

MUDFORD PARISH COUNCIL

Clerk: Sue Graham. Sun View, Babcarry Lane, Keinton Mandeville, TA11 6DR

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MINUTES OF A MEETING OF THE PARISH COUNCIL – THURSDAY 26 February at Mudford Village Hall at 7 P.M.

Members are reminded that the Council has general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability) Crime & Disorder, Health & Safety and Human Rights.

PUBLIC SESSION

Present: 3 members of the public including the applicant and architect re item 5.Planning application15/00763/FUL.

The applicant was available to answer questions and explain the application:

- It was believed that this type of development was unique to the South West and would address an unmet demand.
- A public consultation had taken place last year, the plans had been well received and some subsequent alterations had been made to accommodate feedback. Properties adjoining the site had also been consulted, and adjustments made. (It was planned that these properties would also have use of the community areas.)
- The application was for 29 warden assisted bungalows for the over 55s (15 x 1 bed, 10 x 2 bed and 4 x 3 bed) and a community building. The design was low density, with the finished site being heavily covenanted.
- The site had a terraced design, with flat roof bungalows to maximise views and to minimise the visual impact of the site.
- The site covered 3.1 hectares and this included a naturalised meadow, in keeping with the rural surroundings. All the trees on the site had been surveyed.

PARISH COUNCIL MEETING

Min	Item	Action			
147	<p>1. Attendance and to receive any apologies for absence and to consider acceptance of the reasons. Present: Stephen Bartlett (SB,) Mike Jones (MJ,) Lydia Gane (LG,) Tony Cavalier (TC,) June Lydon (JL,) Phil Sargent (PS,) Geraldine Mabey (GM) –from item 8. In attendance: Thelma Mead (PCSO) to item 4. Sue Graham (Clerk) There were no apologies from Parish Councillors. Tony Capazzoli (District Councillor) Mike Lewis (County Councillor) had sent apologies.</p>				
148	<p>2. Declarations of interest. There were no declarations of interest</p>				
149	<p>3. To hear the following reports County and District Councillors. The County and District Councillors had sent apologies.</p>	Clerk			
150	<p>Police. Thelma Mead (PCSO) noted the following:</p> <ul style="list-style-type: none"> • January's neighbourhood statistics for Ivelchester. There had been a number of calls regarding damage to saplings in the playing field and graffiti, other incidents of anti-social behaviour had also since become apparent. There had been a multi-agency meeting with the police and the Yarlinton Housing manager. Thelma Mead reported that other PCSOs in Somerton and Ilchester were aware and would cover the area, it was hoped that police patrols would be increased. It was stressed that incidents need to be reported via 101 / 999. • A car appeared to have been abandoned on the hill near Hillview. 				
151	<p>Village Hall Committee. LG reported that the Village Hall Committee wished to thank the Parish Council for its contribution towards broadband.</p>				
152	<p>Clerk. The clerk noted that Elections would be taking place in May, she would be attending a training session with SSDC, after which information would be made available.</p>				
153	<p>4. To approve as a correct record the minutes of the Parish Council Meetings held on 22 January 2015 and 29 January 2015 RESOLVED: It was proposed and unanimously agreed to agree and sign the minutes as a true record of the meetings held.</p>				
154	<p>5. To consider the following planning applications:</p> <table border="1"> <tr> <td>15/00763/FUL</td> <td>Residential retirement community of 29 no. independent living bungalows, residents building incorporating warden's office, communal open space, vehicular access, surface water attenuation pond, landscaping and associated works.</td> <td>Land off Stone Lane, Yeovil</td> </tr> </table>	15/00763/FUL	Residential retirement community of 29 no. independent living bungalows, residents building incorporating warden's office, communal open space, vehicular access, surface water attenuation pond, landscaping and associated works.	Land off Stone Lane, Yeovil	
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	<p>The plans were considered. The applicant had spoken at length and answered questions during public session. Councillors wished to endorse the comments made by Yeovil Without Parish Council; the quality and design of the development was appreciated together with the fact that it would provide the type of housing for which there is a genuine need within the parish and the town.</p> <p>RESOLVED: It was proposed and unanimously agreed to recommend approval to the planning officer.</p>	Clerk				
