

MUDFORD PARISH COUNCIL

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ANNUAL MEETING OF THE PARISH COUNCIL – FRIDAY 20th May 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.

MINUTES

PUBLIC SESSION

556	<p>1. Election of Chairman and receive Chairman's Declaration of Acceptance of Office Nominations for the Chairman were invited. SB was nominated by TC and seconded by PS Resolved: It was proposed and unanimously agreed to elect SB as chairman SB accepted the position of Chairman and signed the declaration of acceptance of office</p>					
557	<p>2. Election of Vice Chairman. Nominations for vice chair were invited. TC was nominated by GM and seconded by PS Resolved: It was proposed and unanimously agreed to elect TC as vice chairman</p>					
558	<p>3. Attendance and to receive any apologies for absence and to consider acceptance of the reasons. Present: Stephen Bartlett (SB), Tony Cavalier (TC) June Lydon (JL) Phil Sargent (PS) Nick Lanigan (NL)Geraldine Mabey (GM) In attendance: Tony Capozzoli (District Councillor) Jean Jones (Village Hall Committee Chair) Sue Graham (Clerk) 6 members of the public Resolved: It was proposed and unanimously agreed to accept apologies from Diane Vaughan and Mike Lewis</p>					
559	<p>4. Declarations of Interests. There were no declarations</p>					
560	<p>5. Reports – District Councillor. Tony Capozzoli provided a written report for the year 2015-16. For his May report he noted the following:</p> <ul style="list-style-type: none"> At the SSDC meeting this week the Council had received a presentation on broadband and had been asked to invest £640k, but with no guarantee that this would be spent exclusively in South Somerset the Council had voted against making a donation. RNAS been in contact to advise that a marathon would be taking place on Sunday 12 June to raise money for a military charity, will take place in the locality. SSDC discussed and agreed CIL at its meeting last evening. 					
561	<p>Village Hall Committee Jean Jones reported that the Queens 90th Birthday celebration was planned for the 11th June</p>					
562	<p>Police. There was no police report. TC reported that there had been two burglaries in Up Mudford.</p>					
563	<p>6. Allocation of Parish Post representatives. The following representatives were agreed: Planning SB, TC Highways TC, PS Parish Environment Warden- GM Parish Paths SB, PS Finance- JL, TC Communications and SALC representatives to be considered at a future meeting. Action: Next agenda.</p>		Clerk			
564	<p>7. To approve as a correct record the minutes of the Parish Council Meeting held on 31 March, 22 April 2016 RESOLVED: It was proposed and unanimously agreed to approve the minutes of the meetings held.</p>					
565	<p>8. To consider the following planning applications and make recommendations to the planning officer:</p>					
	<table border="1"> <thead> <tr> <th>Ref</th> <th>Detail</th> </tr> </thead> <tbody> <tr> <td>16/01735/R3C</td> <td> Provision of a single storey 'One Form Entry' primary school to accommodate 210 statutory places with nursery to accommodate 30 places and associated works, including road, soft play and parking areas. Land north of Cunningham Road & north west of Drake Road, Wyndham Park Yeovil. SB explained the nature and location of the application. School on edge of Wyndham Park, positioned to take children from Primrose Lane development. Observations were invited and comments made as follows: Calls into question need for school if Primrose Lane application is not approved. This application represented a return to the original plan. RESOLVED: It was proposed and unanimously agreed to recommend approval. </td> </tr> </tbody> </table>	Ref	Detail	16/01735/R3C	Provision of a single storey 'One Form Entry' primary school to accommodate 210 statutory places with nursery to accommodate 30 places and associated works, including road, soft play and parking areas. Land north of Cunningham Road & north west of Drake Road, Wyndham Park Yeovil. SB explained the nature and location of the application. School on edge of Wyndham Park, positioned to take children from Primrose Lane development. Observations were invited and comments made as follows: Calls into question need for school if Primrose Lane application is not approved. This application represented a return to the original plan. RESOLVED: It was proposed and unanimously agreed to recommend approval.	
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	examination.	
	11. Council Matters	
	Cemetery	
573	Cemetery Warden's Update. The cemetery warden reported the following: <ul style="list-style-type: none"> The area was being well maintained by KM Dike. The Chapel Guttering needed work and he would look at what was required. Advice was required about the size of trees on the Cemetery boundary and whether these required pruning. A tree surgeon would be consulted in respect of this. 	PS
574	Topple Test - Cemetery Headstones Risk Assessment. PS reported that he carried out regular checks on the loose Headstones, they were not getting worse but he would look to repair over the summer. Responsibilities with regard to unsafe headstones were explained.	PS
575	Annual Review of Burial Fees. The burial fees were reviewed. Discussion took place including consideration of other local cemetery charges. It was agreed that there should be a fee for use of the Chapel. RESOLVED: It was proposed and unanimously agreed to include a fee of £30 for chapel hire.	Clerk
576	Playing Field and Play area To receive playing field inspection reports from the relevant councillor and agree any actions arising. JL reported that she had had to ask people to keep their dogs on leads but they were not willing to comply. TC reported that there was still a problem with dog fouling on the playing field.	
577	Highways and Parish Paths To receive reports regarding highways and agree any actions arising. The following were reported: <ul style="list-style-type: none"> An accident had caused damage to railings outside the village hall. It was confirmed that Highways had been informed and had inspected the railings. They had made a temporary repair but had agreed replacement railings were necessary. This was in hand. Capping stones on the bridge on the A359 between Mudford and Marston Magna damaged - one of the stones hanging off on the Marston Magna side. Notice of road closure had been received - Little Marston Road, Marston Magna from 13 June 2016. It was pleasing to note that the drains had been jetted. Highways had met with PS and inspected the manholes outside the village hall The Parish Ranger was required to undertake work under the willow opposite the Church. The signs at the garage had been raised as a matter of concern by a member of the public. IT was noted that these were classed as 'temporary.' IT would be necessary for the concerned party to raise with SSDC if the signs remained a concern. 	Clerk Clerk
578	Flashing Speed Signs – Update. The clerk reported that the poles had been installed and the signs ordered. The signs would be installed week commencing 6 June	
579	Street Lighting – consider request for street lights to be turned off for predetermined time. A Parishioner had enquired about the possibility of part night lighting. This had been queried with SCC, and it would not be possible for part night street lighting to be implemented but there were plans for low energy LED lanterns to be installed along the A359. Councillors expressed concern about the principle of part night lighting, especially in the context of crime and highway safety.	
580	Flooding / sewage. Receive EA, SSDC and Wessex Water responses to letter and photos regarding raw sewage in periods of heavy rain Letters had been received from the three authorities and the clerk had also reported to the lead local flood authority (SCC) Wessex Water had been to inspect the drains and their response was awaited. The Environment Agency had agreed to raise the issue at a multi-agency meeting.	
581	Communication / Publicity Noticeboards – consider provision of village noticeboards and agree any actions arising. <ul style="list-style-type: none"> The clerk reported that James Divall had indicated that a grant of up to £1000 may be available to fund purchase of noticeboards, but grants would only be awarded for 50% of the cost. Possible and preferred locations were discussed. It was agreed that TC should approach the shop owner and locations in Mudford Sock should be investigated. Tony Capozzoli reported that he would support a grant request James Divall had also suggested that the Parish Council could take ownership of the recreation ground / car park. This was not something the Parish Council wished to pursue. 	TC
582		
	12. FINANCIAL MATTERS: Consider insurance quotes from Came and Company Parish Council Insurance.	

