

MUDFORD PARISH COUNCIL

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MINUTES OF A MEETING OF THE PARISH COUNCIL held on Thursday 22nd November 2018 at Mudford Village Hall at 7pm

PUBLIC SESSION

There had been reports of a dog attacking other dogs in the playing field. This had been reported to the police and dog warden. The clerk would inform environmental health at SSDC.

1	<p>Attendance and to receive any apologies for absence and to consider acceptance of the reason. Present: Stephen Bartlett (SB) Tony Cavalier (TC) Phil Sargent (PS) June Lydon JL; Lawrence Weir LW; Kay Mackenzie (KM) In attendance: Sue Graham (Clerk) Mike Lewis (County Councillor) from Tony Capozzoli (District Councillor) Resolved: It was proposed and unanimously agreed to accept apologies from Nick Lanigan, Jean Jones (village hall committee)</p>						
2	<p>Declarations of Interests. There were no declarations.</p>						
3	<p>Receive Clerk's Resignation and Update on Recruitment. The clerk's resignation had been received by the Chairman on 26 October 2018. The post had been advertised and applications received. Shortlisting would take place on 22 November. The interviews would take place on 30 November.</p>						
4	<p>Reports. To hear reports from: County Councillor – Mike Lewis reported the following: Somerset County Council was now in a position to provide grit for Parish Councils. A number of libraries which had been identified as at risk of closure would be managed as part of a community library partnership. Only two libraries would close. Additional Government funding had been made available to SCC. This allowed an increase in the budget for Highways from £4m to £10m. This also had a positive impact on the budget deficit which was likely to reduce from £17m to £3m. District Councillors – Tony Capozzoli reported the following: West Farm Enforcement – SSDC were taking proceedings towards prosecution, A Court Hearing date was not yet available. Limington Road was closed. Police: The police were not present Village Hall Committee Jean Jones had sent apologies and had sent a report covering the following: 13th December: final café of the year – at which Xmas lunch would be served. Tickets were available from Jean Jones / at the café for £12. Village café would re-open on Jan 10th. There would be no café on 31 January with the hall being used for the pantomime There had been a successful quiz night which raised £130 A car park penalty notice had been issued by SSDC for a car parking illegally in the car park Half Moon Pub had provided 4 new car parking spaces for staff. The village hall committee were grateful for this. The committee had been disappointed to hear that village shop was closing and had bought a voucher for the shop as a token of appreciation of their support for the village hall Parish Environment Warden Lawrence Weir had been provided with an SSDC contact number to report issues. SB noted that he had reported that a gully had been filled in between the river and the pub. This had been passed to National Incident Recording system as an incident under ref: 1665285 and the report would be forwarded to the Flood Team.</p>						
5	<p>To approve as a correct record the minutes of the Parish Council Meeting held on 25 October 2018 RESOLVED: It was proposed and unanimously agreed to approve the minutes of the meeting held.</p>						
6	<p>To consider the following planning applications and make recommendations to the planning officer</p> <table border="1" data-bbox="183 1568 1540 2154"> <thead> <tr> <th data-bbox="183 1568 518 1601">Ref</th> <th data-bbox="518 1568 1540 1601">Detail</th> </tr> </thead> <tbody> <tr> <td data-bbox="183 1601 518 1926">14/02554/OUT</td> <td data-bbox="518 1601 1540 1926"> Outline application for development of Sustainable Urban Extension to comprise up to 765 dwellings, 65 bed care home, employment land, retail units, primary school, community building, health care facility, landscaping, open space, and drainage infrastructure, access and associated highway works. Receive additional information – updated environmental statement. It was resolved and unanimously agreed that LQM would prepare a supplementary report to be submitted in response to the additional information on Anthrax. This would be funded via the legal challenge budget line. LQM had submitted a number of questions to PHE which were read out to the council. Work was ongoing on this and would be available in time for the 10 December consultation submission deadline </td> </tr> <tr> <td data-bbox="183 1926 518 2154">15/03942/FUL</td> <td data-bbox="518 1926 1540 2154"> Engineering works consisting the installation of two attenuation ponds and a landscape buffer, and associated development. Land north of Primrose Lane, (Combe Bottom) Mudford. Receive additional information – updated environmental statement. The only change to this application appeared to be the Anthrax information which had now been included in this application. Resolved: It was proposed and unanimously agreed to submit the LQM report (when available) in response to this application. Concern was expressed about the ponds being outside of the development. It was therefore agreed that </td> </tr> </tbody> </table>	Ref	Detail	14/02554/OUT	Outline application for development of Sustainable Urban Extension to comprise up to 765 dwellings, 65 bed care home, employment land, retail units, primary school, community building, health care facility, landscaping, open space, and drainage infrastructure, access and associated highway works. Receive additional information – updated environmental statement. It was resolved and unanimously agreed that LQM would prepare a supplementary report to be submitted in response to the additional information on Anthrax. This would be funded via the legal challenge budget line. LQM had submitted a number of questions to PHE which were read out to the council. Work was ongoing on this and would be available in time for the 10 December consultation submission deadline	15/03942/FUL	Engineering works consisting the installation of two attenuation ponds and a landscape buffer, and associated development. Land north of Primrose Lane, (Combe Bottom) Mudford. Receive additional information – updated environmental statement. The only change to this application appeared to be the Anthrax information which had now been included in this application. Resolved: It was proposed and unanimously agreed to submit the LQM report (when available) in response to this application. Concern was expressed about the ponds being outside of the development. It was therefore agreed that
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the Such Salinger Peters report would also be submitted in relation to this application.