155	<p>6. To receive the following determination of planning notices: The following notices were read out:</p> <table border="1"> <tr> <td>14/05095/FUL 14/05096/LBC</td> <td>Conversion of barns to 5 residential units and reinstatement of cottage to residential use, including associated internal and external alterations, erection of extensions and erection of car ports / garaging.</td> <td>Stone Farm, Stone Lane, Yeovil</td> <td>Grant permission / consent with conditions.</td> </tr> </table>	14/05095/FUL 14/05096/LBC	Conversion of barns to 5 residential units and reinstatement of cottage to residential use, including associated internal and external alterations, erection of extensions and erection of car ports / garaging.	Stone Farm, Stone Lane, Yeovil	Grant permission / consent with conditions.	
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156	<p>7. Other planning matters a) S106. Cemetery Land Update. Tony Cavalier reported that he had approached a landowner regarding the possible sale of some land adjacent to the cemetery. Details had been provided to the Planning Officer as agreed. Any negotiations / arrangements regarding the acquisition of land for the cemetery was now the responsibility of SSDC/ Developer. It had been reported that the decision regarding the Primrose Lane application had now been put back until after the election, this would inevitably delay s106 negotiations.</p> <p><i>Geraldine Mabey joined the meeting.</i></p>					
157	<p>8. MATTERS ARISING FROM THE MINUTES. There were no matters arising not covered by items on the agenda.</p>					
158	<p>9. COUNCIL MATTERS: a) Cemetery</p> <ul style="list-style-type: none"> Chapel Door Maintenance. The clerk and various Councillors had been unable to open the Cemetery Chapel Doors. With an imminent burial it had been necessary to arrange for the repairs to be carried out as an emergency. 	SB Clerk				
159	<ul style="list-style-type: none"> Chapel Cleaning. It was noted that it was necessary to have arrangements in place for the chapel to be cleaned on a reasonably regular basis. There was also a problem with leaves blowing under the doors. These issues together with potential solutions were discussed. RESOLVED: It was proposed and unanimously agreed that 1. A Cemetery 'Warden' should be advertised in the Parish magazine to be responsible for cleaning the chapel, marking grave spaces, regular topple test. 2. Ian Flatt should be approached for advice on how to address the issue with leaves blowing under the chapel door. 					
160	<ul style="list-style-type: none"> Agree Exclusive Rights of Burial Notices. RESOLVED: It was proposed and unanimously agreed to sign exclusive rights burial for Mr and Mrs Flagg (Ashes plot) and the late Mr Dening (Grave) <p>b) Playing Field and Play area To receive playing field inspection reports from the relevant councillor and agree any actions arising.</p>	Clerk Clerk Clerk Clerk Clerk Clerk				
161	<ul style="list-style-type: none"> Skate Park surface. Differing advice had been received about how best to address this issue. The clerk had discussed with play area inspection staff at SSDC and had been advised to wait until the Annual Inspection in June and revisit thereafter. The play area inspector had identified this as a risk to <i>monitor</i> and as such it was not urgent for immediate action to be taken. 					
162	<ul style="list-style-type: none"> Skate Park graffiti. PS had made enquiries with Yeovil College Art Department and initiated the process for it to complete some artwork. Additionally, there had been recent offensive graffiti spayed on the skatepark and it was important for this to be removed ASAP. The clerk had already made enquiries with Streetscene and it was agreed that this now needed to be addressed with some urgency. 					
163	<ul style="list-style-type: none"> Moles in recreation ground. It was reported that there appeared to be Mole infestation in rec ground. RESOLVED: It was proposed and agreed that the specialist services of a mole pest control service should be ordered. (Recreation ground maintenance budget) 					
164	<ul style="list-style-type: none"> Replacement of benches – update. The ordered benches had arrived and KM Dike had been asked to install. 					
165	<ul style="list-style-type: none"> Playing field trees - damage to tarmacked area – receive quotes to repair. 2 written quotes and one verbal quote were considered. RESOLVED: It was proposed and agreed to ask Dave Ruddle Civil Engineering to complete the work to address the tree roots. 					
166	<ul style="list-style-type: none"> Tree Vandalism. The tree guards around the saplings in the recreation ground had been damaged on more than one occasion. Phil Poulton, MJ and TC had replaced the guards. 					
167	<ul style="list-style-type: none"> Dog Fouling. The Dog warden had been informed of the problem with dog fouling and had visited and put up laminated signs. RESOLVED: It was proposed and unanimously agreed that two permanent signs were required: 1. Dogs not allowed in children's play area 2. Dogs must remain on a lead in the field. Sign –please do not allow your dogs into the children's play area. Clerk to seek quote for 2 signs. (Recreation ground maintenance budget) <p>c) Highways</p>	Clerk				

