

# MUDFORD PARISH COUNCIL

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

Tel: 07874 220140

E-mail: [clerk@mudfordparishcouncil.gov.uk](mailto:clerk@mudfordparishcouncil.gov.uk)

Website: [www.mudfordparishcouncil.gov.uk](http://www.mudfordparishcouncil.gov.uk)

## Minutes of a Meeting of The Parish Council held on Thursday 26 April 2018 at Mudford Village Hall at 7pm

### PUBLIC SESSION

A new resident explained that she had attended a PC meeting previously and reported her concerns about the speed of traffic through the village. She had since written to the police as well. She wished to report that she had received a response and had had a visit from a traffic officer. She expressed concern that the response had appeared to suggest that because there hadn't been any recorded incidents, the road would not be prioritised. The Officer who had visited had suggested that speed indicator devices with smiley faces were the most effective means of slowing traffic. A community speedwatch group had also been suggested. Councillors noted that there had been numerous traffic incidents on the A359 through the village, it appeared that these were not recorded as no one had been hospitalised (this was despite multiple car accidents.) The Chair noted that the speed indicator devices located at either end of the village had a data collection facility and this was evidence of speed and volume of traffic. He noted that the PC would send its accident log to the police.

<b>1</b>	<b>Attendance and to receive any apologies for absence and to consider acceptance of the reason</b> Present: Stephen Bartlett (SB) Tony Cavalier TC; Nick Lanigan NL; June Lydon JL; Phil Sargent PS; Kay Mackenzie KM; Geraldine Mabey GM. In attendance: Sue Graham (Clerk) Mike Lewis (County Councillor) Tony Capozzoli (District Councillor) Lawrence Weir (Footpath Warden and Village Hall representative) 3 members of the public. Resolved: It was proposed and unanimously agreed to accept apologies from Jean Jones (Village Hall Committee)
<b>2</b>	<b>Declarations of Interests.</b> Phil Sargent declared an interest in item 8.4 Consider quotes for replacement windows at Cemetery Chapel Tony Cavalier declared an interest in item 5, Planning 18/01045/S73A
<b>3</b>	<b>Reports.</b> To hear reports from: <b>County Councillor</b> Mike Lewis covered the following: <ul style="list-style-type: none"><li>Following the report in public session about speeding traffic, it appeared that the Police and traffic engineers were giving inconsistent advice about the most effective type of speed indicator device. This was obviously a subjective matter.</li></ul> An update on some SCC services: <ul style="list-style-type: none"><li>The Somerset Registration team had a large workload registering all births marriages and deaths in the area.</li><li>Adult Social Care – this department looked after six thousand people per year and had encountered problems. New ways of working involving commissioners for NHS were being considered.</li><li>Highways. The department had undertaken 288km of surface dressing, and filled eighteen thousand potholes. It was noted that these could be reported via the central system.</li><li>A £14m scheme was planned for the Western Corridor, this was likely to be disruptive but promised improved traffic flow</li><li>The libraries consultation had been extended until June 22<sup>nd</sup> and all were encouraged to respond.</li></ul> <b>District Councillor</b> Tony Capozzoli reported the following: Speed indicator devices (SID). Discussions had taken place between SSDC and SCC with regard to provision of a central bank of SIDs. It was likely that these could be available to hire from SSDC in the future. <b>Police.</b> The police were not present. <b>Village Hall Committee.</b> Lawrence Weir reported the following: <ul style="list-style-type: none"><li>A new Pilates class was starting on Tuesdays</li><li>Greek dancing had finished because of lack of interest</li><li>There would be a Royal Wedding themed café on 17<sup>th</sup> May 2018</li></ul> <b>Parish Environment Warden. GM reported the following:</b> <ul style="list-style-type: none"><li>She had sourced a booklet with useful contact information to report defects, problems etc. It was agreed that this should be displayed locally and on the newsletter.</li><li>The EA had sent personal flood plans for households to complete. SB offered to photocopy and distribute to affected people.</li></ul> <b>Clerk.</b> The clerk had nothing to report JL asked for a waterproof sign saying 'Parish Council Notices Only' for the Noticeboard which was becoming full and untidy with non PC notices

