

# 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 31 March 2016 at Mudford Village Hall at 7pm

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

GM reported that she and Nick Lanigan had attended a flood management workshop. CRISP funding would be required to acquire our own equipment to close the road when flooded, more volunteers were required.

Fly Tipping - GM reported that she had cleared significant amounts of rubbish that had been dumped in the brook situated past Hales Meadow road and on the left. She had asked for a sign to be put up and to this end was liaising with SSDC.

<b>Min 510</b>	<b>1.Attendance and to receive any apologies for absence and to consider acceptance of the reasons.</b> Present: Stephen Bartlett, Tony Cavalier, June Lydon, Phil Sargent, Geraldine Mabey. In attendance: Sue Graham (Clerk) Tony Capozzoli (District Councillor) Mike Lewis (County Councillor)		<b>Action</b>
<b>511</b>	<b>2. Declarations of interest.</b>		
<b>512</b>	<b>3.To hear reports from:</b> <b>District Councillor:</b> Tony Capozzoli reported the following: <ul style="list-style-type: none"> <li>The recent information event about dualling the A303 had not been very informative. TC had a contact and would keep the PC informed of developments. Mike Lewis added that Mott Macdonald (agents for Highways England) was undertaking environmental studies, and there would be further consultation once these studies were complete.</li> <li>PS wished to ask Tony Capozzoli about any developments with a field being made available to create a bund, to counter flooding. Tony Capozzoli reported that a similar plan has been put forward for the Ilchester area but this did not relate to Mudford.</li> </ul>		
<b>513</b>	<b>County Councillor:</b> Mike Lewis thanked Tony Cavalier for the photos showing flooding over the main road and suggested that these were also sent to the Rivers Authority and the Inland Drainage Board – he provided contact details. Discussion took place about the likely cause of the flooding, and the possible impact of the sluice gates at Sherborne lakes being opened. It was agreed that a record of the dates when such flooding occurred should be kept. Action: TC to send all photos to clerk. The related issue of sewage coming through drains was also reported and discussion took place about the sewage pumping/ drainage system and the problems with this.		<b>TC</b>
<b>514</b>	<b>Police:</b> The police were not present. TC expressed disappointment that the police were not in attendance, the clerk was asked to request an update.		<b>Clerk</b>
<b>515</b>	<b>Village Hall Committee:</b> There was nothing to report.		
<b>516</b>	<b>Clerk:</b> There was nothing to report.		
<b>517</b>	<b>5. To approve as a correct record the minutes of the Parish Council Meetings held on 21 January 2016 and 15 March 2016.</b> 21 January minutes: The clerk pointed out that there was an error under the payments minute (442) of the draft copy: SLCC membership should read £103 and SALC Training should read £225. RESOLVED: It was proposed and unanimously agreed to approve the minutes subject to the amendments above.		
<b>518</b>	<b>6. Matters Arising from the Minutes.</b> There were no matters arising.		
<b>519</b>	<b>7. To consider the following planning applications and make recommendations to the planning officer:</b>		<b>Clerk</b>
	Ref	Detail	Comments
	16/00786/FUL	Erection of a field shelter (part retrospective) Glen Croft, Ashington Lane, Limington	SB explained the application, this was a basic, small (33msq) timber shelter for animals. No objections. RESOLVED: It was proposed and unanimously agreed to recommend approval.
<b>520</b>	<b>8 To receive the following determination of planning notices:</b> The following notices were read out: 15/05211/FUL The erection of an open fronted agricultural building to house livestock. Parsonage Farm, West Mudford Road, Mudford. Grant permission with conditions.		
<b>521</b>	15/05718s73A. Application to vary planning condition to remove agricultural occupancy condition in relation to planning application 20521 dated 25/7/1953. Woodside Farm, Ashington Lane, Limington. Refuse Permission.		