583 The three quotes were considered and compared. RESOLVED: it was proposed and unanimously agreed to accept the ecclesiastical quote for three years at £440.80

To approve the cash book and bank account reconciliation for April- May

584 Resolved: It was proposed and unanimously agreed to approve the cashbook and bank account reconciliation from March 31 – May 20th

MUDFORD PARISH COUNCIL 31 March 2016 Receipts & Payments Since March 2016			
	Balance 31/03/16		£ 41,200.77
RECEIPTS			
	Bank interest business account		£ 0.61
	Bank interest saver account		£ 1.15
	Precept		£ 29,603.00
	VAT refund		£ 727.08
	VAT refund		£ 211.96
	County Councillor grant		£ 520.00
Total Receipts			£ 31,063.80
PAYMENTS			
	31/03/2016 Salaries (including salary increment April 15-March 16)		£ 663.64
	HMRC		£ 10.00
	Postage telephone mileage		£ 43.42
	Printer ink		£ 41.40
	LCR Subscription		£ 17.00
	SALC Training		£ 20.00
	SSDC Play inspection		£ 127.20
	PS Services Tree Work		£ 50.00
	22/04/2016 salaries		£ 517.08
	HMRC		£3.20
	KM Dike maintenance		£1,007.18
	Mileage		£11.52
	Cemetery Caretaker		£108.00
Total Payments			£ 2,619.64
BALANCE			£ 69,644.93
BANK ACCOUNT STATEMENTS			
Current Account		£ 100.00	
Business Account		£ 44,045.55	
Business Reserve Account		£ 26,971.40	
TOTAL BANK ACCOUNTS		£ 71,116.95	£ 71,116.95
Add outstanding lodgements			£ 211.96
Less outstanding cheques			1683.98
Balance			£ 69,644.93

585 • **To consider ytd budget expenditure.** YTD Budget expenditure was circulated and checked by Councillors

586 • **To approve the following accounts for payment and two signatories for cheques:-**

Resolved: It was proposed and unanimously agreed to approve the following payments. Signatories: TC and SB.