4	<p><b>To approve as a correct record the minutes of the Parish Council Meeting held on 29 March 2018</b></p> <p>It was noted that item 5 planning lines 3 and 4, should be amended to read: The PC had previously commented that the land in question could be well used to provide additional car parking <del>for the village</del>.</p> <p>Resolved: It was proposed and unanimously agreed to approve the amended minutes as a true record of the meeting held.</p>														
5	<p><b>To consider the following planning applications and make recommendations to the planning officer</b></p> <table border="1" data-bbox="188 224 1516 913"> <thead> <tr> <th data-bbox="188 224 391 257">Ref</th> <th colspan="2" data-bbox="391 224 1516 257">Detail</th> </tr> </thead> <tbody> <tr> <td data-bbox="188 257 391 683">18/01045/S73A</td> <td colspan="2" data-bbox="391 257 1516 683"> <p>Application to vary condition 2 of approval 09/01425/FUL to allow extension to opening hours, Longcroft Farm, Stone Lane, Yeovil. TC had declared an interest and did not take part in the discussion or vote. The applicant explained the plans. This was for an extension to the current opening hours to respond to public demand. The site offered an alternative venue in an attractive location, to respond to the evening market. This created employment locally and had support from the neighbours.</p> <p>Observations were invited and comments made as follows:</p> <ul style="list-style-type: none"> <li>• It was noted that this had support from neighbours</li> <li>• It was hoped the market would be local to avoid any potential drink driving although it was noted that this was not likely.</li> <li>• Any large group parties would be need to be selected carefully to avoid rowdy behaviour – it was not considered that this would be the likely market</li> </ul> <p>Resolved: It was proposed and unanimously agreed to recommend approval.</p> </td> </tr> <tr> <td data-bbox="188 683 391 784">18/01193/FUL</td> <td colspan="2" data-bbox="391 683 1516 784"> <p>Rear Extension, 3 Redwood Road, Yeovil</p> <p>Observations were invited and comments made as follows: it was noted that this was not in the Parish. There were no comments.</p> </td> </tr> <tr> <td data-bbox="188 784 391 913">18/01078/FUL</td> <td colspan="2" data-bbox="391 784 1516 913"> <p>Erection of 2 dwellings with associated parking, landscaping and access. Land adjoining Pear Tree Cottage, Yeovil Marsh</p> <p>Observations were invited and comments made as follows: it was noted that this was not in the parish, no comments.</p> </td> </tr> </tbody> </table>			Ref	Detail		18/01045/S73A	<p>Application to vary condition 2 of approval 09/01425/FUL to allow extension to opening hours, Longcroft Farm, Stone Lane, Yeovil. TC had declared an interest and did not take part in the discussion or vote. The applicant explained the plans. This was for an extension to the current opening hours to respond to public demand. The site offered an alternative venue in an attractive location, to respond to the evening market. This created employment locally and had support from the neighbours.</p> <p>Observations were invited and comments made as follows:</p> <ul style="list-style-type: none"> <li>• It was noted that this had support from neighbours</li> <li>• It was hoped the market would be local to avoid any potential drink driving although it was noted that this was not likely.</li> <li>• Any large group parties would be need to be selected carefully to avoid rowdy behaviour – it was not considered that this would be the likely market</li> </ul> <p>Resolved: It was proposed and unanimously agreed to recommend approval.</p>		18/01193/FUL	<p>Rear Extension, 3 Redwood Road, Yeovil</p> <p>Observations were invited and comments made as follows: it was noted that this was not in the Parish. There were no comments.</p>		18/01078/FUL	<p>Erection of 2 dwellings with associated parking, landscaping and access. Land adjoining Pear Tree Cottage, Yeovil Marsh</p> <p>Observations were invited and comments made as follows: it was noted that this was not in the parish, no comments.</p>	
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7	<p><b>Other planning matters.</b> There were no other matters.</p>														
8	<p><b>Council Matters</b></p> <p><b>Cemetery</b></p> <p>8.1 Cemetery headstones risk assessment. PS reported that the headstones were inspected regularly, there was no change.</p> <p>8.2 Agree Exclusive rights of burial for Elsie Joyce Molloy and Herbert William Chivers. Resolved. It was proposed and unanimously agreed to recommend approval, with a limit of three interments per plot.</p> <p>8.3 Consider request to install permanent border to the above adjacent T Ashes plots. After some discussion it was agreed that permanent borders were not allowed because it interfered with grass cutting.</p> <p>8.4 Consider quotes for replacement windows at Cemetery Chapel and agree any actions arising. Quotes from A and R, Turner Windows, and Door Central were received and considered. PS had declared an interest and did not take part in the discussion or vote. Councillors agreed the window design with black on the exterior and white on the interior to maintain consistency with the original. The individual quotes were considered and it was proposed and unanimously agreed to choose the A and R windows quote. Whilst this was not the most competitive quote, local knowledge and experience of the company informed the decision. (Budget line: earmarked funds chapel maintenance)</p> <p>8.5 Consider purchase of new plot markers for additional ashes plots. It was agreed that Hamstone markers were required for the new row of ashes plots. SB and PS would liaise and arrange this. (Cemetery budget line)</p> <p>8.6 Consider prices for new bin for layby and agree any actions arising. Prices were considered from Street Furniture direct, Broxap and Glasdon for comparable bins. It was agreed to order the Broxap bin (cemetery budget line)</p> <p><b>Playing Field and Play area</b></p> <p>To receive playing field inspection reports from the relevant councillor and agree any actions arising. GM reported that there had been fewer incidents of dog fouling since the bin had been moved. The bin at the top of the field needed to be painted / replaced. SB would look at this and make a recommendation</p> <p>Consider work on trees (saplings) in recreation ground and agree any actions arising. GM reported that the saplings needed new supports and protectors at their bases. SB would look at these and make a recommendation.</p> <p>Consider development of playing field, arrange community consultation and receive advice from Rob Parr (SSDC Senior Play and Youth Facilities Officer.) Rob Parr attended to talk about outdoor gym options. This was a relatively new initiative, not yet widespread in South Somerset. He asked about why the PC was interested in outdoor gym options. Councillors reported that the playing field already had a skate park and play area for much younger children, this would cater for older teenagers and adults including older people, it was virtually indestructible and would encourage outdoor activity, such equipment was common and popular in other countries. Rob Parr made the following observations:</p> <ul style="list-style-type: none"> <li>• Recommend that equipment tested to the relevant BSI standard is selected.</li> </ul>														

