

MUDFORD PARISH COUNCIL

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MINUTES OF A MEETING OF THE PARISH COUNCIL Held on Thursday 29 March 2018 at Mudford Village Hall at 7pm

PUBLIC SESSION

Query about the breakdown of council tax bill. SB noted that when the PC received details from SSDC, these would be provided.
Youth Provision meeting – feedback was provided, this would be formally reported under the Youth Provision agenda item.

1	<p>Attendance and to receive any apologies for absence and to consider acceptance of the reasons 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) Jean Jones (Village Hall Committee) Mike Lewis (County Councillor) Lawrence Weir Footpath Warden, 1 member of the public. Resolved: It was proposed and unanimously agreed to accept apologies from Tony Capozzoli. The clerk noted that she had mistakenly not informed Cllr Capozzoli of the meeting.</p>				
2	<p>Declarations of Interests.</p>				
3	<p>Reports. To hear reports from: County and District Councillors Mike Lewis (County Councillor) reported the following: Council Tax: D Warburton MP was working to get the Government to take responsibility for the Somerset Rivers Authority. Police The police were not in attendance Village Hall Committee. Jean Jones reported the following:</p> <ul style="list-style-type: none">• The Village Hall was thriving• Easter café was very successful.• A Fish and chip quiz night was planned for April 20th• Planned increase in hire charges would take effect from April 1st 2018• A wedding themed café would be held on May 17th in honour of the Royal Wedding on 19th May. <p>Parish Environment Warden. GM reported the following:</p> <ul style="list-style-type: none">• Work had commenced on the spinney, this was much improved.• Some drainage issues in the ditch before the bridge, this needed clearing. <p>Clerk. Data protection training feedback. The clerk reported that she had taken part in data protection training. The regulation required all Councillors to be made aware that the law is changing. A guide had been circulated in February and Councillors were urged to familiarise themselves with this and attend training. The clerk would be conducting a data audit and setting up a register and privacy notices over the next couple of months. Kay Mackenzie had volunteered to attend SSDC briefing on this issue on 16 April and would brief councillors thereafter.</p>				
4	<p>To approve as a correct record the minutes of the Parish Council Meeting held on 22 February 2018 It was suggested that the minutes did not accurately reflect the report of hare coursing. Resolved: It was proposed and unanimously agreed to approve the minutes of the meeting held with the hare coursing reference corrected.</p>				
5	<p>To consider the following planning applications and make recommendations to the planning officer</p> <table border="1" data-bbox="188 1603 1514 2125"><thead><tr><th data-bbox="188 1603 389 1637">Ref</th><th data-bbox="389 1603 1514 1637">Detail</th></tr></thead><tbody><tr><td data-bbox="188 1637 389 2125">18/00714/OUT</td><td data-bbox="389 1637 1514 2125"><p>Outline application for erection of a building. Former Carrs Of Yeovil, Main Street, Mudford. TC had spoken to the planning officer and noted the following:</p><ul style="list-style-type: none">• The PC had previously commented that the land in question could be well used to provide additional car parking• The Planning Officer had referred the application to the EA because of flood risk, the EA had subsequently recommended refusal. He had written to the applicant advising withdrawal of the application and advising of the PC wish for additional car parking.<p>Observations were invited and comments made as follows:</p><ul style="list-style-type: none">• The Agent had claimed that the flood risk was consistent with the risk to the buildings on the other side of the road. The PC did not concur with this view• Unconvinced about the likely demand for the units. These had been advertised for some time but not let.• PC would like the site in question to include a bigger car park at the Half Moon pub to alleviate car parking at village hall and on the pavement. It was acknowledged that refusal would not necessarily result in a car park.</td></tr></tbody></table>	Ref	Detail	18/00714/OUT	<p>Outline application for erection of a building. Former Carrs Of Yeovil, Main Street, Mudford. TC had spoken to the planning officer and noted the following:</p> <ul style="list-style-type: none">• The PC had previously commented that the land in question could be well used to provide additional car parking• The Planning Officer had referred the application to the EA because of flood risk, the EA had subsequently recommended refusal. He had written to the applicant advising withdrawal of the application and advising of the PC wish for additional car parking. <p>Observations were invited and comments made as follows:</p> <ul style="list-style-type: none">• The Agent had claimed that the flood risk was consistent with the risk to the buildings on the other side of the road. The PC did not concur with this view• Unconvinced about the likely demand for the units. These had been advertised for some time but not let.• PC would like the site in question to include a bigger car park at the Half Moon pub to alleviate car parking at village hall and on the pavement. It was acknowledged that refusal would not necessarily result in a car park.