TC was asked to check with the bank whether the new signatories had been agreed.

Salaries	May 2016	£517.08
HMRC	Tax and NICs	£3.20
Postage Telephone Mileage	March- May	£29.27
Came and Company	Insurance premium	£464.00
SALC	Affiliation fees 2016-17	£176.55
Lightatouch	Internal Audit	£53.75
Burrows Hutchinson Chartered Surveyors	Professional Advice - viability of Up Mudford Planning application	£1,296.00

587 • **To note the following receipts.** The following receipts were noted:

Description	Amount
Precept and Council Tax Support Grant	£29,603.00
VAT refund	£ 727.00
VAT refund	£ 211.96

Other finance matters.

TC

588	Updated Governance and Accountability Manual – receive. The clerk reported that SALC had made the new Governance and Accountability Manual available. This was the document that governed the PC’s management of its finances and Governance. Councillors could familiarise themselves with this via the SALC website.	
589	Internal Audit. Receive internal auditors report. The clerk reported that Internal Auditor had visited on 9 th May and completed the final check of the accounts and the annual return. There were no concerns to report.	
590	Receive and approve final accounts 2015-16. The accounts were presented. RESOLVED: It was proposed and unanimously agreed to approve the accounts. The bank reconciliation was also presented and agreed.	
591	Receive and Complete Audit Annual Return 2015-16 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.	
592	Agree statement of accounts The Annual Return Accounting Statements were agreed. The clerk outlined the significant variances and explanations. RESOLVED: It was proposed and unanimously agreed to approve the annual return accounting statements.	
593	Review Of Asset Register, arrange physical check of assets. It would be necessary to conduct an annual check of the asset register, as well as a physical check of assets. SB volunteered to complete this check and report to the next meeting.	SB
594	Chairman to complete annual governance checklist. The Chairman considered and completed the Annual Governance Checklist in accordance with the Internal Auditors recommendation in the Financial Risk assessment	
595	Agree budget and reserves 2016-17 The clerk reported changes since the budget had been prepared for the precept. RESOLVED: It was proposed and unanimously agreed to include <ul style="list-style-type: none"> • A new budget line for table tennis grant. This had been paid directly to the Parish Council to reimburse the newly formed table tennis club with their set up costs. • An additional £4500 in the parish projects budget line– this money had been allocated to speed signs in the last financial year and had not been spent. • In additional £3000 in the reserve for play area improvements. This had been budgeted in 2015-16 for tree root work. 	
596	13. Correspondence. Consider the following correspondence and agree any actions arising. From SSCVA re Funding Opportunities. PS had suggested that this correspondence would be useful for organisations seeking funding and as such he had forwarded it to the village hall committee.	
597	14. LIST OF ITEMS DISTRIBUTED AND AVAILABLE SINCE LAST MEETING: Rural Services Network News bulletins; Somerset Waste Partnership Newsletters; Area South Meeting minutes; Voluntary Sector Forum Meeting Notes; Came and Company Insurance newsletter; Invitation to Coast South West event; Somerset Community Foundation newsletter; SSDC Health and Wellbeing Newsletter; CPRE - No to Yeovil Greenbelt, photo opportunity; SSCVA Newsletter; SID reports; SWP Sorted Newsletter; SSCVA Latest funding news; RHS Britain in Bloom initiative; Rural Housing Spotlight; Get Up to Speed – information on digital events; Area South Meeting Minutes; Somerset Community Foundation Newsletter; SSDC Health and Wellbeing Newsletter; Area East Bulletin; Community Forum; SALC affiliation letter; Notes from Area South Annual Parish Meeting; Police and Crime Commissioner Newsletter; Community Forum agenda; From SSDC re: Floodre Insurance scheme; Invitation to invest in Crewkerne Solar Array	
598	15. Challenge to development at up Mudford – RESOLVED: It was proposed and unanimously agreed 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> Legal Advice Approve closed minutes of meeting held on 31 March, 22 April 2016. RESOLVED: It was proposed and unanimously agreed to approve the minutes of the meetings held.	
599	Planning Application 14/02554/OUT. Receive update on legal advice and consider any actions arising, including relating to Community Infrastructure Levy. An update was provided.	
600	16. NEXT SCHEDULED PARISH COUNCIL MEETINGS: Friday July 29th 2016. Further meetings will be called as necessary usually on the last Thursday of the month.	