

MUDFORD PARISH COUNCIL

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Minutes of a Meeting of Mudford Parish Council held on Thursday 27th November at Mudford Village Hall at 7pm.

Public Session

The following items were reported:

- There had been no update received from SCC re dredging cold brook.
- Cars parked at the bus stop meant that SW coaches had to stop in middle of road.
- There had been a change to the plan for the Primrose Lane development which would now propose the lower density development on higher ground and higher density at lower end. This would bring the development closer to Up Mudford Village and Mudford Village. The Residential Home would be the first build, and the gateway to development situated at the bottom next to Oaklands. Two huge ponds outside development would also feature on the new plan. Some discussion took place about this revised plan, including about the number and siting of roundabouts and a third traffic lane.
- It was noted that the Environmental Impact Assessment was due in December. The amended plans were due in December with a view to the application going to committee in March (possibly not Area East, it was not clear why, concern was expressed about this.)
- The school would be in Up Mudford and it was anticipated that this application would be submitted in Jan 2015 with development starting in July 2015.
- SB reported that FOMAG had written to various Parish Councils asking for donations to help with fundraising to fight the Up Mudford Development.

Min no	Attendance and to receive any apologies for absence and to consider acceptance of the reasons.	Action
	Present: Stephen Bartlett (SB) Mike Jones (MJ) Tony Cavalier (TC) Lydia Gane (LG) June Lydon (JL) Phil Sargent (PS) from item 4. In attendance: Sue Graham (Clerk) Mike Lewis (County Councillor) during public session. There were no apologies Tony Capozzoli was attending another meeting and would be late.	
2	Declarations of interest. There were no declarations	
3.	To fill Councillor vacancies by co-option There were three applicants. Phil Sargent, Geraldine Mabey and Lawrence Weir. Each applicant was nominated and seconded by a member of the Parish Council. The Chair invited votes for vacancy 1. Phil Sargent was co-opted with 5 votes. The chair invited votes for vacancy 2. Geraldine Mabey was co-opted onto the Council with 3 votes. Phil Sargent signed the declaration of acceptance of office, and joined the council. The Clerk would inform candidates of the result and process declarations of acceptance of office, register of business interests, as well as other relevant information.	Clerk.
3	To hear the following reports: County Councillor – The County Councillor had given his report during public session having had to leave because of another commitment: <ul style="list-style-type: none"> • Drains - the SCC contractor had gone into administration and consequently the gully clearances had been delayed. ML would continue to pursue this. • An application to the Health and Wellbeing fund for the over 50s sports club had been submitted. It was hoped that this would be successful in spite of the same scheme being funded last year. • Concern that decisions regarding Primrose Lane planning could coincide with Purdah, a period of time prior to the election during which no major decisions should be made. District Councillor. Tony Capazzoli, joined the meeting at item 10i He reported <ul style="list-style-type: none"> • The Hales Meadow Application Appeal had been dismissed • The abandoned car had been recovered • He had attended a s106 meeting on Monday 24th November • He would be attending a Cycle route meeting on Friday 28th November. Police. The PCSO was not in attendance. Village Hall Committee. Activities were ongoing. Clerk. Clerk's items would be covered in agenda items.	
4	To approve as a correct record the minutes of the Parish Council Meetings held on 25th September 2014; 27 October 2014; 30th October 2014. RESOLVED: It was proposed and unanimously agreed for the minutes to be approved and signed as a true record of the meetings held.	