7	To receive the following determination of planning notices: The following notices were read out:		
	Application No: 18/02982/LBC	Castle Cottage, Main Street, Mudford, Yeovil, Somerset, BA21 5TE, The carrying out of internal alterations to first floor to form additional bedroom	Application permitted with conditions
	Application No: 18/01650/FUL	Green Close Farm, Hinton Road, Mudford, Yeovil, BA22 8BA The conversion and change of use of garage outbuilding to provide a holiday let unit.	Application permitted with conditions

8 Other planning matters
There were no other matters

9 Council Matters

Consider permanent memorial to mark WW1 centenary. Discussion took place about an appropriate memorial. It was agreed that a plaque with a list of those who had lost their lives and also those who had returned from the war would be fitting. This could be displayed in the village hall (which had been built as a permanent war memorial) It was suggested that this could take place in 2019.

Cemetery

Cemetery headstones risk assessment. This was ongoing and headstones were secure at the moment. PS noted that all headstones needed to be installed to BRAMM standards and a copy of the certificate provided.

Consider repositioning bench to allow access for interments. The metal bench was restricting access to plots. A relative had offered to donate a new wooden bench. PS would identify a suitable location for both benches.

Consider plot reconfiguration – PS explained that a recently installed Headstone on an empty (no interment) double plot (T51 and T50) had proved to be too large and disproportionate for the T ashes plots. It would necessary to relocate the plot and headstone, and set new rules regarding headstone size. In addition a new footpath would be required to make all plots accessible. Some discussion took place and it was agreed that a site meeting would take place at which Councillors would agree the plot, and path configuration and headstone size.

Playing Field and Play area

- To receive playing field inspection reports from the relevant councillor and agree any actions arising. PS had completed the inspections. Reports of a dog attacking another dog had been received, the clerk was asked to report this to Environmental Health. The Oak trees needed to be repositioned SB would look at these.
- Playing field fitness equipment - update. The new fitness equipment would be installed w/c 10 December. Michael Carter (project manager from Sport and Play Consulting) would be attending a "Pre Start" meeting with HAGS on Monday 3rd December at 11am to run through the project details, TC would hand over the key.
- Consider and agree insurance arrangements – the quote for public liability (no additional cost) and insurance against loss or damage were considered. Resolved: It was proposed and unanimously agreed to fully insure the play equipment. There would be no additional cost for the remainder of the financial year. The clerk was asked to instruct the insurance company to cover against loss and damage. The likely increase in premium would be included in the budget for the next financial year.

Highways and Parish Paths.

To receive reports regarding highways and agree any actions arising. The Clerk had asked Chris Lee for an update regarding the work on the willows. TC would follow this up.

Footpaths - Update on issues raised at the previous meeting, the clerk had written to the Rights of Way Team at SCC, the footpaths were managed according to a priority list. PD and LW noted that SCC was putting together a priority plan and PS and LW would complete this survey.

Grit bins. Receive quotes and agree any actions arising. With the recent change in policy from SCC regarding grit it was agreed that the grit bin was no longer necessary.

Receive update re damage to speed indicator device and consider any actions arising. The quote for repair and reinstallation was received it was agreed that these repairs would be funded from general maintenance and reserve fund with additional funds transferred from the reserve fund if necessary.

Speed sign data. Data had been downloaded and circulated to councillors. Summary of the data was as follows:

Traffic Report From	9/19/2018 9:50:00 AM through 11/22/2018 10:50:00 AM	
85th Percentile Speed	36.8	mph
85th Percentile Vehicles	247,655	counts
Max Speed	90.0 mph on 10/15/2018 10:40:00 PM	
Total Vehicles	291,359	count
AADT:	4,550	

Volumes - weekly vehicle counts

	Time	5 Day	7 Day
Average Daily		4,850	4,474
AM peak	8:00 to 9:00	366	294
PM peak	5:00 to 6:00	415	373

Speed

Speed limit:	35	mph
85th Percentile Speed:	36.8	mph
Average Speed:	30.0	mph

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8,375	8,150	8,603	8,706	9,113	7,835	7,415
20.0	19.4	17.9	18.7	18.5	22.0	26.5
39.7	39.7	39.6	39.5	39.6	39.7	39.8

Consider number of finger posts requiring maintenance and decide whether to buy this service. There were 4 finger posts. It was agreed that a quote should be sought for repair of all four.

