

MUDFORD PARISH COUNCIL

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

Tel: 07874 220140

E-mail: clerk@mudfordparishcouncil.gov.uk

Website: www.mudfordparishcouncil.gov.uk

MINUTES OF A MEETING OF THE PARISH COUNCIL on Thursday 31 May 2018 at Mudford Village Hall at 7pm

PUBLIC SESSION.

There were no issues raised.

1	<p>Election of Chair and Receive Chairman's declaration of acceptance of office Nominations for chair were invited. Stephen Bartlett was nominated by TC and seconded by PS. Resolved: It was proposed and unanimously agreed to elect Stephen Bartlett as Chairman. SB accepted the position of Chairman and signed the declaration of acceptance of office</p>			
2	<p>Election of Vice Chair Nominations for vice chair were invited. Tony Cavalier was nominated by Stephen Bartlett and seconded by Phil Sargent Resolved: It was proposed and unanimously agreed to elect Tony Cavalier as vice chairman</p>			
3	<p>Attendance and to receive any apologies for absence and to consider acceptance of the reason Present: Stephen Bartlett (SB), Tony Cavalier (TC) June Lydon (JL) Phil Sargent (PS) Nick Lanigan (NL) Geraldine Mabey (GM) Kay Mackenzie (KM) In attendance: Tony Capozzoli (District Councillor) Sue Graham (Clerk) Jean Jones 1 member of the public</p>			
4	<p>Declarations of Interests.</p>			
5	<p>Allocation of Parish Post representatives. The following representatives were appointed: Planning SB, TC, NL, KM Highways TC, NL Parish Environment Warden – GM (SB will cover when GM has left) Parish Paths NL Lawrence Weir (volunteer) Finance- JL, TC Communications – JL, SG. SALC – This would be filled on an ad-hoc basis as the need arose.</p>			
6	<p>Reports. To hear reports from: County and District Councillors. Tony Capozzoli reported the following: The enforcement date deadline for the West Farm planning application was pending (4th June.) He provided an update from the planning officer. TC and PS referred to the Area East Meeting at which it was emphasised that further extensions / secondary applications would not be accommodated, and that it had been suggested that work on an enforcement notice could be carried out in advance. The clerk was asked to send an email to highlight this and to ask for this enforcement to be processed as a priority for 4 June.</p> <p>Up Mudford development. A meeting had been arranged for the applicant to respond to issues raised. An extension of time would be agreed following this meeting. This was likely to lead to a further consultation period. There would be changes to neighbourhood teams including introduction of electric bikes / other vehicles to save money.</p> <p>Police. Report heard at Annual Parish Meeting</p> <p>Village Hall Committee. The hall was flourishing and popular. Forthcoming events included a Summer lunch on July 5th to fundraise for the church. However, there was a risk of bookings being cancelled because of lack of parking. A meeting with SSDC had taken place but issues raised had not yet been followed up. The problems and possible solutions were discussed at length. Improved signage and ticketing were suggested. Although the car park was a village hall / SSDC responsibility this problem was affecting the whole village. The clerk was asked to write to the Half Moon pub to ask for them to provide alternative parking for patrons and staff.</p> <p>Parish Environment Warden. GM reported that she had been out litter picking. She had agreed with Street Scene (SSDC) to check the last gateway on Lyde Road on a regular basis. She would be meeting with KM Dike nurseries about them cutting the spinney.</p> <p>Clerk. Nothing to report</p>			
7	<p>To approve as a correct record the minutes of the Parish Council Meeting held on 26 April 2018 RESOLVED: It was proposed and unanimously agreed to approve the minutes of the meeting held.</p>			
8	<p>To consider the following planning applications and make recommendations to the planning officer. There were no planning applications.</p>			
9	<p>To receive the following determination of planning notices: The following notice was read out:</p> <table border="1" data-bbox="188 2011 1544 2107"> <tr> <td data-bbox="188 2011 437 2107">18/01045/S73A</td> <td data-bbox="437 2011 1158 2107">Application to vary condition 2 of approval 09/01425/FUL to allow extension to opening hours, Longcroft Farm, Stone Lane, Yeovil.</td> <td data-bbox="1158 2011 1544 2107">Application permitted with conditions</td> </tr> </table>	18/01045/S73A	Application to vary condition 2 of approval 09/01425/FUL to allow extension to opening hours, Longcroft Farm, Stone Lane, Yeovil.	Application permitted with conditions
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10	<p>Other planning matters</p>			

Survey on Planning/Building Control Functions. The PC did not wish to complete this survey.

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Council Matters

Cemetery

- Cemetery headstones risk assessment. There was nothing new to report
- Review Cemetery Fees. The burial fees were reviewed. Discussion took place and it was resolved to increase the cost of a large burial / larger (T) ashes plot to £100, and limit the number of interments to three per plot.
- Headstone / tablet application for plot D2 -17 was agreed.
- Offer of donation towards cemetery plaque. This kind offer by the widow of Edward Bangay was acknowledged, it was noted that it had been previously agreed for the PC to recognise the contribution of Edward Bangay to the village by way of a plaque. Mrs Bangay was welcome to make a donation towards the cost of the seat / plaque.

Playing Field and Play area

- To receive playing field inspection reports from the relevant councillor and agree any actions arising. JL noted that she had completed the inspections, the play area gates were regularly being left open. There were nettles which needed cutting back/ killing. The clerk was asked to ask the maintenance contractor to carry out this work.
- Receive reports of loose dogs on playing field. This incident had been reported to the police and dog warden. Details of how to report this would be provided in the next village newsletter.
- Playing field consultation and next steps. Consultation had been conducted with young people via the SYRP visit and also with other villagers at the coffee morning. The results were considered. The gym equipment had been well received with villagers identifying their top 10 preferences. The PC expressed an interest in using the services of a professional to project manage this. The clerk advised that she needed to seek advice about this approach. If acceptable it was suggested he should be invited to the next meeting.