<p>168</p> <p>169</p>	<p>To receive reports regarding highways and agree any actions arising.</p> <ul style="list-style-type: none"> MJ noted that Community Speedwatch was ongoing. Digital Speed Signs. MJ was waiting for a response from Highways regarding suitable a suitable site for the signs and provision of the posts, this could not be progressed further without Highways input. It was hoped that there would not be a lengthy delay in receiving a response. Parish Ranger Scheme. MJ had attended the Annual Meeting of Parish and Town Councils at which details of this scheme had been provided. It offered fully insured service including, verge cutting, street cleaning, path clearing etc. A budget virement of £1000 from the recreation ground maintenance budget (quotes for the work on the poplars was £1000 less than anticipated) to a new budget line for general maintenance work was discussed. RESOLVED: It was proposed and unanimously agreed that this service should be ordered for verge clearing on the A359, Marston Magna Rd, and paid for from the new budget line as above. 	<p>MJ</p> <p>Clerk</p>																																																																																																																			
<p>170</p>	<p>10. FINANCIAL MATTERS:</p> <p>a. To approve the cash book and bank account reconciliation for January - February. The cash book and bank reconciliation was presented. RESOLVED: It was proposed and unanimously agreed to approve the cash book and bank reconciliation. This was signed by the chair.</p> <table border="1" data-bbox="172 622 1401 1624"> <tr> <td>Receipts & Payments since January 2015</td> <td>Balance 22/01/15</td> <td></td> <td></td> <td>£ 39,336.44</td> </tr> <tr> <td colspan="5">RECEIPTS</td> </tr> <tr> <td>30/01/2015</td> <td>interest business reserve account</td> <td>0.58</td> <td></td> <td></td> </tr> <tr> <td>30/01/2015</td> <td>interest bonus saver</td> <td>1.03</td> <td></td> <td></td> </tr> <tr> <td>10/02/2015</td> <td>Exclusive rights of burial</td> <td>120</td> <td></td> <td></td> </tr> <tr> <td>Total Receipts</td> <td></td> <td>121.61</td> <td></td> <td>£ 121.61</td> </tr> <tr> <td colspan="5">PAYMENTS</td> </tr> <tr> <td>22/01/2015</td> <td>Salaries Nov, Dec 2014</td> <td></td> <td>£ 851.48</td> <td></td> </tr> <tr> <td>22/01/2015</td> <td>HMRC TAX & NICS</td> <td></td> <td>£ 163.25</td> <td></td> </tr> <tr> <td>22/01/2015</td> <td>Mileage, PTS</td> <td></td> <td>£ 50.22</td> <td></td> </tr> <tr> <td>22/01/2015</td> <td>broadband 2013</td> <td></td> <td>£ 200.00</td> <td></td> </tr> <tr> <td>22/01/2015</td> <td>broadband 2014</td> <td></td> <td>£ 200.00</td> <td></td> </tr> <tr> <td>22/01/2015</td> <td>recreation ground, cemetery maint</td> <td></td> <td>£ 977.84</td> <td></td> </tr> <tr> <td>22/01/2015</td> <td>rec ground maintenance</td> <td></td> <td>£ 60.00</td> <td></td> </tr> <tr> <td>22/01/2015</td> <td>computer repair</td> <td></td> <td>£ 30.00</td> <td></td> </tr> <tr> <td>22/01/2015</td> <td>slcc subs</td> <td></td> <td>£ 103.00</td> <td></td> </tr> <tr> <td>Total Payments</td> <td></td> <td></td> <td>£ 2,635.79</td> <td>£ 2,635.79</td> </tr> <tr> <td colspan="5">BANK ACCOUNTS</td> </tr> <tr> <td>Current