522	Further Planning Matters: CIL. SB asked when SSDC would be voting on this. The District and County Councillor reported that this would take place at a full council meeting; the agenda would be available on the council website.																																																																																													
<b>9. Council Matters</b> <b>Cemetery</b>																																																																																														
523	<ul style="list-style-type: none"> <li>Cemetery Warden's Update. PS reported that he was monitoring headstones – especially with the strong winds. These were not getting any worse and he would be looking to stabilise the existing loose headstones. The noticeboard on the rear of the cemetery was locked and notices needed to be replaced. PS would continue to try to locate the key but if this was not possible the doors would need to be forced.</li> </ul>	PS																																																																																												
524	<ul style="list-style-type: none"> <li>Topple Test (Cemetery Headstones Risk Assessment.) PS had provided an update as above.</li> </ul>																																																																																													
525	<ul style="list-style-type: none"> <li>Receive Letter from SSDC about burial space, future of Yeovil Cemetery and report response. The Clerk explained that a letter had been received from SSDC about the lack of space in Yeovil Cemetery and asking for the position regarding burial space in Mudford. The clerk had responded reporting that Mudford had sufficient space for the current population of the village, but should the development at Up Mudford go ahead, further land would be required. She had discussed with Clive Miller the possibility of procuring land for the cemetery and the fact that it was hoped that this would form part of a s106 agreement should the development go ahead. Councillors discussed the possibility of using other land in the village for burial ground, including the land between Mudford and Up Mudford. SB would speak to Clive Miller.</li> </ul>	SB																																																																																												
526	<ul style="list-style-type: none"> <li>Receive SSDC Cemetery Business Rate Notice. The clerk reported that she had received a business rate notice with 100% rate relief applied. She had also been required to register with the valuation office as small businesses were being revalued. When contact was made, the clerk was asked to check that 100% rate relief would still apply.</li> </ul>	Clerk																																																																																												
<b>Playing Field and Play area</b>																																																																																														
527	<ul style="list-style-type: none"> <li>To receive playing field inspection reports from the relevant councillor and agree any actions arising. The reports were received. GM reported that there had been flooding on tarmac which would need to be addressed by adequate drainage when the area was resurfaced. TC asked for an update on the plan for resurfacing – this would be when the tree had died.</li> </ul>																																																																																													
528	<ul style="list-style-type: none"> <li>Receive SSDC quarterly inspection report and agree any actions arising. The report was received and discussed. It was noted that the wobble log was rotting; this was not considered to be serious or dangerous at this stage. It would continue to be monitored.</li> </ul>																																																																																													
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To receive reports regarding highways and agree any actions arising. The following were reported:																																																																																														