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		<ul style="list-style-type: none"> • Unsuitable for light industry, concern expressed about increased traffic this would bring • Acknowledged that existing access is suitable. • Industrial units would bring additional employment to the village, and increased use of shop etc. • However, traffic, and car parking space are most significant issues for the village at the moment • A revised application including new site location, with car park behind would be preferable <p>It was proposed to recommend refusal because of the flood risk. The Parish Council wished to note that the popularity of the Half Moon pub had significantly impacted on the village hall car park. The Parish Council would prefer any development of this site to include additional parking spaces for the pub. Vote in favour of refusal – 4; abstention -2</p>	
	18/00918/FUL	<p>Erection of a replacement garage, Sunnyside, Mudford Hill, Mudford.</p> <p>The plans were explained, observations were invited and comments made as follows:</p> <ul style="list-style-type: none"> • The existing garage is in the same location as the proposed. • Existing is not fit for purpose. • Proposed extension would bring garage in line with neighbouring property's garage. • Proposed materials match existing <p>Resolved: it was proposed and unanimously agreed to recommend approval.</p>	
6	<p>To receive the following determination of planning notices: No notices had been received.</p>		
7	<p>Other planning matters</p> <p>Receive information from Mike Lewis regarding major planning applications and invoking 2 * procedure and consider any actions arising. ML noted that in order to promote consistency in decision-making (reducing the percentage of applications likely to be challenged on appeal) all major planning applications for Area Committees would automatically be referred to the Regulation Committee for a 3-month period. The council was close to exceeding its target that no more than 10% of planning application refusals would be successful on appeal.</p>		
8	<p>Council Matters</p> <p>Cemetery.</p> <p>PS reported the following:</p> <ul style="list-style-type: none"> • He had met with the clerk had received an application from Mr R Taylor for a headstone on an unmarked grave (b1-11)in which relatives were buried and exclusive rights of burial for two ashes plots to bury ashes of relatives.. The application was considered and it was noted that the applicant would be charged the rate for residents of Mudford. The clerk was asked to advise the applicant that the style and size of headstone would be subject to the cemetery regulation. The formal approval would be on the April agenda. • PS reported that he had met with three window companies who would be preparing quotes for replacement windows for the Lych Gate. (earmarked maintenance reserves for cemetery and chapel) • The broken seat had been removed, the new one would be fitted once the chapel windows were replaced. • The litter bin was broken. It was proposed and unanimously agreed to replace the bin. Clerk to obtain quotes. (Cemetery maintenance budget line) <p>Playing Field and Play area</p> <p>To receive playing field inspection reports from the relevant councillor and agree any actions arising. TC reported the following:</p> <ul style="list-style-type: none"> • Evidence of badgers digging in children's' play area. This would be monitored • A vehicle with large wheels had damaged the edges of the play area. • Ongoing dog fouling problem <p>Receive Annual Play Inspection and Risk Assessment offer from SSDC and agree any actions arising. Resolved: It was proposed and unanimously agreed to order this service.</p> <p>Receive feedback following meeting with Play Consultant – future plans for playing field.</p> <p>TC, NL and KM had met with an independent play consultant and his advice, based on the general demographic at Mudford and potential demand for developing a sports area was that no investment to the existing surfacing should be made. He suggested an Outdoor Gym (Fitness) facility catering for a wider age and ability group. The Council commented positively on this proposal and wished to implement during the coming financial year. The clerk reported that she had spoken to Rob Parr (SSDC) he was willing to attend April meeting to advise about the process that needs to be followed. She had also contacted Community Development team for advice regarding consultation with the community.</p> <p>Highways and Parish Paths</p> <p>To receive reports regarding highways and agree any actions arising:</p> <ul style="list-style-type: none"> • SB confirmed that the drains had been cleared on Hinton Cross • Flood between Hinton and Chilton Cantelo as drains blocked • Drains blocked on S bend at West Mudford. • Overhanging trees by the power lines. SB reported that Electric Board would cut back if the power lines were at risk. 		

