

MINUTES OF MONTACUTE PARISH COUNCIL
MONTHLY MEETING HELD ON
MONDAY 16TH APRIL 2018 IN BAPTIST CHAPEL

18/035/a PRESENT:

Members: Mr V Baker (Chairman), Mrs C Saint (Vice Chairman), Mrs J Folkard, Mrs A Gihon, Mrs A Jewell-Harrison, Mr M Sampson, Mrs L Siegle and Mr D Warry

Others: Mrs S Moore (Clerk), Mrs J Roundell Greene (District Councillor), Mr M Keating (County Councillor) and 1 member of the public

18/035/b APOLOGIES:

Mr H Marsh

18/036 DECLARATION OF INTEREST:

Cllr Baker declared an interest in matters relating to the village hall.

Cllr Gihon declared an interest in matters relating to the Sheep Wash, Triangle Trust and the village hall.

Cllr Warry declared an interest in matters relating to the Triangle Trust.

Cllr Sampson declared an interest in matters relating to the planning application 18/0425/FUL

18/037 PUBLIC SESSION:

(Cllr Keating entered the meeting)

A resident congratulated the parish council for their persistence with getting a 20mph speed limit through the village. The resident asked whether the broadband mast in East Stoke was no in operation. Cllr Folkard believed that it had been connected on Saturday 14th April.

18/038 DISTRICT & COUNTY COUNCILLORS:

18/038/a Cllr Roundell Greene:

Cllr Roundell Green said that she had concerns over the size of the proposed pavilion as it may be smaller than FA requirements and that the parish council may not get any grants from SSDC or anywhere else because of this. A copy of the requirements was passed on to the parish council. A discussion was held, and Cllr Baker said that the parish council were looking at a wider use for the community and not just for football. He said that the parish council were still in the process of getting permission for the site and that the National Trust need to be consulted on all aspects of the building. It was agreed that a meeting needed to be held with the parish council, National Trust and SSDC. Cllr Roundell Greene agreed to organise this.

Action Cllr Roundell Greene

(Cllr Roundell Greene left the meeting)

18/038/b Cllr Keating:

Cllr Keating's report had been circulated to councillors. Some of the items covered in Cllr Keating's report are:

- Devolution: Representatives from 23 organisations across Devon and Somerset have agreed steps to drive up productivity at the Heart of the South West (HotSW) Joint Committee. The Joint Committee unanimously endorsed the Productivity Strategy that has been taking shape over the last two years and aims to double productivity over 20 years.
- Libraries Consultation – has been extended until 13th June 2018. Further information can be found at <http://somerse libraries.co.uk/consultation/>
- Junction 25 of the M5: Planning permission has been granted to upgrade Junction 25. This is the main access point to Taunton and provides a critical link into the South West via the A358 and A303.
- Fostering and Adoption: SCC have around 200 foster carers but more are needed and every year some retire, so new recruits are essential. For anyone interested there's a lot of information online at www.fosteradoptsomerset.org.uk. Also, Costa Coffee are supporting the Fostering and Adoption Recruitment Service as part of its

Project Inspiration Community Initiative by holding informal evenings across Somerset.

- Highway surface dressing are scheduled to take place during 2018/19 for East Chinnock: Broad Hill; West Coker: East Street and Halves Lane; Montacute: Yeovil Road.
- Brown Highway Signs: there will be a new class of sign and these will need to be applied for through the parish council.
- The drain on the road between Tintinhull and Montacute which is causing the flooding will be jetted once the flooding has subsided.

Cllr Baker commented that the entrance of that drain needs to be look at as it is 5-6 ft down in a ditch and the outflow goes into a pond. There are serious concerns as there is a fundamental recurring problem in this area. No cars can get through and the fire brigade has been called out several times. All of this is costing a lot of money and the road is still impassable.

The Clerk commented that she had been unable to contact the highways engineer regarding the new S.I.D. installation programme and assumed that he had left SCC. Cllr Keating gave the Clerk another email contact.

(Cllr Keating left the meeting)

18/039 MINUTES OF PREVIOUS MEETING:

The following Minute references were changed:

18/025 – It was agreed to remove '(Thorne Lane)'

18/026/f – It was agreed to remove 'and for Cllr Siegle to order the matting'

The Minutes of the previous meeting were signed and approved.

Proposed: Cllr Folkard

Seconded: Cllr Gihon

1 abstained; 5 agreed

18/040 MATTERS ARISING FROM MINUTES:

18/040/b Set up of Working Parties

Cllr Baker said that he was concerned about the way the parish council business was run and that a number of working parties were needed. He said that the working parties should include the Chairman or Vice Chairman and they will report back to the Clerk. The working parties will report any progress at the parish council meetings and the Clerk will report to the working parties on the Thursday before the meeting. Cllr Baker said that councillors will need to contribute more.

