

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

ANNUAL PARISH COUNCIL MEETING – THURSDAY 21st May 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.

Members of the public wished to raise the following:

Parish Council Requirement for dogs to be kept on leads in recreation field.

A written formal complaint (signed by nineteen parishoners) about the requirement for dogs to be kept on leads had been received with a designated as a dog walking area requested. This was briefly discussed and the following issues raised:

- Reduction in dog fouling since the requirement to keep dogs on leads.
- Health risks associated with dog fouling.
- How to designate a secure area of appropriate size and location
- Cost implications.
- With other dog walks having to go over stiles, elderly people in the village now have nowhere to let dogs of the lead. SbB asked for this to be a future agenda item, to discuss views and consider arguments for and against.

Litter

Concern about increase in litter in village. The Chairman explained that the Parish Rangers have been to village and cleared some verges. The missing litter bin would be reinstated.

Communication

Needed to be improved – suggestions: Parish Council information should be provided in three villages news; additional noticeboards for Mudford Village, Mudford Sock, The Grange, and Milton House. This would also be a future agenda item.

PARISH COUNCIL MEETING

215	1.Election of Chairman and receive Chairman’s Declaration of Acceptance of Office. Nominations for Chairman were invited. Stephen Bartlett was proposed by T Cavalier this was seconded by J Lydon. RESOLVED: Stephen Bartlett was elected as Chairman by unanimous vote. S Bartlett signed the declaration of acceptance of office.	Action
216	2.Election of Vice Chairman. Nominations for vice Chairman were invited. T Cavalier was proposed by P Sargent and seconded by S Bartlett. RESOLVED: T Cavalier was elected as vice chairman by unanimous vote.	
217	3.Attendance and to receive any apologies for absence and to consider acceptance of the reasons. Present: Stephen Bartlett SB (Chairman,) Lydia Gane (LG,) Tony Cavalier TC (Vice Chairman) Phil Sargent (PS,) Geraldine Mabey (GM,) June Lydon (JL.) In attendance: Sue Graham (Clerk) 3 Members of the public. Apologies were received and accepted from T Capozzoli (District Councillor) G Mabey would be late.	
218	4.Receive Councillors’ declarations of acceptance of office and register of business interest forms. These forms were received and Councillors were reminded to submit their business interest forms to the clerk where these were outstanding. Clerk to send to SSDC	Clerk SB GM
219	5.Declarations of Interests. PS for item 14 Council Matters – Cemetery, appointment of cemetery warden.	
220	6.Parish Councillor Vacancy Consider filling remaining vacancy by Co-option. Councillors agreed to fill the remaining vacancy by co-option. This had been advertised on the Parish Council website and in the Three Villages Newsletter. TC reported that an expression of interest had been received by Dean Window, and he would be proposing Mr Window. The co-option would take place at the July meeting.	
221	7.To hear reports from County and District Councillors. The County and District Councillors were not present.	
222	Police. The police report was read out. Councillors queried the lack of calls logged for Mudford. Clerk to query with PCSO. (<i>post meeting note, 21 calls had been logged for Mudford, these had been inadvertently left off the report.</i>)	
223	Village Hall Committee. The village hall committee wished to raise the need for improved communications between the parish Council, the village hall committee and the village. This had been raised in public session and would be discussed as a future agenda item.	
224	Clerk: The clerk reported the following: <ul style="list-style-type: none"> • Log in details Somerset Association of Local Councils website which provided information and advice on local councils issues. • Pensions. The Council had received correspondence from the Pensions Regulator regarding Pensions Auto Enrolment. It did not have responsibilities regarding auto enrolment, but may need in the future to provide an opportunity to opt in to a pension scheme. • Transparency Code. This would replace external audit for councils with a turnover of £25k or less. It was not 	

