. Receive update on legal / professional advice and consider any actions arising. There was nothing to report.
15	NEXT SCHEDULED PARISH COUNCIL MEETINGS:
875	Thursday March 2 nd 2017. Further meetings will be called as necessary.