18/040/a Review of Actions List

The Clerk reviewed the items on the Action List:

- The dog/litter bin has been ordered from Wybone. The Clerk explained that if the bin had been via the website then she would have needed to pay for it and the delivery would have been within 48 hours but as this option was not possible and the order was made via the telephone/email then there is a 5-6 week waiting period.
- Grass verge outside the Monks House: This will be cut on Tuesday 20th April.
- The Clerk passed the tool to remove the panel guards from the seesaw to Cllr Baker.
- Keys for the huts: The keys had not been returned by the junior football team. Cllr Baker said he would ask the team to return the key. Cllr Saint said that if this is not resolved by the next meeting the lock need to be changed **Action Cllr Baker**
- It was agreed that that Wash Lane, from Middle Street side to the bend before the village hall, needed a general clean and the drain needed clearing. **Action Clerk**

18/041 HIGHWAYS:

It was reported that vehicles were still parking on the double yellow lines and on the pavement in Bishopston/Middle Street and, at the entrance to Wash Lane. It was agreed to inform

Highways to see if the yellow lines could be extended. It was also agreed to find out whether double yellow lines could be put on the corner of Station Road and St Michaels View, and opposite the exit from the school in Townsend/Hollow Lane. Cllr Saint asked if the removal of the dropped kerb in Middle Street could be readdressed now that it was the start of the new financial year.

Action Clerk

The 'no cycling' sign in Wash Lane needs to be moved back to its original position by the village hall as it cannot be seen where it is now.

Action Clerk

18/042 WORKING PARTIES REPORTS:

18/042/a Allotments

The allotment holders meeting had been rearranged for 26th May between 10am and 12 Noon and would be held in the village hall. Cllr Gihon agreed to put this in the magazine.

Action Cllr Gihon

(Cllr Gihon left the meeting)

18/042/b National Trust

Cllr Saint stated that the hedge in Back Lane still needs cutting.

Action Cllr Jewell-Harrison

18/042/c Street Lighting

The light has been removed from the side of the cottage in Pig Street.

18/042/d Speedwatch

No report given

18/042/e Triangle Trust

No report given

18/042/f Recreation Ground

Cllr Saint and Siegle met with Rob Parr from SSDC and will give a report at the June meeting.

Action Cllrs Saint & Siegle

(Cllr Gihon re-joined the meeting)

The Clerk explained that she had been previously been advised that the parish council only needed to agree on Stage 2 of the arboriculturalist's requirements which the parish council had agreed to at the last meeting (*see minute ref: 18/027*). However, after further investigation and discussion with Paul Dance the parish council need to have the detailed tree report which includes the BS5837 (2012) tree survey and assessment as this needs to be submitted with the planning application. The cost of this will be £350. This was agreed.

Proposed: Cllr Saint Seconded: Cllr Sampson

1 abstained; 5 agreed

A discussion was held regarding the Block Plan for the pavilion and whether the middle hut was to be demolished. It was agreed to confirm this to Paul Dance.

18/042/g Footpaths

No report given.

18/043 CHAIRMAN'S ANNOUNCEMENTS:

Cllr Baker said that the Parish meeting will be held on Tuesday 15th May at 7pm in the village hall. Cllr Gihon agreed to check availability.

18/044 CLERK'S REPORT:

The Clerk said that the GDPR regulation comes into force on 25th May 2018 and all authorities/businesses/organisations must be compliant. SSDC are holding a training session on 26th April at a cost of £25 and the Clerk asked if the parish council would be prepared to cover half the cost with Stoke sub Hamdon Parish Council.

Proposed: Cllr Jewell-Harrison

Seconded: Cllr Folkard

agreed unanimously

The Clerk also mentioned that NALC have updated the model Standing Orders and the model Finance Regulations to bring them in line the GDPR and Procurement Regulations 2015. The Clerk said that she had carried out the preparatory work but asked the council to give delegate powers for a working party of a couple of councillors to go through the orders

and agree the changes. It was agreed that Cllrs Gihon and Jewell-Harrison would meet with the Clerk on 4th May. The Clerk said that both the Standing Orders and Finance Regulations would need to be suspended at the May Parish Council meeting so that the changes can be made and adopted at the June meeting.

The Clerk said that a number of policies would need to be adopted which can be done over the coming year so not make the task too onerous. Working parties can be set up to go through these policies and there will be a new line on the agenda called 'Governance'. The policies we will need to look at are:

- Data protection policy incl. Freedom of information, model publication scheme (amended)
- Disciplinary policy & procedures
- Equity & diversity policy
- Finance working party terms of reference
- Grants procedures
- Grievance policy & procedures
- Human resources working party terms of reference
- Internal control policy
- Planning terms of reference
- Procurement policy & procedures
- Risk assessment forms

The Clerk said that she had already prepared these documents and said that the working party would need to make any changes they felt necessary prior to approval/adopting at full council. The Council need to have these policies in place as legislation is tighter, and the Council must be more transparent. Also, the Council has a duty to work smarter for the community and it is necessary that these procedures are in place. The Clerk mentioned that the policies will need to be reviewed on a regular basis, at least annually.

It was agreed that the next policy to look at was the Data Protection policy. The working party is Cllr Saint and Siegle and the Clerk. A meeting was arranged for 14th June.