- The Community Health and Leisure department at SSDC was sceptical of the benefit. He suggested a giant climbing frame / basket swing, or gym based equipment parcours with multiple uses focusing on the use of body weight – e.g. for chin ups, monkey bars - calisthenics- based equipment rather than cross training / running machines which required more maintenance.
- Lappset (play equipment company) had completed peer reviewed research which considered older people, and improved motor skills and dexterity.
- It would be worth thinking about how the money is spent and perhaps consider a tarmac track all the way around the field for cycling, running etc.
- Research by John Moores university suggested that use of outdoor gym equipment improved if used in conjunction with personal training and training in groups.
- Recommend that existing sites are viewed before decision made - Birchfield, West Camel, Castle Cary, Ilchester.
- Equipment should not be sited too near a children’s play are as with moving parts it could represent a safety risk.

Rob Parr was thanked and left the meeting.

The clerk had circulated information regarding community consultation about the above. It was agreed that Councillors would visit relevant sites, take photographs and this, together with other information would be used to create options boards on which the public could comment. Clerk to request for a consultation board to go on the syrp vehicle on 16 May, and to the village café on 17 May 2018.

**Highways and Parish Paths.** To receive reports regarding highways and agree any actions arising

- Consider maintenance requirements for path and wall alongside spinney. GM had suggested that the verge might require more maintenance than just strimming. The work on the willows was still outstanding. TC would remind Chris Lee. The contractor KM Dike had been asked to do the verge work.
- Consider replacement of cemetery layby ‘markers.’ The Highways officer had agreed that these would be replaced.
- Update – items reported re West Mudford. These had been reported. The clerk would ask John Nicholson to visit. It was noted that the S bend on West Mudford Road remained flooded. KM reported that the pattern of flooding was changing.
- Seek clarification regarding adoption of road at Tor View Close. An update on the status of this road had been requested from Highways.

**GDPR.** Update.

- KM reported that she had attended the briefing session hosted by SSDC. The GDPR strengthened individuals’ rights about collection of their data and how it is kept. The council would have to show it was compliant and by May 25<sup>th</sup> would at least have to be working towards compliance. Appointment of a data protection officer remained uncertain and this was being queried by NALC. The requirements would make additional work for the clerk, the clerk was asked to keep a record of hours and these would be paid. The clerk had useful templates provided by SLCC, she would start a data audit and issue privacy notices in the first instance. KM suggested a working party could be set up, and offered to help with the process.
- Consider purchase of additional lockable filing cabinet to meet GDPR security regulations. The clerk noted that it was necessary to securely store in a locked cabinet more Parish Council documents than previously, she asked for agreement to buy a new lockable filing cabinet. (A budget virement would be necessary.) This was agreed and the clerk was asked to seek 3 quotes for a 4 drawer cabinet.

