

MUDFORD PARISH COUNCIL

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

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ANNUAL MEETING OF THE PARISH COUNCIL –Thursday 25th May 2017 at Mudford Village Hall at 7pm

Minutes

PUBLIC SESSION

Members of the public raised the following:

- Question about the status of agenda item 7 (16/03738/FULAPP/R3325/C/16/3164480 *West Farm, Mudford – Appeal. Receive email from planning officer regarding proposal from appellant to install several passing places within highway limits along the lane from the A359. Consider associated legal undertaking and drawings.*) and query about the ownership of the land which would accommodate passing bays. SB explained that this was not private land, but taken up by the verges. If landowners were involved their permission would be necessary.
- The effects of large lorries on the lane including the danger presented to pedestrians, cyclists and horseriders.
- TC reported that the Highways department had commented on the application and identified issues - members of the public were advised to access the information from the SSDC planning website.
- The number of lorries turning right out of West Farm appeared to be increasing (travelling towards, Ashington, Draycott and Lymington) It was likely that there would be an impact on these villages. It was the responsibility of the villages in question to raise this as a concern.
- The increase in large lorries was affecting the verges.
- Mudford road was currently a 60mph speed limit and dangerous with large lorries were frequenting the route. M Lewis advised residents to make the planning inspector aware that lorries were using West Mudford road in both directions, it needed to be raised that the 60mph limit was inappropriate on this road. M Lewis asked to be copied into such correspondence and offered to liaise with the highways department about the speed limit.
- Residents asked about whether the Parish Council would be prepared to contact Monarchs Way about concerns. SB advised residents to contact the SCC footpaths officer Eve Wynn.
- Concern was expressed about why the appeal process appeared to be continuing in spite of the deadline having passed.

Anti-Social Behaviour.

- Vandalism and glass in playing field was making the recreation ground an unsafe environment. SB noted that the PC had asked police and other agencies to address this. The police were gathering evidence, this work was ongoing. SB advised that the Parish Council had responsibility for safety in the playing field etc, residents were encouraged to report other antisocial behaviour to the relevant agencies.

Yvonne Rowlands wished to report the following:

- She had spoken to children playing 'chicken' in the road, and their parents. She understood that these children had moved away from playing in the field as a result of being frightened of the big boys.
- T junction at the end of W Mudford road towards Ilchester had dangerous pot holes
- Speed of traffic was a concern and needed to be monitored.
- Size of lorries through the village remained a concern.
- The telephone box was very dirty, and the cable had been cut
- Flooding. The EA were working on rivers but did not plan to come as far as Mudford. SB noted that this was because the work was only for rivers a certain height above sea level.
- Development of 35 houses at Sparkford would impact on traffic through Mudford
- Parking on the wide pavement near the pub was causing issues with visibility. Another resident asked about the possibility of double yellow lines.

Other issues raised:

- Lighting in car park. T Capozzoli was asked to raise this at SSDC as something the village would support.
- Suggestion that mini roundabouts would slow the traffic through the village.
- Concern that the zebra crossing is unsafe.