18/045 FINANCE:

18/045/a Matters for Report

i. Year End Bank Reconciliation

The Clerk gave the quarterly bank reconciliation as at 31st March 2018:

Current Account	£ 250.00
Business Reserve Account	£ 46,989.63
Sports Project Reserve Account	<u>£ 16,187.03</u>
Total	£ 63,426.66
Outstanding Cheques	<u>£ 4,523.23</u>
Total as Cash Book	£ 58,903.43

ii. Monthly Bank Reconciliation

The Clerk gave the quarterly bank reconciliation as at 19th April 2018:

Current Account	£ 250.00
Business Reserve Account	£ 42,459.64
Sports Project Reserve Account	<u>£ 16,187.03</u>
Total	£ 58,896.67
Outstanding Cheques	£ 40.00
Outstanding Deposits	<u>£ 195.05</u>
Total as Cash Book	£ 59,051.72

iii. Year End Budget Comparison

The Comparison of Budget report had been circulated to all members. The report shows the annual budget and the expenditure for the financial year 2017/18. The report does not include the ring-fenced money held in the Sports Project reserve account. This is the final report for the year showing expenditure as at 31st March 2018. The report shows the parish council has been prudent with its spending by keeping well within its budget.

iv. Local Government Act 1972 s.137 Limit for 2018/19

The Clerk said that NALC has confirmed that the limit set for s.137 payments for 2018/19 is £7.86 per elector.

18/045/b Cheques for Signature

Sarah Moore	Reimbursements & Expenses for		
	March	£ 573.20	Chq 1489
K M Dike Nurseries	Grass Cutting - March	£ 386.50	Chq 1490
Montacute Baptist Chapel	Hire of Hall April - June	£ 75.00	Chq 1491
HMRC	PAYE	£ 143.80	Chq 1492
Play UK Playgrounds Ltd	Play Equipment Installation	<u>£ 1,395.00</u>	Chq 1493
	Sub-Total	£ 2,573.50	

Local Government Act 1972 s.137

Triangle Trust	Donation	<u>£ 50.00</u>	Chq 1494
	Total	£ 2,623.50	

Proposed: Cllr Warry Seconded: Cllr Gihon agreed unanimously

Chq 1491 was passed to Cllr Baker

18/045/b Other:

The Clerk recommended a change of internal auditor due to the delay issues the previous year. Three accountants were asked to provide a quote; these were Chalmers in Crewkerne, Old Mill Group in Yeovil and Pinnacle Accounting in Martock. Only Pinnacle Accounting quoted at a cost of £120 which is the same price as the previous accountant. It was agreed to accept this quote.

Proposed: Cllr Folkard Seconded: Cllr Gihon agreed unanimously

18/046 PLANNING:

18/046/a Planning Information:

SSDC is currently reviewing its procedures and processes and have decided to cease sending out paper copies of decisions only from 27th April onwards. Parishes are advised to sign up to the weekly list will ensure that they remain up-to-date with decisions. SSDC will still consult with the parish council on applications on a case-by-case basis with paper copies for the time being. This move will be the first of a number of measures that SSDC will make this year which will reduce the amount of paperwork handled and send to Parish Councils. The council will be implementing a 'digital by default' mind-set, to reduce cost and improve efficiency.

By the end of the year SSDC will have reviewed how to consult parishes on applications and, will consult fully with all parishes before making any decisions on how to go about this and what support is needed to adapt. This will reduce the passing and transit of large paper documents between clerks and councillors and reduce storage requirements at the home of many clerks.

18/046/b Parish Planning Working Party Feedback on Applications:

18/0425/FUL – alterations and conversion of barn into a church (Use Class D) and associated access and parking – buildings at St Michaels Nursery, Mason Lane, Montacute – Observations on the size of the car park as they are only making provision for parking 11 cars and, concerns with the access into and especially when leaving the site onto the slip road

18/046/c Planning Decisions and Reports

Decisions:

18/00328/FUL – removal of existing garage and the erection of a two-storey extension to side and single storey extension to rear to provide a replacement garage and additional accommodation – 6 Park View, Montacute TA15 6XW - This application has been permitted with conditions

Reports:

No report given

18/047 CORRESPONDENCE:

Notification has been received from Hamdon Medical Centre which states that the practice has decided to join forces with a larger NHS healthcare organisation, Symphony Healthcare Services, which is a wholly owned subsidiary organisation of Yeovil Hospital and is run and managed by an NHS primary care support team based at Wynford House in Yeovil.

18/048 MEMBERS REPORTS:

Cllr Folkard asked what the situation was with the S106 funding from the development next to Stanchester school. It was explained that no money will be received until 50% of the houses had been sold and were occupied

Cllr Jewell-Harrison asked if the English Heritage application for the sheep wash had been sent off. The Clerk confirmed that it had

It was reported that the drain outside 26 Bishopston was block and the property's courtyard and front door regularly flooded.

Action Clerk

Cllr Warry said that the drain in Woodhouse Lane was blocked.

Action Clerk

18/049 ITEMS FOR FUTURE AGENDAS:

Suspension of Standing Orders and Financial Regulations

18/050 DATE OF NEXT PARISH COUNCIL MEETING:

There being no further business the meeting was closed at 9.30pm. The next meeting will be held on 16th April 2018 in the Baptist Chapel at 7pm.