	clear at this stage whether this would apply to the Parish Council but the clerk would ensure that the requirements were in place regardless.									
225	8.Allocation of Parish Post representatives including: The following representatives were agreed: Planning – SB, TC Highways – TC, LG Environment - GM Parish Paths – SB, PS Finance – JL Communications - LG									
226	9.To approve as a correct record the minutes of the Parish Council Meeting held on 19 March, 23 April 2015. RESOLVED: It was proposed and unanimously agreed to approve the minutes of the meetings held.									
227	10.To consider the following planning applications: No applications received.									
228	11.To receive the following determination of planning notices: The following notices were read out: <table border="1"> <tr> <td>15/01540/AGN</td> <td>Notification of Intention to Erect a steel portal framed structure with a lean to extending to an existing barn for agricultural storage.</td> <td>Sock Farm, Mudford Yeovil</td> <td>Permission not required.</td> </tr> <tr> <td>15/01439/FUL</td> <td>Erection of single storey rear extension and installation of additional rooflights to dwelling.</td> <td>71A Stone Lane, Yeovil</td> <td>Grant permission with conditions</td> </tr> </table>	15/01540/AGN	Notification of Intention to Erect a steel portal framed structure with a lean to extending to an existing barn for agricultural storage.	Sock Farm, Mudford Yeovil	Permission not required.	15/01439/FUL	Erection of single storey rear extension and installation of additional rooflights to dwelling.	71A Stone Lane, Yeovil	Grant permission with conditions	
15/01540/AGN	Notification of Intention to Erect a steel portal framed structure with a lean to extending to an existing barn for agricultural storage.	Sock Farm, Mudford Yeovil	Permission not required.							
15/01439/FUL	Erection of single storey rear extension and installation of additional rooflights to dwelling.	71A Stone Lane, Yeovil	Grant permission with conditions							
229	12.Other planning matters a) Receive draft response from Community, Health and Leisure re s106 Contributions Application 14/02554/OUT. Councillors expressed concern that the draft proposed that all amenities would be situated on the new development, with nothing proposed for the village. This would not help to integrate the community. The Parish Council had understood that a proportion of the development costs should be invested in the wider community. Clerk to reply to Alison Cameron - the new Parish Council had discussed this and was concerned that all contributions would be to the benefit of the new site with nothing for the existing community of Mudford. <i>Geraldine Mabey joined the meeting.</i>									
230	b) Receive notice 15/01704/HDG Temporary removal of 7 x 5 metre sections of hedgerow to allow the replacement of a rising main pipeline. Various sites at Mudford BA21 5TB. This notice was received, the clerk had queried this with the tree officer at SSDC; he was satisfied that Wessex Water would carry this out to a high standard.									
231	c) Receive Highways Comments on planning application 14/02554/OUT. This had been circulated to Councillors for information in advance of the meeting.									
232	d) Receive SSDC Confirmation of Tree Preservation Order made on 6 March 2015. This notice was received.									
233	13.MATTERS ARISING FROM THE MINUTES. There were no matters arising.									
234	14.Council Matters Cemetery Chapel Door Maintenance. I Flatt would be able to install a brush fitting to both sets of doors at a cost of £160+VAT. RESOLVED: It was proposed and unanimously agreed for this work to be completed from the Cemetery maintenance budget.									
235	Review of Burial Fees. The cemetery table of fees was reviewed. Fees charged by other village cemeteries were considered for comparison. It was noted that that Mudford fees had not increased for many years. RESOLVED: It was proposed and agreed to introduce a charge for using the chapel and to increase the charges for: exclusive rights of burial / exclusive rights of burial of cremated remains; interments; scattering of ashes; headstones; vases; inscriptions; search of the register. Action: Clerk to amend table of fees, update the website and circulate to local undertakers. The clerk reported that she had met with a parishioner this week who wished to purchase a plot in the cemetery, she had also spoken with an undertaker wishing to arrange a burial. The original fees had been quoted and would be honoured in these cases. <i>(Phil Sargent declared an interest in the following item and did not take part in the discussion or vote)</i>	Clerk								
236	Warden– update on possible appointment of warden, receive update and agree any actions arising. There had been one expression of interest in the cemetery warden/caretaker. RESOLVED: It was proposed and agreed for Phil and Maxine Sargent to take on the Cemetery warden / caretaker role. Action: Clerk to prepare job description and terms. The ‘Topple Test’ (risk assessment of headstones on the cemetery) would be included in the job description, Phil Sargent was asked to complete the topple test as soon as possible.	Clerk PS								
237	Business Rates Review, receive notice from SSDC. This notice was received. The clerk reported that she had been informed that there were no plans at this stage to remove the business rate relief for the cemetery.									