5	<p>To consider the following planning applications:</p> <table border="1" data-bbox="178 116 1353 280"> <tr> <td data-bbox="178 116 354 280">14/05095/FUL</td> <td data-bbox="354 116 1034 280">Conversion of barns to five 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 data-bbox="1034 116 1161 280">Stone Farm, Stone Lane, Yeovil.</td> <td data-bbox="1161 116 1353 280">Delegate comments to Chair.</td> </tr> </table> <p>The application had a deadline of 15 December. It was not possible to arrange a special meeting within the short timescale. The general feeling was that the application was not desirable not least because of existing conditions associated with the agricultural tenancy. SB offered to study the application and make recommendations. Resolved: It was proposed and unanimously agreed that responsibility for commenting on the application should be delegated to the Chair, and as such members of the public with queries / comments should be referred to the Chair.</p>	14/05095/FUL	Conversion of barns to five 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.	Delegate comments to Chair.	
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6	<p>To receive the following determination of planning notices:</p> <p>The following notice was read out:</p> <table border="1" data-bbox="167 539 1353 613"> <tr> <td data-bbox="167 539 354 613">14/04286/FUL</td> <td data-bbox="354 539 657 613">Erection of side and rear first floor extensions.</td> <td data-bbox="657 539 1018 613">Brambles, East Lanes, Mudford</td> <td data-bbox="1018 539 1353 613">Grant permission with conditions</td> </tr> </table>	14/04286/FUL	Erection of side and rear first floor extensions.	Brambles, East Lanes, Mudford	Grant permission with conditions	
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7	<p>Other planning matters</p> <p>a) S106 wish list regarding development at Up Mudford, receive update.</p> <p>TC and SB reported that they had attended a useful meeting with Nigel Timmis (developer), Simon Fox (Planning Officer), D Gidney (Chilton Cantelo Parish Meeting), the Yeovil Without PC Chairman, Vice Chairman and clerk were also present.</p> <p>The meeting included an update on the planning application; the process and likely timelines were outlined. The s106 agreement wish list had been discussed, The developer had indicated that the following would be considered provided that quotes were supplied:</p> <ul style="list-style-type: none"> • Traffic calming (traffic lights with sensor activated by speeding vehicles) traffic light controlled crossing. Other possibilities included Pinch Points, flashing signs. MJ to obtain quotes. • Cemetery extension. TC to talk to landowners and seek valuations. • Bus shelters (2) Clerk to obtain quotes. <p>The developer had agreed to anthrax testing of the site.</p> <p>b) Receive notification of Submission of Main Modifications South Somerset Local Plan 2006-2028.</p> <p>This had been circulated to Councillors and it was noted that the Adjustment to local plan included the development at Up Mudford but with landscape mitigation. (Density greater at lower levels as described during public session.)</p>	<p>MJ TC Clerk</p>				
8	<p>MATTERS ARISING FROM THE MINUTES.</p>					
9	<p>COUNCIL MATTERS:</p> <p>a) To receive playing field inspection reports from the relevant councillor and agree any actions arising.</p> <p>The quarterly inspection report from SSDC had been received and the following identified:</p> <ul style="list-style-type: none"> • Goal posts loose in ground – clerk to ask Kim Dike if he could address this. • Two seats needed replacing as the slats were broken. One quote had been received, two were awaited. • Electricity sign was broken and needed replacing. It was noted that this had been reported after the September meeting. Clerk to report again. LG reported that Dog fouling was a problem. Discussion took place about appropriate action in relation to this. It was agreed that the dog warden should be contacted and asked to visit the village. • Skate Park surface – update, receive quotes. Two quotes had been received and were considered by the Council. It would be necessary to wait for a third quote. The clerk reported that she had been advised it was possible to apply for a community grant for this work. Resolved: it was agreed that the clerk should submit the grant application once the third quote was available. • Skate Park graffiti –update. The clerk was awaiting further information from Ilchester and Somerton Town Councils about graffiti artists. • Playing field trees maintenance – receive quotes. Three quotes for tree maintenance work were considered. RESOLVED: It was proposed and agreed to accept that quote from C Downing and ask him to carry out the work. • Playing trees damage to tarmacked area – receive quotes to repair. The clerk reported that only one quote had been received, despite three being requested. Clerk to pursue further quotes. <p>b) To receive reports regarding Highways and agree any actions arising. A report from Colin Fletcher about the proposed bollards in the lay by near the pub. These were programmed for installation this financial year. He had not been able to provide a price for traffic calming measures such as pinch points.</p> <ul style="list-style-type: none"> • Speed Indicator Device (SID) Results received. These results had been circulated. 	<p>Clerk Clerk Clerk Clerk Clerk</p>				

- **Speedwatch report.** The Community Speedwatch rota would resume in January. It was reported that the scheme was supported by police officers.
 - **Consideration of flashing speed indicator sign quotes.** MJ had obtained quotes for the flashing speed signs, the sign recommended to him by the police would be c£10k would be meeting with James Divall to consider whether this could be funded by the Community Grants scheme. MJ was asked to find out what could be achieved, whether this would be compatible with sensor controlled traffic lights, and the likely timescales.
 - **Accident Log – consider updates.** The accident log needed to be comprehensive and updated regularly. Not updated regularly enough. Councillors were asked to report accidents to clerk. Clerk to email log to councillors.
- c) **To consider adoption of model financial regulations.** The Financial regulations had been circulated and read by councillors. **RESOLVED:** It was proposed and agreed to adopt the model financial regulations. 1st TC MJ unanimous. Clerk to circulate
- d) **To consider adoption of model standing orders.** The standing orders had been circulated and read by councillors. **RESOLVED:** It was proposed and agreed to adopt the model standing orders. 1st SB 2nd TC unanimous. Clerk to circulate
- e) **Consider adoption of Policy re: Recording of Meetings.** SSDC had circulated a model policy. It was agreed that this should be adopted. **RESOLVED:** it was proposed and agreed to adopt the recording of meetings policy. 1ST SB 2ND TC
- f) **Clerk’s Appraisal following Probationary Period.** The clerk noted that her probationary period had finished at the beginning of November. An appraisal form was passed to SB for completion.