Account</td> <td></td> <td></td> <td>£ 100.00</td> <td></td> </tr> <tr> <td>Business Reserve Account</td> <td></td> <td></td> <td>£ 11,566.19</td> <td></td> </tr> <tr> <td>Bonus Saver Account</td> <td></td> <td></td> <td>£ 25,156.07</td> <td></td> </tr> <tr> <td>TOTAL BANK ACCOUNTS</td> <td></td> <td></td> <td>£ 36,822.26</td> <td></td> </tr> <tr> <td>Balance</td> <td></td> <td></td> <td></td> <td>£ 36,822.26</td> </tr> </table>	Receipts & Payments since January 2015	Balance 22/01/15			£ 39,336.44	RECEIPTS					30/01/2015	interest business reserve account	0.58			30/01/2015	interest bonus saver	1.03			10/02/2015	Exclusive rights of burial	120			Total Receipts		121.61		£ 121.61	PAYMENTS					22/01/2015	Salaries Nov, Dec 2014		£ 851.48		22/01/2015	HMRC TAX & NICS		£ 163.25		22/01/2015	Mileage, PTS		£ 50.22		22/01/2015	broadband 2013		£ 200.00		22/01/2015	broadband 2014		£ 200.00		22/01/2015	recreation ground, cemetery maint		£ 977.84		22/01/2015	rec ground maintenance		£ 60.00		22/01/2015	computer repair		£ 30.00		22/01/2015	slcc subs		£ 103.00		Total Payments			£ 2,635.79	£ 2,635.79	BANK ACCOUNTS					Current Account			£ 100.00		Business Reserve Account			£ 11,566.19		Bonus Saver Account			£ 25,156.07		TOTAL BANK ACCOUNTS			£ 36,822.26		Balance				£ 36,822.26	
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<p>171</p> <p>172</p>	<p>b. To consider ytd budget expenditure. A report on year to date budget expenditure was provided and considered by Councillors.</p> <p>c. To approve the following accounts for payment and two signatories for cheques:- RESOLVED: It was proposed and unanimously agreed to approve the following payments, Lydia Gane and Tony Cavalier signed the cheques.</p> <table border="1" data-bbox="231 1814 1340 2087"> <tr> <td>Salaries Feb 2015</td> <td>Clerk's salary Feb 15</td> <td>£437.96</td> </tr> <tr> <td>HMRC</td> <td>Tax and NICs Feb 15</td> <td>£41.60</td> </tr> <tr> <td>Expenses Feb 15</td> <td>Clerk's Mileage, Telephone, Postage</td> <td>£55.33</td> </tr> <tr> <td>Craig Downting</td> <td>Tree Maintenance</td> <td>£760.00</td> </tr> <tr> <td>Lightatouch</td> <td>Internal Audit and Financial Risk Assessment</td> <td>£217.50</td> </tr> <tr> <td>CAB</td> <td>Grant Agreed at January meeting</td> <td>£50.00</td> </tr> <tr> <td>SALC</td> <td>Being a Good Councillor Courses. This cost of these courses was covered by a credit</td> <td>£-</td> </tr> </table>	Salaries Feb 2015	Clerk's salary Feb 15	£437.96	HMRC	Tax and NICs Feb 15	£41.60	Expenses Feb 15	Clerk's Mileage, Telephone, Postage	£55.33	Craig Downting	Tree Maintenance	£760.00	Lightatouch	Internal Audit and Financial Risk Assessment	£217.50	CAB	Grant Agreed at January meeting	£50.00	SALC	Being a Good Councillor Courses. This cost of these courses was covered by a credit	£-																																																																																															
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	after previous courses had been cancelled.	
M Jones	Reimburse cemetery chapel key cutting, cleaning materials.	£13.80
Glasdon UK	Seats Recreation Ground	£1339.20
ICO	Data Protection Registration	£35.00
Mudford Village Hall	Hall hire over 50s classes	£120.00