**FINANCIAL MATTERS:**

**To approve the following payments and two signatories for cheques** RESOLVED: It was proposed and unanimously agreed to approve the following payments, and for NL and PS to sign cheques. TC signed the cheque for PS services

Salaries	April 2018	£517.79
Postage telephone and mileage	April 2018	£13.70
Nest Pensions Direct Debit	Direct debit payment	£27.54
Mudford Village Hall	Broadband contribution 17-18	£198.88
PS Services	Cemetery Caretaker	£30.00
KM Dike	Playing field and Cemetery Maintenance	£1037.40

To note the following receipts

SSDC Precept	£27,115
Bank interest	£2.31
Wakeley & Sons, interment fee late B Rowlands	£80.00

**Other finance matters**

9.3.1 To approve the cash book and bank account reconciliation for 29 March – 26 April 2018

<b>Receipts &amp; Payments March 29th - April 26th 2018</b>			
	Balance 29/03/18		£ 58,202.62
<b>RECEIPTS</b>			
	Bank interest	£	2.31
	Precept	£	27,115.00
	Interment fee	£	80.00

<b>Total Receipts</b>			<b>£ 27,197.31</b>
<b>PAYMENTS</b>			
	<b>22/02/2018</b>	Salaries	£ 517.79
		NEST Pension	£ 27.54
		Postage, stationery mileage	£ 23.95
		J and J Construction	£ 834.80
		SLCC GDPR Training	£ 36.00
		communicorp subscription	£ 12.00
		Parish magazine printing	£ 34.50
		SDDC Play area inspections	£ 127.20
		Total Payments	£ 1,613.78
<b>BALANCE</b>			<b>£ 83,786.15</b>
<b>BANK ACCOUNT STATEMENTS</b>			
<b>Current Account</b>		£ 100.00	
Business Account		£ 56,654.61	
Business Reserve Account		£ 26,987.54	
<b>TOTAL BANK ACCOUNTS</b>		£ 83,742.15	
<b>Add outstanding lodgements</b>		£ 80.00	
<b>Less outstanding payments</b>	36	£ 36.00	
<b>Balance</b>			<b>£ 83,786.15</b>

9.3.2 To consider ytd budget expenditure. The year-end budget position year end was considered and checked

9.3.4. Review effectiveness of internal control. The Accounts and Audit Regulations required local councils to ensure that the financial management was adequate and that it had a sound system of internal control. The clerk outlined the internal controls in place – namely those listed in the adopted model financial regulations. These controls were checked in a comprehensive financial risk assessment by the internal auditor and reported to the council. The council was satisfied with the internal controls.

TC pointed out the poor rate of bank interest and would enquire about higher interest savings accounts.

9.3.3 Audit Update. The internal auditor would be visiting on 10<sup>th</sup> May 2018 and the annual return would be completed at the May meeting.

9.3.4 Notification of s137 limit: £7.86 / elector (electors 17-18 = 587.) This was noted

9.3.4 Consider insurance renewal from Came and Company Parish Council Insurance and agree any actions arising. £514.26, the clerk noted that this was a three year agreement due to expire in June 2019. The increase since the original three year agreement was due to the speed signs being added to the schedule.

<b>10</b>	<b>Youth Provision.</b> Update Arrange distribution of flyers, and refreshment purchase and delivery. The flyers had been received and would be delivered around the village. The clerk would arrange for delivery of pizzas and fizzy drinks at 4.30-4.45pm on 16 <sup>th</sup> May. A few Parish councillors had agreed to attend.
<b>11</b>	<b>Village hall car park.</b> Update Hear concerns about capacity of car park to accommodate village hall users and agree any actions arising, including consideration of increased signage. Lawrence Weir reported that there was a meeting arranged with SDDC on 14 <sup>th</sup> May and these issues would be raised,
<b>12</b>	<b>Correspondence.</b> Consider the following correspondence and agree any actions arising: From SALC: Consultation on Local Government ethical standards. The PC did not wish to respond From SDDC: Open spaces survey. The PC did not wish to respond From Dorset County Council Submission of the Bournemouth, Dorset & Poole Mineral Sites Plan & Waste Plan to the Secretary of State. This was received From Environment Agency- Flood Warning Service Updates and notification of residents. The clerk was asked to register using the village hall postcode.
<b>13</b>	<b>LIST OF ITEMS DISTRIBUTED AND AVAILABLE SINCE LAST MEETING:</b> Rural Services Network News Bulletins; SWP briefing; Somerset Prepared newsletter; Came and Company Insurance Newsletter; Wellbeing South Somerset & Directory of Support.
<b>14</b>	<b>Items for village newsletter.</b> Useful numbers / contacts - e.g. how to report a pothole, dog fouling using information provided by dog warden. Feedback on youth meeting.
<b>15</b>	<b>Challenge to development at up Mudford</b> 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) It was not necessary to resolve to exclude the press and public. Planning Application 14/02554/OUT. Receive update on legal / professional advice and consider any actions arising. A request for an update regarding the extension of time had been sent to Simon Fox, the clerk was asked to send a request for this to be answered by his deputy.
<b>16</b>	<b>NEXT SCHEDULED PARISH COUNCIL MEETINGS:</b> May 31 2018. Annual Parish Meeting Further meetings will be called as necessary. Future agenda items: Review of Burial Fees