MJ
All
Clerk
Clerk
Clerk
SB

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FINANCIAL MATTERS:

- a. **To approve the cash book and bank account reconciliation for October - November 2014 as presented.** The cash book and bank reconciliation were noted and approved as follows:

Receipts & Payments since September 2014				£
	Balance 25/09/14			43,126.67
RECEIPTS				
25/09/2014	Ashes Plot Flagg E23	75		
30/09/2014	interest business reserve account	2.41		
30/09/2014	Quarterly Bonus - Bonus Saver	67.75		
30/09/2014	Interest bonus saver	3.39		
14/10/2014	vat refund	841.07		
31/10/2014	interest business reserve account	0.71		
31/10/2014	Interest bonus saver	1.14		
Total Receipts		991.47		£ 991.47
PAYMENTS				
27/10/2104	GB SPORT AND LEISURE parts for play area	314.4		
27/10/2014	KM Dike Cemetery and Rec maintenance	977.84		
30/10/2014	Richard Buxton Solicitors	1800		
27/11/2104	salary and expenses	1035.98		
27/11/2104	HMRC Tax and NICs	33.11		
27/11/2104	CLP Limited Printer cartridges	38.36		
27/11/2104	Vision ICT Website	140.4		
27/11/2104	Vision ICT Website Cemetery	120		
27/11/2104	Mudford Players grant towards insurance	130		
27/11/2104	Mudford Village Hall Sport 50	195		
TOTAL CHEQUES		4785.09		
Total Payments				£ 4,785.09
BANK ACCOUNTS				
Current Account			£ 100.00	
Business Reserve Account			£ 15,772.97	
Bonus Saver Account			£ 25,152.93	

TOTAL BANK ACCOUNTS				£ 41,025.90
Less outstanding cheques 27/11/14				1692.85
Balance				£ 39,333.05

b. **To consider ytd budget expenditure.** Details of Expenditure to date against budget was provided and checked by councillors.

c. **To approve the following accounts for payment and two signatories for cheques:-**

RESOLVED: It was agreed to approve the following accounts for payment, MJ and SB signed the cheques.

Salaries Oct, Nov 2014	Clerk's salary	948.41
HMRC	Tax and NICs October, November	33.11
Expenses October 2014	Clerk's Mileage, Telephone, Postage October	69.65
Expenses November 2014	Clerk's Mileage, Telephone, Postage November	17.98
Vision ICT	Website Hosting and support 2014-15	140.40
Vision ICT	Cemetery Website Hosting and support 2014-15	120.00
Mudford Village Hall	Hire of Hall for over 50s classes	195.00
Mudford Players	Grant to cover insurance for village fete (agreed at July meeting)	130.00
CLP Ltd	Ink Cartridges	38.36

Clerk to process payments

d. **Internal Audit- update.** Consider purchasing Financial Risk Assessment service for £60.00. The clerk reported that the internal auditor had made a preliminary visit and discussed the audit of accounts. This would take place in January with the final review of accounts taking place in April. The clerk noted that during 2013-14 the annual review of risk assessments had not taken place and this had been noted in the external auditors report. The internal auditor offered a Financial Risk assessment service which would provide for a comprehensive review of financial risk assessments, Councillors were asked to consider purchasing this service, the budget set aside for audit could accommodate this spend. **RESOLVED:** It was agreed to order this service. 1st LG 2nd MJ.

Clerk to advise internal auditor

e. **Consider draft budget for 2015-16** to inform the precept request for 2015/16; to agree the figures in principle only as final grant figures relating to the Localisation of Council Tax Benefit have yet to be received from SSDC. Final figures will be presented to the council when they have been received. Draft figures were presented to the Council. It was agreed that line by line analysis needed to take place together with consideration of projects for 2015-16. It was proposed that two councillor would undertake this analysis with the clerk and report back to the next meeting with a view to setting the precept before the end of January by which time it was likely that further information would be available on council tax benefit grant.