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

Verge erosion on West Mudford Rod was reported.

Parish Paths – a report from the footpath warden was read out. The clerk was asked to write to the owners of respective properties about shrubs / trees causing a hazard to pedestrians.

Tyres on the verge near East Lanes had been reported to the clerk. She had reported to Street Scene. She was asked to report to Highways as these were considered to be a danger to other road users.

Follow up to item raised in public session on 26 April – including sending evidence to Council / Police. PS had asked for this to be discussed in response to concerns raised in public session at the previous meeting. The issue with speeding and volume of traffic was discussed. The clerk was asked to contact Mike Lewis for an update on his proposed small improvement scheme for the A359.

Speed sign data was received. Summaries as follows.

Top of the Hill

Traffic Report From	3/22/2018 12:45:00 PM through 5/25/2018 12:30:00 PM		
85th Percentile Speed	36.9	mph	
85th Percentile Vehicles	248,248	counts	
Max Speed	80.0 mph on 5/6/2018 12:40:00 AM		
Total Vehicles	292,056	count	
AADT:	4,564		
Volumes - weekly vehicle counts			
	Time	5 Day	7 Day
Average Daily		4,889	4,481
AM peak	6:00 to 7:00	425	330
PM peak	3:00 to 4:00	442	394
Speed			
Speed limit:		35	mph
85th Percentile Speed:		36.9	mph
Average Speed:		30.6	mph

Bottom of Hill:

Traffic Report From	3/22/2018 1:10:00 PM through 5/25/2018 12:55:00 PM		
85th Percentile Speed	34.7	mph	
85th Percentile Vehicles	241,797	counts	
Max Speed	80.0 mph on 4/28/2018 5:55:00 PM		
Total Vehicles	284,467	count	
AADT:	4,446		
Volumes - weekly vehicle counts			
	Time	5 Day	7 Day
Average Daily		4,796	4,357
AM peak	7:00 to 8:00	414	340
PM peak	3:00 to 4:00	490	410
Speed			
Speed limit:		35	mph
85th Percentile Speed:		34.7	mph
Average Speed:		28.9	mph

	<p>12.4 Internal Audit. Receive internal auditor's report and note approval of accounts. The internal auditor had visited on 10 May and approved the accounting statements, and completed the AGAR internal auditor report. The internal audit risk assessment report had been received and agreed at the February meeting.</p> <p>Receive and Complete Annual Return 2017-18</p> <p>12.4.1 Complete annual governance statement The Annual Governance Statement was considered line by line and all questions answered yes or N/A. RESOLVED: It was proposed and unanimously agreed to approve and sign the Annual Governance Statement in the Annual Return.</p> <p>12.4.2 Agree annual statement of accounts including significant variances and bank reconciliation. The clerk reported the figures in the Annual Return Accounting Statements. The internal auditor had checked and agreed the figures. The clerk reported significant variations between 2016-17 and 2017-18, and explanation for the high level of reserves which would be sent to the auditor. RESOLVED: It was proposed and unanimously agreed to approve the annual return accounting statements, the significant variations, and bank reconciliation.</p> <p>12.4.3 Confirmation of commencement date for period of exercise of public rights. The clerk would advertise this on the website as required from Tuesday 5 June, to include the statutory period of the first 10 working days of July.</p> <p>Review Of Asset Register, arrange physical check of assets – SB had done this check and completed the paperwork. Chairman to complete annual governance checklist. SB completed the checklist.</p> <p>Consider quotes for new filing cabinets and agree any actions arising. Three quotes had been received. It was agreed for the clerk to order the Viking Filing cabinet. Budget line: training (as agreed at item 11 (GDPR) above.</p>
13	<p>Youth Provision. Update.</p> <p>Feedback had been provided by SYRP. From their perspective it had been disappointing that no 11-18year olds had attended. SYRP would run a trip to a skate event in Yeovil at Abbey Manor in August if there was demand. This would be advertised in the newsletter.</p>
14	<p>Village hall car park. Update. This had been considered under village hall report.</p>
15	<p>Correspondence. Consider the following correspondence and agree any actions arising:</p> <p>From Calor, best village shop award. Noted</p> <p>Local Government Boundary Commission Electoral Review of South Somerset Final Recommendations. Noted</p> <p>SALC affiliation 2018-19. Noted</p> <p>Somerset County Council Chairman's award for services to the community. This had been discussed prior to the meeting. Councillors wished to nominate Jean Jones (Village Hall Committee Chair)</p>
16	<p>LIST OF ITEMS DISTRIBUTED AND AVAILABLE SINCE LAST MEETING:</p> <p>Rural Services Network News Bulletins; Mobile Library off-road information, SALC GDPR update; Calor Village of the Year, SWP newsletter; Somerset Convergence; Day Opportunities for people with Dementia and older people with functional mental health needs, SSDC – Where to access advice on scams frauds etc.</p>
17	<p>Items for village newsletter.</p> <p>Youth trip</p> <p>Playing field development feedback</p>
18	<p>Challenge to development at up Mudford</p> <p>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) Planning Application 14/02554/OUT. Receive update on legal / professional advice and consider any actions arising. Reported under District Councillor report above.</p>
19	<p>NEXT SCHEDULED PARISH COUNCIL MEETINGS:</p> <p>June 28th 2018. Further meetings will be called as necessary.</p>