1.	Election of Chairman and Receive Chairman's Declaration of Acceptance of Office. Nominations for chair were invited. Stephen Bartlett was nominated by Tony Cavalier and seconded by Geraldine Mabey Resolved: It was proposed and unanimously agreed to elect Stephen Bartlett as chairman. Stephen Bartlett accepted the position of Chairman and signed the declaration of acceptance of office
2	Election of Vice Chairman Nominations for vice chair were invited. Tony Cavalier was nominated by Phil Sargent and seconded by Geraldine Mabey Resolved: It was proposed and unanimously agreed to elect Tony Cavalier as vice chairman
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) Mike Lewis (County Councillor) Sue Graham (Clerk) Jean Jones, Cath Holloway 23 members of the public													
4	Declarations of Interests. There were no declarations													
5	<p>Reports</p> <p>District Councillor. Tony Capozzoli reported the following.</p> <ul style="list-style-type: none"> • A TPO relating to Mudford had been received. • An invitation for Councillors to see the Westlands Entertainment Centre on Thursday 22 June 2pm. RSVP to Tony Capozzoli <p>County Councillor. Mike Lewis reported</p> <ul style="list-style-type: none"> • D Fothergill was the new leader of SCC. • Cllr John Woodman was now responsible for Highways. <p>SB asked about the plans to dual the A303. The PC view was that this should be on the existing route (for various reasons – the route had been earmarked for years; the alternative proposal would create two roads and disturbance; the argument that it will reduce disruption when being built does not hold) Mike Lewis reported that the view of a number of PCs had been neutral, because of insufficient detail. West Camel PC had stated that in any event it would like the existing A303 to be used by local traffic.</p> <p><i>T Capozzoli and Mike Lewis left the meeting.</i></p>													
6	<p>Allocation of Parish Post representatives</p> <p>The following parish post representatives were agreed</p> <p>Planning SB, TC, NL Highways TC, PS Parish Environment Warden- GM Parish Paths PS, NL Finance- JL, TC Communications – JL, SG. It was agreed that JL should be periodically reimbursed for printer ink, and paper used for printing notices. SALC – This would be filled on an ad-hoc basis as the need arose.</p>													
7	<p>To approve as a correct record the minutes of the Parish Council Meeting held on 27 April 2017</p> <p>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:</p> <table border="1"> <thead> <tr> <th>Ref</th> <th colspan="2">Detail</th> </tr> </thead> <tbody> <tr> <td>17/01995/S73A</td> <td colspan="2">Application to vary condition No 02 (approved plans) of 16/04571/FUL to vary roof design of dormer windows. 15 Primrose Lane, Mudford. SB explained the plans. Comments were invited, there were no objections Recommend approval</td> </tr> <tr> <td>16/03738/FUL APP/R3325/C/16/3164480</td> <td colspan="2">West Farm, Mudford – Appeal. The PC noted that the appeal decision had been extended. Receive email from planning officer regarding proposal from appellant to install several passing places within highway limits along the lane from the A359. Consider associated legal undertaking and drawings. The Parish Council received the information that had been provided by the planning officer. Its previous observations were confirmed: that Passing place A and B was where cold brook runs under the road - this was a very sensitive flooding area, a new, larger culvert without bends / angles would be required, built to take full force of winter flood water. If ditches were removed more than adequate consideration would need to be taken for the winter flow. Members of the public had attended public session to comment on the appeal, and the proposal for passing places in particular. Their concerns about safety of pedestrians, cyclists and horses, the inappropriately high speed limit, and the assertion that a number of lorries were also turning right out of the farm (where the lanes were also unsuitable) were acknowledged by the Parish Council.</td> </tr> <tr> <td>17/01883/FUL</td> <td colspan="2">Demolition of conservatory and erection of single storey rear extension. Copperfields, Main Street, Mudford. This application had been received too late for the agenda, and with a deadline before the next meeting. Councillors considered the plans and had no objections but were mindful of the fact that the public had not been given notice. The PC was prepared to approve the application following consultation with the neighbours and on the condition that the neighbours had no objections. Consultation with the neighbours needed to take place within 2 weeks.</td> </tr> </tbody> </table>		Ref	Detail		17/01995/S73A	Application to vary condition No 02 (approved plans) of 16/04571/FUL to vary roof design of dormer windows. 15 Primrose Lane, Mudford. SB explained the plans. Comments were invited, there were no objections Recommend approval		16/03738/FUL APP/R3325/C/16/3164480	West Farm, Mudford – Appeal. The PC noted that the appeal decision had been extended. Receive email from planning officer regarding proposal from appellant to install several passing places within highway limits along the lane from the A359. Consider associated legal undertaking and drawings. The Parish Council received the information that had been provided by the planning officer. Its previous observations were confirmed: that Passing place A and B was where cold brook runs under the road - this was a very sensitive flooding area, a new, larger culvert without bends / angles would be required, built to take full force of winter flood water. If ditches were removed more than adequate consideration would need to be taken for the winter flow. Members of the public had attended public session to comment on the appeal, and the proposal for passing places in particular. Their concerns about safety of pedestrians, cyclists and horses, the inappropriately high speed limit, and the assertion that a number of lorries were also turning right out of the farm (where the lanes were also unsuitable) were acknowledged by the Parish Council.		17/01883/FUL	Demolition of conservatory and erection of single storey rear extension. Copperfields, Main Street, Mudford. This application had been received too late for the agenda, and with a deadline before the next meeting. Councillors considered the plans and had no objections but were mindful of the fact that the public had not been given notice. The PC was prepared to approve the application following consultation with the neighbours and on the condition that the neighbours had no objections. Consultation with the neighbours needed to take place within 2 weeks.	
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9	<p>To receive the following determination of planning notices:</p> <p>The following notices were received</p> <table border="1"> <tr> <td>17/00873</td> <td>Erection of single storey extension at rear of property. Silverdale, Main Street, Mudford</td> <td>Grant permission with conditions</td> </tr> </table>		17/00873	Erection of single storey extension at rear of property. Silverdale, Main Street, Mudford	Grant permission with conditions									
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10	Other planning matters													