<p>238</p> <p>239</p> <p>240</p> <p>241</p> <p>242</p>	<p>Playing Field and Play area To receive weekly inspection reports from the relevant councillor and agree any actions arising.</p> <ul style="list-style-type: none"> • There was some general tidying up required - PS offered to arrange a working party to tidy up areas of the playing field including brushing the surfaces, removing litter, and painting of goalposts if possible. • The children's play area matting needed to be raised and rebid. Action: Clerk to get quotes for this work. • The swing chain links needed attention – Action: Clerk to seek advice from SSDC. • Tree roots through tarmac surface. Once the roots were dead it would be necessary to seek professional help to repair the surface, in the meantime these needed to be sprayed with SPK. Action: Clerk to ask KM Dike. • Skate Park graffiti – The skatepark had been repainted with non-slip concrete floor paint since the previous meeting. The graffiti was now covered. The whole process had cost the parish about £200. The volunteers who had painted it were thanked. Action: Clerk to publicise cost of this in Parish news. • Replacement of benches. The broken benches had been replaced. Councillors suggested that the bolts should be cemented in to make them more secure. Action: Clerk to ask KM Dike. <p>Highways To receive reports regarding highways and agree any actions arising. The following highways issues were reported:</p> <ul style="list-style-type: none"> • Pot hole on Main Street at top of hill Action: Clerk inform highways • Cemetery laybay – problem with drainage / leak. Action: Clerk to inform Wessex Water • Verges on A359 need to be cut. Action: Clerk to request visit from Parish Ranger (Maintenance budget). • Give way sign onto A359 from Hales Meadow is twisted and no longer visible. Action: Clerk to inform Highways. • West Mudford Road sign broken. Action: Clerk to inform Highways. <p>Receive Notice of Road Closure and Diversion - Marston Magna, Sherborne Road and Rimpton Hill for 4 weeks commencing 13 July. This notice was received.</p> <p>Bollards near Half Moon Inn – update following meeting with Highways Officer. It was noted that this work had been agreed by the Highways officer and was now complete.</p> <p>Digital Speed Signs, update. Consider making application for community grant and agree financial contribution by Parish Council. Three quotes were considered, the supplier Westcotec with a 6 year warranty was preferable but also the most expensive. A contribution from the Parish of at least 50% of the cost would be required to apply for a community grant from SSDC. RESOLVED: Councillors considered the budget line for Parish Projects and agreed that it could potentially make a contribution of £4000 from this fund. However, traffic calming signage had featured in discussions about s106 gains for Mudford. Councillors were concerned that any contribution made by the Parish Council should not influence the outcome of s106 gains. Action: Clerk to seek advice from J Divall about whether this contribution would affect the potential s106 gain.</p>	<p>PS</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>243</p> <p>244</p> <p>245</p> <p>246</p> <p>247</p> <p>248</p>	<p>15.FINANCIAL MATTERS:</p> <p>a. Approve end of year accounts 2014-15. RESOLVED: It was proposed and unanimously agreed to approve the accounts for the year ending 31 March 2015.</p> <p>b. Receive Internal Auditors Report. Councillors noted that the internal auditor had completed the internal audit of accounts and had completed the relevant section on the annual return.</p> <p>c. External Audit Agree Annual Return Accounting Statements. Consider significant variations and explanations, and agree bank reconciliation.</p> <p>The annual return accounting statements were considered. The clerk outlined the significant variations and explanations. The bank reconciliation was agreed. RESOLVED: It was proposed and unanimously agreed to approve the annual return accounting statements.</p> <p>Consider and 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>Receive update from clerk regarding advertisement of Audit. The clerk reported that the Audit had been advertised in line with the Audit regulations and electors advised of their rights to inspect the accounts.</p> <p>d. To approve the cash book and bank account reconciliation for March - May. RESOLVED: The cashbook and bank reconciliation was circulated. RESOLVED: It was proposed and</p>	

unanimously agreed to approve the cashbook and bank account reconciliation from March to May.