10

FINANCIAL MATTERS:

To approve the following payments and two signatories for cheques. Resolved: It was proposed and unanimously agreed to approve the following payments, TC and PS to sign cheques. SB to sign PS Services and T Cavalier mileage cheque.

Salaries	November 2018	£524.91
Nest Pension	November 2018	£28.10
Postage telephone and mileage	November 2018	£26.97
LQM	Land Contamination Report Planning Application 14/02554/OUT	£4553.12
Railton	Transport report. Planning Application 14/02554/OUT	£1000.00
T Cavalier	Mileage	£16.10
Richard Buxton Environmental Law	Solicitors Letter Planning Application 14/02554/OUT	£2587.20
PS Services	Cemetery Maintenance	£48.00
Futureform Ltd	Office Supplies	£63.89
David Jarvis Associates	LVIA critique and site visit Planning Application 14/02554/OUT	£2,160.00
Such Salinger Peters	Drainage Report Planning Application 14/02554/OUT	£1,800.00
Milborne Port Computers	Computer security	£40.00

Other finance matters

To approve the cash book and bank account reconciliation for 25 October – 22 November 2018. Resolved: It was proposed and unanimously agreed to approve the cashbook and bank account reconciliation as set out below:

Receipts & Payments 25 October - 29 November 2018			
	Balance 25/10/18		£ 73,186.39
RECEIPTS			
	Bank interest		£ 4.55
	Bank interest		£ 7.71
	Memorial Beare		£ 30.00
	Total Receipts		£ 42.26
PAYMENTS			
	25/10/2018		
	Salaries		£ 524.91
	Nest Pension		£ 28.10
	Postage telephone and mileage		£ 36.57
	Parish Magazine printing		£ 41.50
	Vision ICT		£ 140.40
	Richard Buxton Solicitors		£ 930.00
	KM Dike		£ 1,068.52
	PS Services		£ 163.95
	SSDC		£ 94.20
	total		£ 3,028.15
	Balance		£ 70,200.50
BANK ACCOUNT STATEMENTS			
	Current Account		£ 100.00
	Business Account		£ 43,101.64
	Business Reserve Account		£ 26,998.86
	TOTAL BANK ACCOUNTS		£ 70,200.50
	Add outstanding lodgements		
	Less outstanding payments		
	Balance		£ 70,200.50

To consider ytd budget expenditure The budget paper was circulated amongst and checked by Councillors Consider and agree draft budget 2019-20.

	<p>A dispensation was agreed as without a dispensation being granted, the number of persons prohibited from participating in the business would be so great a proportion of the body transacting the business as to impede the transaction of the business.</p> <p>TC and the clerk had met to produce a draft budget. A copy of the draft budget was provided to Councillors. Budget allocations were considered line by line taking account of spending in previous years, and anticipated future spending. It would be necessary to maintain a similar budget for day to day expenditure and for the ongoing legal challenge. In addition the cemetery budget needed to accommodate further chapel maintenance and a new footpath. Councillors were also asked to think about future projects and reserve funds before the budget and precept would be finalised in the new year.</p>
11	<p>Correspondence. Consider the following correspondence and agree any actions arising: Information from SCC- County Wide parking matters. This was noted. Children's services consultation – KM would complete this on behalf of the council Christmas Tree Recycling – village hall car park. This offer would be taken up.</p>
12	<p>LIST OF ITEMS DISTRIBUTED AND AVAILABLE SINCE LAST MEETING: Rural Services Network News Bulletins;, SWP newsletter; SALC AGM; Came and Company insurance newsletter; NALC chief executive bulletin; Clerks and Councils Direct – newsletter; Sing for Somerset – Wells Cathedral; Council Tax workshop – Town and Parish Council workshop slides.</p>
13	<p>Items for village newsletter. Contributors had provided information and would be sent to the printers by the end of the month.</p>
14	<p>Challenge to development at up Mudford Resolved: It was proposed and unanimously agreed 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: decisions about legal challenge Planning Application 14/02554/OUT. Receive update on legal / professional advice and consider any actions arising. An update was provided.</p>
15	<p>NEXT SCHEDULED PARISH COUNCIL MEETINGS: Agree dates for December and January meetings. These were changed in view of Christmas and hall availability respectively. A meeting for 20th December was provisionally arranged, this would take place if there was urgent business. The January meeting would take place on 24th January 2019.</p>