529	<ul style="list-style-type: none"> <li>SB reported that he had been asked by the Rights Of Way team for an estimate of how much time is spent by volunteers on footpath maintenance / meetings etc. SB had provided this.</li> <li>Drains blocked between Hinton Cottages and the Spinney.</li> <li>Flooding (as reported above)</li> <li>Flashing Speed Signs – Update. A response had been received from C Fletcher noting that the investigations were now complete and the poles could be installed. He had suggested a meeting with councillors to determine precise location on Wednesday 6<sup>th</sup> April. This was agreed – clerk to arrange.</li> </ul>	Clerk																																																																																												
<b>10. FINANCIAL MATTERS:</b>																																																																																														
530	<ul style="list-style-type: none"> <li>To approve the cash book and bank account reconciliation for January – March.</li> </ul> <p>The cash book summary and bank reconciliation were circulated and considered. RESOLVED: It was proposed and unanimously agreed to approve the cash book and bank reconciliation 21 January – 31 March 2016.</p>																																																																																													
<table border="1"> <thead> <tr> <th colspan="4">MUDFORD PARISH COUNCIL 31 March 2016. Receipts &amp; Payments since January 2016</th> </tr> </thead> <tbody> <tr> <td></td> <td>Balance 22/01/16</td> <td></td> <td style="background-color: yellow;">£ 46,894.57</td> </tr> <tr> <td colspan="4"><b>RECEIPTS</b></td> </tr> <tr> <td></td> <td>Bank interest business account</td> <td></td> <td>£ 0.80</td> </tr> <tr> <td></td> <td>Bank interest saver account</td> <td></td> <td>£ 1.07</td> </tr> <tr> <td></td> <td>Bank interest business account</td> <td></td> <td>£ 0.69</td> </tr> <tr> <td></td> <td>Bank interest saver account</td> <td></td> <td>£ 1.14</td> </tr> <tr> <td></td> <td>Donation Fomag</td> <td></td> <td>£ 1,000.00</td> </tr> <tr> <td></td> <td><b>Total Receipts</b></td> <td></td> <td><b>£ 1,003.70</b></td> </tr> <tr> <td colspan="4"><b>PAYMENTS</b></td> </tr> <tr> <td><b>21/01/2016</b></td> <td>Clerks Salary</td> <td></td> <td>£ 489.56</td> </tr> <tr> <td></td> <td>Postage Telephone Mileage</td> <td></td> <td>£ 23.58</td> </tr> <tr> <td></td> <td>Grant</td> <td></td> <td>£ 50.00</td> </tr> <tr> <td></td> <td>CPRE Membership donation</td> <td></td> <td>£ 150.00</td> </tr> <tr> <td></td> <td>SLCC Membership</td> <td></td> <td>£ 103.00</td> </tr> <tr> <td></td> <td>Solicitor Fees</td> <td></td> <td>£ 1,225.32</td> </tr> <tr> <td></td> <td>Mileage</td> <td></td> <td>£ 15.20</td> </tr> <tr> <td></td> <td>Maintenance</td> <td></td> <td>£ 1,007.18</td> </tr> <tr> <td></td> <td>Hedge Cutting</td> <td></td> <td>£ 984.00</td> </tr> <tr> <td></td> <td>Broadband contribution</td> <td></td> <td>£ 153.55</td> </tr> <tr> <td></td> <td>Gov.uk fee</td> <td></td> <td>£ 66.00</td> </tr> <tr> <td></td> <td>Cemetery Caretaker</td> <td></td> <td>£ 157.50</td> </tr> <tr> <td></td> <td>Planning training</td> <td></td> <td>£ 225.00</td> </tr> </tbody> </table>			MUDFORD PARISH COUNCIL 31 March 2016. Receipts & Payments since January 2016					Balance 22/01/16		£ 46,894.57	<b>RECEIPTS</b>					Bank interest business account		£ 0.80		Bank interest saver account		£ 1.07		Bank interest business account		£ 0.69		Bank interest saver account		£ 1.14		Donation Fomag		£ 1,000.00		<b>Total Receipts</b>		<b>£ 1,003.70</b>	<b>PAYMENTS</b>				<b>21/01/2016</b>	Clerks Salary		£ 489.56		Postage Telephone Mileage		£ 23.58		Grant		£ 50.00		CPRE Membership donation		£ 150.00		SLCC Membership		£ 103.00		Solicitor Fees		£ 1,225.32		Mileage		£ 15.20		Maintenance		£ 1,007.18		Hedge Cutting		£ 984.00		Broadband contribution		£ 153.55		Gov.uk fee		£ 66.00		Cemetery Caretaker		£ 157.50		Planning training		£ 225.00
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<b>22/02/2016</b>	Clerks salary		£ 489.56
	Internal Audit		£ 191.25
	Data protection registration		£ 35.00
	Cold Brook maintenance		£ 1,080.00
	cemetery caretaker		£ 75.00
<b>15/03/2016</b>	Mileage		£ 68.80
	Clerks and Councils Direct subs		£ 12.00
	Clive Miller Consultancy		£ 96.00
<b>Total Payments</b>			<b>£ 6,697.50</b>
<b>BALANCE</b>			<b>£ 41,200.77</b>
<b>BANK ACCOUNT STATEMENTS</b>			
<b>Current Account</b>		£ 100.00	
Business Account		£ 14,382.32	
Business Reserve Account		£ 26,970.25	
<b>TOTAL BANK ACCOUNTS</b>		£ 41,452.57	<b>£ 41,452.57</b>
<b>Add outstanding lodgements</b>			
<b>Less outstanding cheques</b>			251.8
<b>Balance</b>			<b>£ 41,200.77</b>