Receipts & Payments since March 2015			
	Balance 19/03/15		£ 35,895.19
RECEIPTS	Interment late Mrs E Marks	£ 90.00	
	Interment late Mrs M Butterfield	£ 80.00	
	Precept	£ 29,607.00	
	Interment fee late Mr P Flagg	£ 45.00	
	Inscription late Mrs E Marks	£ 25.00	
	Bank interest Feb- April	£ 5.22	
Total Receipts		£ 29,852.22	£ 29,852.22
PAYMENTS			
19/03/2015	Clerks salary	£ 437.76	
19/03/2015	Tax and NICs	£ 41.80	
19/03/2015	Clerks expenses	£ 40.88	
19/03/2015	Vision ICT Website upgrade	£ 180.00	
19/03/2015	Clerks and councils direct subscription	£ 12.00	
19/03/2015	Grant YDH	£ 50.00	
19/03/2015	CLP Office Supplies Stationery, Ink	£ 60.93	
19/03/2015	FOI Request Somerset Drainage Board	£ 6.50	
31/03/2015	PWLB Loan repayment	£ 1,051.29	
23/04/2015	Clerks Salary	£ 489.56	
23/04/2015	Clerks expenses	£ 28.81	
23/04/2015	Mudford Village Donation	£ 60.00	
23/04/2015	D Ruddle Engineering - tree root work	£ 1,188.00	
23/04/2015	SSDC Parish Ranger - work on verges	£ 150.96	
23/04/2015	SSDC Play Area Inspections	£ 127.20	
23/04/2015	Richard Buxton Solicitor	£ 4,110.00	
23/04/2015	Mileage / expenses	£ 73.86	
23/04/2015	Pestwright- mole catching	£ 95.00	
23/04/2015	KM Dike Cemetery, recreation maintenance	£ 977.84	
Total Payments			£ 9,182.39
Balance			£ 56,565.02
BANK ACCOUNT STATEMENTS			
	Current Account		£ 100.00
	Business Reserve Account		£ 31,365.85
	Bonus Saver Account		£ 25,159.17
	TOTAL BANK ACCOUNTS		£ 56,625.02
	Add outstanding lodgements		
	Less outstanding cheques 23-04-15	Village Hall Donation	60
	Balance		£ 56,565.02

249 e. **Consider budget lines and reserves for 2015-16.**
The clerk reported that £1500 of projected expenditure for 2014-15 had not been spent and would fall in the current financial year. It was suggested that this should be added to the recreation budget line for 2015-16, making the total budget £7500. RESOLVED: It was proposed and unanimously agreed to adjust the budget line to £7500.

Clerk

250 £750 had been received from FOMAG and it was agreed that the reserve account should be replenished. Action: Clerk to make arrangements for transfer of funds.

251 f. **To consider ytd budget expenditure.**
YTD budget expenditure would be circulated to Councillors between meetings to allow for a correction to be made to the 'Legal Costs Up Mudford Challenge' budget line.

252 g. **To approve the following accounts for payment and two signatories for cheques.**
RESOLVED: It was proposed and unanimously agreed to approve the following payments, TC and LG to sign cheques.

Date received	Salaries May 2015	Clerk's salary	489.56
	Expenses May 2015	Clerk's Mileage, Telephone, Postage	16.44
01/05/15	Broker Network, Came and Company Insurance	Insurance Premium	444.72
23/04/15	T Cavalier	Reimburse paint, rollers, mileage	8.95
23/04/15	Milborne Port Computers	AVG internet security renewal	51.59
23/04/15	NALC	LCR Subscription Renewal	17.00
25/04/15	Vale Signs and Print	Recreation Ground Signs	105.00
28/04/15	M Jones	Reimburse Skateboard Park Paint	105.12
05/05/15	Lightatouch	Internal Audit Services	52.50
01/05/15	Advanced Chemical Supplies	Skatepark Paint	70.44
04/05/15	SALC	Affiliation Fees 2015-16	186.09

253 h. **To note the following receipts:**

- 10/04/15 SSDC Precept 29,607.00 (including SSDC Council Tax reduction grant of £1430)
- 28/04/15 HF Miles Interment fee Late Mr Peter Flagg £45.00