	Receive confirmation of Mudford (no 1) Tree Preservation Order. The order was received and noted.
11	<p>Council Matters</p> <p>11.1 Cemetery</p> <ul style="list-style-type: none"> Cemetery Warden's Update. PS reported the following. There had been an issue with a new inscription on a headstone, the stonemasons had overlooked to inform the Parish Council. This had now been resolved. Topple Test - Cemetery Headstones Risk Assessment. (Update) PS reported that he regularly checked the headstones and would ensure further checks following this period of hot dry weather. He would shortly be levelling another grave. Annual Review of Burial Fees. The burial fees were reviewed. Discussion took place including consideration of other local cemetery charges. RESOLVED: It was proposed and unanimously agreed for the fees to remain the same. It was agreed that it was important to apply the principle that Mudford residents / those with links to the village would be given priority. <p>11.2 Playing Field and Play area</p> <ul style="list-style-type: none"> To receive playing field inspection reports from the relevant councillor and agree any actions arising. JL reported some graffiti on the skatepark but this was inoffensive. There was evidence of rabbits and moles in the field. To receive letter from member of public proposing fenced area of playing field. A letter proposing a fenced area for dog walkers to allow their dogs off the lead was received. The letter was considered - it was noted that a similar proposal had been discussed last year and the PC had decided against it mainly because of the cost of creating an area, together with associated maintenance costs. Clerk to respond. <p>11.3 Highways and Parish Paths</p> <p>To receive reports regarding highways and agree any actions arising. The following had been reported during public session</p> <ul style="list-style-type: none"> Potholes on West Mudford Road T Junction – report to Highways Parking on pavement - the clerk was asked to contact the police. <p>Hedge causing obstructions to pavement Main Street– consider and agree any actions arising. The clerk was asked to write to those responsible for the hedges.</p> <p>Replacement / repair of seat by bus stop receive update, quotes and agree any actions arising. A quote for repair of the existing bench was received. Prices for new seats and installation were considered alongside this. RESOLVED: It was proposed and unanimously agreed to buy a new bench.</p> <p>11.4 Environment Warden Report</p> <p>Note concerns about the river and consider writing to EA. Concern was expressed about dead trees and branches that were causing blockage in river upstream of Mudford Bridge. This could cause a blockage, and increase the risk of flooding. The clerk was asked to write to the landowners.</p>