Following an inspection 3 years ago the middle oak tree was removed.

- Drain on Main Street blocked, causing water to flow down the street
- Potholes at T junction towards Ashington, and at Mudford Sock.
- West Mudford resident's reported issue with flood risk – ML noted that he had been involved with this and would send a copy of the email from County Roads. SB would visit the resident.

Receive notice of road closure on 24th April Sock Lane from the junction with the A359 Mudford Hill, northwards for a distance of 100 metres to enable BT to undertake cable works. This notice was received.

Consider quotes for work on verges and agree any actions arising. Quotes were considered for maintenance on the verge, West Mudford Lane. Two quotes (SSDC and KM Dike) were considered, a third had not been forthcoming despite a reminder sent by the clerk. It was proposed and unanimously agreed to ask KM Dike to carry out the work – this quote was the best value for money (maintenance budget line.)

9
9.1 **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.

Salaries	March 2018	£517.79
Postage telephone and mileage	March 2018	£23.95
Nest Pensions Direct Debit	Direct debit payment	£27.54
J and J Construction	Bench installation, Bin installation repair and relocation	£834.80
SLCC	Data Protection webinar training	£36.00
Communicorp	Clerks and Councils direct publication subscription	£12.00
Parish Magazine Printing, cheque 1254 reissue	Xmas newsletter – cheque lost	£34.50
Parish Magazine Printing	Easter newsletter printing	£34.50
SSDC	Operational Playground Inspections	£127.20

9.2 The following receipts were noted:

VAT refund	£451.60
Bank interest	£ 2.26

Other finance matters

9.3 9.3.1 To approve the cash book and bank account reconciliation for 22 February – 29 March 2018
Resolved: It was proposed and unanimously agreed to approve the cashbook and bank account reconciliation as follows:

Receipts & Payments Feb 22nd - March 29th 2018			
	Balance 22/02/18		£ 58,776.14
RECEIPTS			
	Bank interest		£ 2.26
	VAT refund		£ 451.60
	Inscription fee		
Total Receipts			£ 453.86
PAYMENTS			
	22/02/2018	Salaries	£ 517.79
		NEST Pension	£ 27.54
		Postage, stationery, mileage	£ 20.45
		PS services cemetery caretaker	£ 226.70
		SALC Good councillor training	£ 25.00
		ICO data protection	£ 35.00
		Centrewire, Bench for bus stop	£ 163.20
		T Cavalier mileage area east	£ 11.70
		Total Payments	£ 1,027.38
BALANCE			£ 58,202.62
BANK ACCOUNT STATEMENTS			
		Current Account	£ 100.00
		Business Account	£ 31,175.65
		Business Reserve Account	£ 26,986.47
		TOTAL BANK ACCOUNTS	£ 58,262.12
		Add outstanding lodgements	
		Less outstanding payments	£34.50, £25.00 59.5
		Balance	£ 58,202.62

9.3.2 To consider ytd budget expenditure.

YTD budget expenditure was circulated and checked by Councillors

9.3.3 Audit Update. The deadline for submission of the Annual Governance and Accountability Return (AGAR) would be 11

	<p>June 2018. The Annual Internal Auditor Report (AIAR) was now required to be submitted to the external auditor. Mudford would be subject to a basic review – the requirements for this would be to provide the completed and approved Sections 1 & 2 of the AGAR; confirmation of public rights dates; a bank reconciliation; a full narrative and numerical explanation of any significant variances in Section 2 (over 15%); an explanation of high reserves. The PC would need to provide an explanation of its reserves which were just over twice the precept.</p> <p>9.3.4 Agree reserves allocation for 2018-19. The reserves allocation had been agreed in draft at the January meeting at which the precept / budget was agreed, and further discussed at the February meeting at which the Internal Auditor's report was considered. The clerk provided a paper showing proposed reserves this had been adjusted to account for the final year end carry forward. The figures were considered in detail and it was proposed and unanimously agreed to approve the allocation of reserves.</p>
10	<p>Youth Provision. Update. A meeting had taken place on 9th March with Somerset Rural Youth Project (SRYP) to discuss options for youth provision in village. It had been agreed that youth workers and a mobile youth club vehicle would visit on 16th May. This would park in the village hall car park between 430pm and 530pm and young people would be welcome to drop in, the youth workers would work with them to establish what was required for the village. The PC agreed to contribute £50 for food and drink (s137 grants budget line). SYRP would produce publicity flyers and these would be delivered around the village.</p>
11	<p>Village hall car park. Update. Jean Jones and Lawrence Weir reported that a meeting was due to be arranged regarding extension of car park. There was a lot of litter in the car park. SSDC would be asked to address this.</p>
12	<p>Correspondence. Consider the following correspondence and agree any actions arising:</p> <ul style="list-style-type: none"> • From NALC Data protection toolkit, from SSDC data protection regulation briefings for Councillors and clerks. Consider and agree any actions arising. Kay Mackenzie would attend on 16th April. • Invitation to Area East Annual Meeting of Town and Parish Councils - 23 April 2018 Councillors would advise the clerk if they wished to attend once the agenda was finalised. • Draft Somerset Strategic Housing Framework 2018-2022 Consultation. The council did not wish to respond. • Receive details of extended libraries consultation and new information relating to consultation. KM expressed concern about the levels of poverty in rural areas and the impact of losing libraries. • Wessex Water Project with Somerset Emergency Community Contacts (SECC) Noted for information.
13	<p>LIST OF ITEMS DISTRIBUTED AND AVAILABLE SINCE LAST MEETING: Rural Services Network News Bulletins; SWP briefing; Came and Company Insurance Briefings re snow and ice; St Margaret's Hospice newsletter; Monarchs Way newsletter; Briefing from D Fothergill - Somerset County Council; Police and Crime Commissioner Newsletter</p>
14	<p>Items for village newsletter. Consider themed newsletter- village walks, Monarchs Way etc. Dog fouling</p>
15	<p>Challenge to development at up Mudford To resolve to exclude the press and public under s1 (2) <i>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> (professional advice) Planning Application 14/02554/OUT. Receive update on legal / professional advice and consider any actions arising. TC noted that the extension of time would end on 31 March. He had heard informally that the application was unlikely to be determined for some time.</p>
16	<p>NEXT SCHEDULED PARISH COUNCIL MEETINGS: 26 April 2018. Further meetings will be called as necessary. Set date for Annual Parish Meeting. It was agreed that this would take place before a scheduled meeting. The clerk would invite relevant groups / organisations.</p>