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d. To note the following receipts:

The following receipts were noted:

Bank Interest Business Reserve (Saver)	£1.03
Bank Interest Business Account	£0.58
Burial Fee HF Miles	£120
Donation from FOMAG towards the costs of solicitors fee to fight the Up Mudford development	£750
Grant from County Councillor for Sport 50 Hall Hire. (There had been a delay in the Parish Council receiving this cheque with M Lewis being unwell.)	£500

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e. Internal Audit- update. Receive Financial Risk Assessments and agree any actions arising.

The Financial Risk assessments and Auditors report, recommendations and actions to address were considered as follows:

2.3 *Any Parish Council project should be confirmed in the minutes of the Parish Council and the funds used during the agreed financial years.* Action: Clerk to ensure minutes reflect this in future.

2.5 *We recommend a VAT claim should be submitted to HMRC for the period 1 April 2014 to 31 December 2014. Further VAT reimbursement claims should be submitted quarterly or when the amount for reimbursement reaches a limit of £100.00.* Action: Already complete. A VAT claim had been submitted by the clerk immediately after the Audit, and accommodating the additional Audit notes.

3.1 *We recommend that these assessments should be performed annually and should be done in 2014/2015. They should be minuted by the Parish Council to confirm that they have been carried out. Furthermore we recommend that where spending decisions are made reference is made to the budget allocations and these are noted in the minutes of the Parish Council.* Action: Risk assessments to be reviewed annually, agenda item for May meeting. Cemetery risk assessment (Topple Test) to be incorporated 'cemetery warden' role. To be further considered at March meeting. Clerk to ensure minutes reflect budget allocations for spending decisions.

5.1, 5.3 *We recommend that in future all banking should be made promptly and within 7 days of the receipt of the income.* Action: Clerk to ensure this.

5.2 *We recommend that a review of the Burial Fees should be undertaken as part of the Precept setting process.* Action: Clerk to enquire about other parishes burial fees. Review to take place at March meeting and annually at precept setting thereafter.

6.2 *We recommend that the PAYE and National Insurance Contributions should be paid to HMRC on a monthly basis.* Action: Clerk to prepare annual schedule of regular recurring payments (as per Financial Regulations) to ensure that cheques can be signed on a monthly basis.

7.1 *We recommend that an annual physical check is performed to ensure all items are seen at least annually and asset register signed/dated to confirm its appropriateness. Also the location, serial number and date purchased should be added to the assets register where appropriate. The insured value of assets should be recorded in separate columns to enable proper reconsideration during the annual Insurance cover, renewal process.* Action: Annual physical check: May meeting agenda item. Clerk to update asset register.

7.2 *We recommend that the Asset Register is reviewed at least once a year and signed by the Parish Chairman to show that a review has all assets has taken place.* Action: Asset register on May meeting agenda.

9.1 **Audit note:** *The Parish Chairman should conduct an Executive checklist at year-end as part of self-assessment controls. (Refer to "Governance & Accountability" manual).* Action: Clerk to prepare with final accounts, agenda item for May meeting.

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f. Grant requests: Yeovil Hospital, Activities for Dementia Patients.