12	<p>FINANCIAL MATTERS:</p> <p>12.1 To approve the cash book and bank account reconciliation for May</p> <p>Resolved: It was proposed and unanimously agreed to approve the cashbook and bank account reconciliation from April 27th – May 24th as set out below</p> <table border="1"> <tr> <td colspan="4">Receipts & Payments since April 27th 2017</td> </tr> <tr> <td></td> <td>Balance 27/04/17</td> <td></td> <td>£ 75,664.27</td> </tr> <tr> <td colspan="4">RECEIPTS</td> </tr> <tr> <td></td> <td>interest</td> <td>£ 0.53</td> <td></td> </tr> <tr> <td></td> <td>Interment fee -scattering ashes</td> <td></td> <td></td> </tr> <tr> <td></td> <td>precept</td> <td></td> <td></td> </tr> <tr> <td>Total Receipts</td> <td></td> <td></td> <td>£ 0.53</td> </tr> <tr> <td colspan="4">PAYMENTS</td> </tr> <tr> <td></td> <td>27/04/2017 Salaries</td> <td></td> <td>£ 515.19</td> </tr> <tr> <td></td> <td>Nest</td> <td></td> <td>£ 27.54</td> </tr> <tr> <td></td> <td>Mileage, postage,stationery</td> <td></td> <td>£ 36.25</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£ 12.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£ 1,037.40</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£ 100.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£ 191.88</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£ 62.81</td> </tr> <tr> <td></td> <td>Total Payments</td> <td></td> <td>£ 1,983.07</td> </tr> <tr> <td>BALANCE</td> <td></td> <td></td> <td>£ 73,681.73</td> </tr> <tr> <td colspan="4">BANK ACCOUNT STATEMENTS</td> </tr> <tr> <td>Current Account</td> <td></td> <td>£ 100.00</td> <td></td> </tr> <tr> <td>Business Account</td> <td></td> <td>£ 46,892.76</td> <td></td> </tr> <tr> <td>Business Reserve Account</td> <td></td> <td>£ 26,980.85</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>TOTAL BANK ACCOUNTS</td> <td></td> <td>£ 73,973.61</td> <td>£ 73,973.61</td> </tr> <tr> <td>Add outstanding lodgements</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Less outstanding cheques</td> <td>Hospice Grant, Village hall broadband no.s 1216,1217</td> <td>291.88</td> <td></td> </tr> <tr> <td>Balance</td> <td></td> <td></td> <td>£ 73,681.73</td> </tr> </table> <p>12.2 To consider ytd budget expenditure. YTD budget expenditure was circulated to and checked by Councillors</p> <p>12.3 To approve the following accounts for payment and two signatories for cheques:-</p>	Receipts & Payments since April 27th 2017					Balance 27/04/17		£ 75,664.27	RECEIPTS					interest	£ 0.53			Interment fee -scattering ashes				precept			Total Receipts			£ 0.53	PAYMENTS					27/04/2017 Salaries		£ 515.19		Nest		£ 27.54		Mileage, postage,stationery		£ 36.25				£ 12.00				£ 1,037.40				£ 100.00				£ 191.88				£ 62.81		Total Payments		£ 1,983.07	BALANCE			£ 73,681.73	BANK ACCOUNT STATEMENTS				Current Account		£ 100.00		Business Account		£ 46,892.76		Business Reserve Account		£ 26,980.85						TOTAL BANK ACCOUNTS		£ 73,973.61	£ 73,973.61	Add outstanding lodgements				Less outstanding cheques	Hospice Grant, Village hall broadband no.s 1216,1217	291.88		Balance			£ 73,681.73
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RESOLVED: It was proposed and unanimously agreed to approve the following payments, PS and NL to sign cheques.

Salaries	May 2017	517.79
Nest Pensions DD	May 2017	27.54
Postage Telephone Mileage	May	38.05
Came and Company	Insurance premium	494.48
Lightatouch	Internal Audit	54.99

12.4 To note the following receipts

Description	Amount
Bank Interest	£0.53

Other finance matters.

12.5 Internal Audit. Receive internal auditors report and note approval of accounts. The clerk reported that Internal Auditor had visited on 3rd May and completed the final check of the accounts and the annual return. There were no concerns to report.

12.6 Receive and Complete Annual Return 2016-17. The clerk noted the information and actions that were required by the Auditors.

12.6.1 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.

12.6.2 Agree Annual Accounting Statements .

The clerk noted that the figures in the Annual Return Accounting Statements were consistent with those in the final accounts which had been approved by the Council at the April meeting. The internal auditor had checked and agreed the figures. The clerk reported that there were no significant variations between 2015-16 and 2016-17. RESOLVED: It was proposed and unanimously agreed to approve the annual return accounting statements.

12.7 Review Of Asset Register, arrange physical check of assets.

The annual check of the asset register, as well as a physical check of assets would be completed by SB.

12.8 Chairman to complete annual governance checklist.

The Chairman considered and completed the Annual Governance Checklist in accordance with the Internal Auditor's recommendation in the Financial Risk assessment

12 Correspondence. Consider the following correspondence and agree any actions arising.

From	Subject	
CSW Group	Total Transport Meeting – invitation to attend event	No councillors were available to attend
SSDC	South Somerset playing pitch strategy consultation	Phil Sargent would complete this.
N Whitsun Jones	Planning (legal) advice for Parish Councils	It was agreed that this was not required at this time

13 LIST OF ITEMS DISTRIBUTED AND AVAILABLE SINCE LAST MEETING:

Rural Services Network News bulletins; Somerset Waste Partnership Newsletters; Council Homeowners scheme; Village agent newsletter; Thank you letter from St Margaret's Hospice; Clerks and Councils Direct Circular, The Clerk magazine

14 Challenge to development at up Mudford – 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.

Planning Application 14/02554/OUT. Receive update on legal advice and consider any actions arising, including relating to Community Infrastructure Levy. There was nothing to report

15 NEXT SCHEDULED PARISH COUNCIL MEETINGS:

Thursday June 29th 2017.

Further meetings will be called as necessary usually on the last Thursday of the month.