531

- **To consider ytd budget expenditure.** The year to date budget expenditure was circulated and checked by Councillors.

532

- **To approve the following accounts for payment and two signatories for cheques:-** The clerk reported that there were two salary payments in respect of the internal auditor's recommendation that her salary was paid on the next increment backdated to April 2015 as per the contract of employment. A confidential minute was taken. **RESOLVED:** It was proposed and unanimously agreed to approve the following payments. Signatories: TC and SB

Salaries	March 2016	£489.56
Salaries	Salary increment April 15-March 16	£174.08
HMRC	Tax and NICs	£10.00
Postage Telephone Mileage	January - March	£43.42
Futureform	Printer ink	£41.40
LCR	Subscription Renewal	£17.00
SALC	Training	£20.00
SSDC	Quarterly Play area inspection	£127.20
PS Services	Recreation Field tree work	£50.00

533

- **To note the following receipts**

Description	Amount
Bank interest business account Jan, Feb	£1.49
Bank interest saver account Jan, Feb	£2.21

#### Other finance matters.

534

- Receive Annual Audit paperwork from Grant Thornton.  
The clerk reported that there had been some changes for 2016-17 including the timescales for advertising electors' rights. She had agreed an extended deadline with Grant Thornton. Arrangements had been made for the internal auditor to finish the audit in May. The audit papers would be ready for agreement at the May meeting.

535

- Internal Audit. Receive internal auditor's report and risk assessment, and agree any actions arising from recommendations.

The Auditors report had been circulated prior to the meeting. The recommendations / audit notes were considered as follows:

- *Recommendation: We recommend that Standing Orders and Financial Regulations should be reviewed and adopted every three years. The next review will be due in 2017/18.* Action: No action required at this stage.
- *Audit note: 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 that this happens.
- *Recommendation: We continue to recommend a VAT claim should be submitted to HMRC quarterly or when the amount for reimbursement reaches a limit of £100.00.* Action: Clerk to ensure that this happens. A VAT claim had been submitted during March.
- *Audit Note: Where spending decisions are taken for projects these should be cross referenced to the budget allocations and noted in the minutes of the Parish Council.* Action: Clerk to ensure this happens.
- *Audit note: As a reminder the Asset Register is reviewed at least once a year and signed by the Parish Chairman to show that a review of all assets has taken place.* Action: Clerk to agenda for May meeting.
- *Recommendation: We recommend that the Parish Clerk should receive an increment from 1 April 2015 and this*