<p>254 255 256 257</p>	<ul style="list-style-type: none"> • 27/04/15 R Green, inscription for the late Ellen Muriel Marks - £25.00 • 21/05/15 £750 FOMAG donation. <p>i. Other Finance Matters</p> <ul style="list-style-type: none"> • Chairman's executive checklist. Receive report. This was in hand. SB would complete and send to the clerk. • Annual Physical Asset Check – The chairman had completed the annual physical asset check – this was received. • Asset Register. Review, Agree and Sign. RESOLVED: It was proposed and unanimously agreed to approve and sign the asset register. • Financial Risk Assessment Review. Consider outstanding recommendations and agree any actions arising. All recommendations were now complete/ ongoing with the exception of the Chairman's executive checklist which was in hand, as above. 	<p>SB</p>																		
<p>258</p>	<p>16. Correspondence.</p> <table border="1" data-bbox="150 450 1410 824"> <thead> <tr> <th>Date</th> <th>From</th> <th>Subject</th> </tr> </thead> <tbody> <tr> <td>11/04/15</td> <td>Resident</td> <td>Parking Issues Hillview. The Chairman reported that he had met with the landowner in March, and the landowner had expressed a wish to include building development with the car park. Clerk to respond to resident.</td> </tr> <tr> <td>22/04/15</td> <td>SSDC- J Divall</td> <td>Cycle Route Meeting 22 May 2015. GM would be attending this meeting.</td> </tr> <tr> <td>28/04/15</td> <td>A&S Police and Crime Commissioner</td> <td>Best On the Beat Nominations. Noted.</td> </tr> <tr> <td>05/05/15</td> <td>Resident</td> <td>Anthrax, development -Up Mudford. This correspondence expressed concern about the standard of testing employed by SSDC. This was something the Parish Council had raised with SSDC and would continue to raise as a concern. Clerk to respond.</td> </tr> <tr> <td>07/05/15</td> <td>Resident</td> <td>Siting of BT Cabinet. Noted. The information requested had been provided.</td> </tr> </tbody> </table>	Date	From	Subject	11/04/15	Resident	Parking Issues Hillview. The Chairman reported that he had met with the landowner in March, and the landowner had expressed a wish to include building development with the car park. Clerk to respond to resident.	22/04/15	SSDC- J Divall	Cycle Route Meeting 22 May 2015. GM would be attending this meeting.	28/04/15	A&S Police and Crime Commissioner	Best On the Beat Nominations. Noted.	05/05/15	Resident	Anthrax, development -Up Mudford. This correspondence expressed concern about the standard of testing employed by SSDC. This was something the Parish Council had raised with SSDC and would continue to raise as a concern. Clerk to respond.	07/05/15	Resident	Siting of BT Cabinet. Noted. The information requested had been provided.	
Date	From	Subject																		
11/04/15	Resident	Parking Issues Hillview. The Chairman reported that he had met with the landowner in March, and the landowner had expressed a wish to include building development with the car park. Clerk to respond to resident.																		
22/04/15	SSDC- J Divall	Cycle Route Meeting 22 May 2015. GM would be attending this meeting.																		
28/04/15	A&S Police and Crime Commissioner	Best On the Beat Nominations. Noted.																		
05/05/15	Resident	Anthrax, development -Up Mudford. This correspondence expressed concern about the standard of testing employed by SSDC. This was something the Parish Council had raised with SSDC and would continue to raise as a concern. Clerk to respond.																		
07/05/15	Resident	Siting of BT Cabinet. Noted. The information requested had been provided.																		
<p>259</p>	<p>17. LIST OF ITEMS DISTRIBUTED AND AVAILABLE SINCE LAST MEETING:</p> <p>Rural Services Network News Bulletins, Community Council for Somerset Information, SSDC Health and Wellbeing newsletter, Police and Crime Commissioner e bulletin. Community Foundation Newsletter, Area East Special Meeting agenda, Yeovilton Weekly Parish Notice, South Somerset Together Assembly, VE Day 70th Anniversary, Senior Siren Magazine, Flood Risk Management Event – postponement, Election Nomination Form Deadline, Superfast Broadband Update, Somerset Library Services, Revised Stops, Temporary Road Closure Yeovil Marsh Road, Came and Company Insurance Newsletter, Rural Broadband Update, Information on Community Energy Fund, SWP April Briefing Somerset County Council Care Act Briefing, Local Government News, Rural Lettings Policy, Somerset County Council Volunteer Driver Recruitment, SSDC Volunteering star nominations, Avon and Somerset Police and Crime Commissioner Best on the Beat Competition, SSDC Health and Wellbeing Newsletter, SSCVA May Forum, 'Our Place' Funding, Rural Housing Spotlight, Community Council for Somerset – Newsletter, SWP May briefing, Clerks and Councillors Direct, Area East Bulletin, From SALC- welcome to a new term of office, South Somerset Together Forum- Working Towards a Sustainable Health Service.</p>																			
<p>260 261 262</p>	<p>18. Challenge to development at up Mudford – RESOLVED: 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></p> <p>To approve as a correct record the closed minutes of the Parish Council Meeting held on 22 January, 26 February, 19 March, 23 April 2015. RESOLVED: It was proposed and unanimously agreed to approve the minutes of the meetings held.</p> <p>Receive update on Environmental Impact Assessment re: Planning Application 14/02554/OUT, consider and agree any actions arising. Receive update on legal advice regarding challenge to local plan including development at Up Mudford and consider any actions arising. These matters were considered and reported in closed minutes.</p>																			
<p>263</p>	<p>19. NEXT SCHEDULED PARISH COUNCIL MEETINGS:</p> <p>Thursday 30 July 2015.</p>																			