TC LG and clerk.

f. **Broadband – commitment to pay £200 per year towards broadband for village hall.** The clerk noted that an agreement to pay £200 towards the village hall broadband had been agreed in November 2011. Only one payment had been made. SB agreed to look further into this.

SB

g. **To appoint new bank signatories to replace resigned positions.** **RESOLVED:** It was proposed and unanimously agreed that the authorised signatories in the current mandate for the accounts detailed in section 2 be changed in accordance with sections 5 and 6 and the current mandate will continue as amended.

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Correspondence.

The following correspondence was considered:

Date	From	Subject	Action
29/09/14	Resident	Overhanging shrubs.	Clerk to reply noting discussion at the Parish Council meeting and recommendations following subsequent inspection of hedge.
Oct 14	SSDC	Area East Bulletin.	Circulated to Councillors
14/10/14	R Pearce	Hinton Weir Bridge at Mudford – repairs	For information. SB to lead on behalf of PC.
18/10/14 21/10/14	Resident	Subsidence of flood bank behind pub	Reply to resident noting that it was hoped that this could be addressed via a s106 agreement. However at the moment the environment agency was responsible for inspecting and taking appropriate action.
22/10/14	SSDC	Community Forum Meeting 19 January 2015 – consider attendance	Phil Sargent offered to attend this meeting on behalf of the PC

Clerk & LG

Clerk

PS

	21/10/14	SSDC Press release	Grants available to reduce risk of flooding – consider application to the scheme	Circulated to Councillors	
	23/10/14	SSDC	Digital access to revenue and benefits, request for information	Circulated. Clerk to respond	Clerk
	27/10/14	Member of public	Website information – consider updating	For consideration at future meeting.	Clerk
	27/10/14	SSDC	BT consultation on payphone removal	Clerk to reply noting the PC wish to keep the payphone.	
	31/10/14	SSDC	Somerset Library Services consultation – advance warning	This had been circulated to Councillors. It was hoped that the mobile service for Mudford might be saved.	
	08/11/14	Resident	Flooding at Mudford Bridge.	This had been circulated to Councillors.	
	17/10/14	SSDC	Annual Meeting of Town and Parish Councils – request for issues on agenda 27 January.	Mike Jones volunteered to attend on behalf of the Parish Council. June Lydon would confirm availability	MJ, LG
12	LIST OF ITEMS DISTRIBUTED AND AVAILABLE SINCE LAST MEETING: Clerks and Councils Direct Circular; Area South and Area East Committee Agendas; Gold Star Awards SSDC; Fields in Trust News; Somerset Art Weeks Newsletters; Somerset Community Foundation Newsletters; Senior Siren magazines; SSDC Press releases; Tree Officer's events; Somerset Community Justice Partnership Annual Report; South Somerset Together Housing Assembly Details; Standards Committee Agenda and Minutes; Rural Opportunities Bulletin, Rural Housing Spotlight; Area East Bulletin, Oct and Nov editions; Somerset Waste Partnership newsletters; Commonwealth War Graves notice for Mudford Cemetery; Came and Company Insurance Newsletter; SSCAB Open evening; SALC annual report; Tree Guardian Circular; SCC main modifications to minerals plan consultation; Big Lunch Newsletters; Somerset Highways – Winter Service Details; Levels and Moors Flood Plan - details of public meeting; SID results.				
13	Challenge to development at up Mudford TC suggested that it would be appropriate to write to the CPRE to ask if it would consider making a donation to the Parish Council to fight the development at Up Mudford. RESOLVED: It was proposed and unanimously agreed that the clerk should write to CPRE Somerset as suggested. 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. There were no developments to report.				Clerk
14	NEXT SCHEDULED PARISH COUNCIL MEETINGS: Thursday January 22 nd 2014 (this was a change from the scheduled meeting (29 th January) because of the pantomime.) Further meetings will be called as necessary usually on the last Thursday of the month.				
	Any Other reports <ul style="list-style-type: none"> It was noted that a letter needed to be sent to Yvonne Rowlands to thank her for her work as a Parish Councillor, Stephen Bartlett would lead on this. Tree and bulb planting would take place on Tuesday 9th November at 10am, meet at the car park Ceremonial Tree planting would take place on Thursday November 11th at 12 noon. 				SB/Clerk