Clerk

Clerk

Clerk

Clerk

<p>536</p> <p>537</p> <p>538</p> <p>539</p>	<p><i>should be retrospectively adjusted in her salary for March 2016. Action: No further action required, complete.</i></p> <ul style="list-style-type: none"> <li><i>Audit Note: It is further noted that the Parish Clerk is due to receive a further increment from the 1 April 2016. Action: On agenda for agreement below.</i></li> </ul> <p><b>Agree Clerk's salary increment April 2016.</b> This related to the contract of employment and the auditor's recommendation as above, that the new salary scale was applied from April 2016 – 11.545/hour. There were no objections, RESOLVED: It was proposed and unanimously agreed to apply the new salary scale from April 2016.</p> <p><b>From SALC Smaller authorities audit arrangements.</b> This referred to correspondence from the Chair of the Smaller Authorities Audit Appointments body, providing information on opting out (not applicable to Mudford PC) and an update on the procurement process. No action was required.</p> <p><b>Agree list of regular recurring payments for 2016-17 as follows:</b></p> <ul style="list-style-type: none"> <li>Clerks Salary £520.28</li> <li>KM Dike Playing Field and Cemetery maintenance (quarterly) £1037.40</li> <li>SSDC Annual Inspection £94.20</li> <li>SSDC Quarterly Inspection £127.20</li> <li>Website Fees: <ul style="list-style-type: none"> <li>Mudford PC - £140.40</li> <li>Cemetery - £120.00 – find out what this is?</li> </ul> </li> <li>ICO Data Protection Fee £35.00</li> </ul> <p>The recurring payments were considered. There was a query about the cemetery database and what this provided for the Parish Council. Clerk to enquire about this. Resolved: It was proposed and unanimously agreed to approve the payments as listed above subject to enquiries being made about the payment for a cemetery database.</p>	<p>Clerk</p>									
<p>540</p>	<p><b>11. Correspondence.</b> Consider the following correspondence and agree any actions arising.</p> <table border="1" data-bbox="212 1021 1355 1417"> <thead> <tr> <th>From</th> <th>Subject</th> <th>Decision</th> </tr> </thead> <tbody> <tr> <td>Tower Mint</td> <td>Queen Elizabeth 2 90<sup>th</sup> Birthday Commemorative medal – discuss whether to purchase. Councillors were unaware if there was a village event to commemorate the Queens 90<sup>th</sup> birthday. It was agreed that buying a gift for children who attend an event would be a fitting way to mark the birthday.</td> <td>RESOLVED: It was proposed and unanimously agreed that a small number of coins would be purchased if a suitable event was taking place. SB to check.</td> </tr> <tr> <td>J Divall</td> <td>Connected Communities – a digital event for South Somerset – consider attendance.</td> <td>Clerk to attend if available.</td> </tr> </tbody> </table>	From	Subject	Decision	Tower Mint	Queen Elizabeth 2 90 <sup>th</sup> Birthday Commemorative medal – discuss whether to purchase. Councillors were unaware if there was a village event to commemorate the Queens 90 <sup>th</sup> birthday. It was agreed that buying a gift for children who attend an event would be a fitting way to mark the birthday.	RESOLVED: It was proposed and unanimously agreed that a small number of coins would be purchased if a suitable event was taking place. SB to check.	J Divall	Connected Communities – a digital event for South Somerset – consider attendance.	Clerk to attend if available.	<p>SB Clerk</p>
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<p>541</p>	<p><b>12. LIST OF ITEMS DISTRIBUTED AND AVAILABLE SINCE LAST MEETING:</b> The following items had been distributed for councillors information: Rural Services Network News bulletins; Somerset Waste Partnership Newsletters; Police and Crime Commissioner Newsletter; South Somerset Together – meeting re welfare reform; Marston Magna WI Clean up for the Queen!; Standards Committee Meeting agenda; Community Forum Meeting; Area East Meeting of Town and Parish Councils - notes; Heart of Wessex Local Action Group meeting; Office for National Statistics – survey and parish information; Thank you letter from CPRE; Area East Bulletin; Highways England Public Engagement Event; SLCC newsletter; New Primary Academy in Yeovil – consultation results; Clean for the Queen Litter pick event; SSVCA Newsletter; Area South Town and Parish Council Meeting; Lufton Primary school consultation results; Police and Crime Commissioner Newsletter; Somerset Community Foundation Newsletter; Somerset Day Celebrations; Equipment for recording meetings, Tree Guardian Update; Area South Annual Parish Meeting; SSCVA- Digital Communities Information event; SSCVA Newsletter; Voluntary Sector Forum Meeting.</p>										
<p>542</p> <p>543</p>	<p><b>13. Challenge to development at up Mudford</b> – RESOLVED: It was proposed and unanimously agreed 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 – legal advice.</i></p> <p>Approve closed minutes of meeting held on 21 January 2016, 22 February 2016, and 15 March 2015. RESOLVED: It was proposed and unanimously agreed to approve the minutes of the meetings held.</p> <p>Planning Application 14/02554/OUT. Receive update on legal advice and consider any actions arising, including relating to Community Infrastructure Levy. A confidential minute was taken.</p>										
<p>544</p>	<p><b>14. NEXT SCHEDULED PARISH COUNCIL MEETINGS:</b> Friday May 20<sup>th</sup> 2016. Further meetings will be called as necessary usually on the last Thursday of the month.</p>										