This letter noting that the hospital dementia unit cared for patients from Mudford was read out. Some councillors expressed concern that this might become an annual commitment, and as such it was stressed that

	all grants should be considered on their merits and according the Parish Council's financial position at the time. A grant of £50 was considered to be commensurate with the likely benefits for Mudford residents. RESOLVED: It was proposed and unanimously agreed to make a grant of £50.00 (s137 spend) 1 st SB 2 nd MJ																													
176	<p>11. Correspondence. The following correspondence was considered:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>From</th> <th>Subject</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>22/01/15</td> <td>Yeovil Town Running Club</td> <td>Yeovil Road Race. Sunday 14th June.</td> <td>Noted. To be publicised in Parish Magazine.</td> </tr> <tr> <td>06/02/15</td> <td>Veronica Woodall SSDC</td> <td>Community Forum Meeting April 2015 and future dates.</td> <td>Noted. There were no volunteers available to attend at this stage.</td> </tr> <tr> <td>09/02/15</td> <td>Ric Pallister</td> <td>Water Management Community Event</td> <td>For information. The clerk had already replied. The PC expressed a preference for a meeting on a Friday / Monday</td> </tr> <tr> <td>16/02/15</td> <td>Chris Cooper</td> <td>Community Clear Up</td> <td>Volunteers to be sought via Parish Magazine</td> </tr> <tr> <td>16/02/15</td> <td>Resident</td> <td>Building of Proposed Wall</td> <td>Noted. No action required</td> </tr> <tr> <td>16/02/15</td> <td>Resident</td> <td>Litter and Potholes</td> <td>Noted. Clerk had reported pothole to Highways. Clerk to enquire about litter bin, and emptying service.</td> </tr> </tbody> </table>	Date	From	Subject	Action	22/01/15	Yeovil Town Running Club	Yeovil Road Race. Sunday 14 th June.	Noted. To be publicised in Parish Magazine.	06/02/15	Veronica Woodall SSDC	Community Forum Meeting April 2015 and future dates.	Noted. There were no volunteers available to attend at this stage.	09/02/15	Ric Pallister	Water Management Community Event	For information. The clerk had already replied. The PC expressed a preference for a meeting on a Friday / Monday	16/02/15	Chris Cooper	Community Clear Up	Volunteers to be sought via Parish Magazine	16/02/15	Resident	Building of Proposed Wall	Noted. No action required	16/02/15	Resident	Litter and Potholes	Noted. Clerk had reported pothole to Highways. Clerk to enquire about litter bin, and emptying service.	
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177	<p>12. LIST OF ITEMS DISTRIBUTED AND AVAILABLE SINCE LAST MEETING: Rural Services Network Bulletin, Rural Services Network News – fuel poverty, Esme Fairburn Foundation Grants Programme, Somerset Community Foundation e-Newsletter, Draft Rural Lettings Policy for South Somerset, Rural Services Network- Rural Housing Spotlight, Fields in Trust event information, Senior Siren Magazine, Rural Services Network News Bulletin, Somerset Waste Partnership newsletter, National Voter Registration Day, Community Compassion - details of meeting and launch, 'Big Lunch' literature, Rural Opportunities Bulletin, Area East Bulletin February, Annual Meeting of Town and Parish Councils – presentations and minutes, SALC new address location.</p>																													
178	<p>13. Challenge to development at up Mudford – 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> Receive update on legal advice regarding challenge to development at Up Mudford and consider any actions arising.</p> <p>The Environmental Impact assessment had been received. This would be on the agenda for the March meeting. It was likely that the PC would not be able to meet the deadline of 20 March given the extent of the paperwork and the number of interested parties who would like to view the documents. The clerk would need to negotiate an extension if necessary.</p>																													
179	<p>14. NEXT SCHEDULED PARISH COUNCIL MEETINGS:</p> <p>Thursday 19 March 2015. Further meetings called as necessary usually on the last Thursday of the month.</p>																													