

Keinton Mandeville Parish Council

Minutes of a meeting of the above named Parish Council, held on
Tuesday 17th May 2011, at the village hall at 7.30pm.

Present

Brendan O'Hara, Michael Richardson, Beverley Goodall, Chris Lane, Sarah Cooke, Helen Beal

In attendance

S Graham (Clerk) J Calvert (District Councillor) 1 member of the public

Summary of public session

- George Faulkner of Thistledown Farm noted that he had opened his farm in conjunction with English Nature. He reported that Keinton Mandeville School had been invited but were unable to visit because of the transport issue – not safe to walk to the school, and transporting children too expensive. He suggested that perhaps there may be some money available from the PC to help the local school children to visit the farm. B O'Hara to discuss with headteacher.
- J Calvert spoke about new shape of District Council. Lib Dems now have a majority of 2.

1. Confirmation that a quorum is present

Confirmed

2. Election of chairman *Michael Richardson took the chair for this item*

Nominations were invited

BOH was nominated by CL 2nd SC unanimous

BO'H accepted the position and signed declaration of office.

BO'H took the chair

3. Fill vacant seats by co-option

There were 2 candidates

John Whitehouse was nominated by SC, 2nd CL unanimous. John Whitehouse accepted the position, signed the declaration of acceptance of office and joined the meeting

Tom Ireland was nominated by HB, 2nd MR unanimous. Tom Ireland accepted the position, signed the declaration of acceptance of office and joined the meeting

4. Apologies

Jimmy Zouche (County Councillor)

5. Declarations

SC re item 9 planning **Application number 11/01128/FUL** Creation of Multi use games area with 4 no. 6m high floodlights and formation of 1.8m pathway to perimeter of field with installation of activity equipment to form exercise circuit. Keinton Mandeville Sports Field (Village hall) Chistles Lane, Keinton Mandeville. (Member of field committee submitting application)

6. Election of vice chairman

Nominations for vice chair were invited.

MR was nominated by CL, 2nd BG unanimous. MR accepted the position of vice chair.

7. Fill Parish Council representative posts

The following representatives were agreed

▪ **Playing field committee**

B Goodall

▪ **Village hall committee**

B Goodall

▪ **Happy tracks and skate park**

S Cooke

▪ **Finance committee (3)**

C Lane, J Whitehouse, B O'Hara

▪ **Planning**

M Richardson

▪ **Appeals Board (3 members)**

S Cooke, T Ireland, B O'Hara

▪ **Youth representatives**

S Cooke

▪ **Grievance board (3 members)**

B Goodall M Richardson H Beal

▪ **Highways and Parish Paths**

B O'Hara

8. Minutes of last meeting: 5th April 2011, 12th April 2011

- To approve and sign the minutes as a true and correct record of the meetings held.

The typo '*ha*' was corrected to read '*has*' in 12th April minutes, and BG was included in the list of those present in the minutes of 5th April. The minutes were then agreed and signed as a true and correct record of the meetings held 1st MR 2nd BG unanimous.

DRAFT COUNCILLORS NOTE AMENDMENTS IN WRITING TO CLERK

- Matters arising from the minutes not covered by items on this agenda. There were no matters arising.

9. **Planning.**

Consider the following applications

SC declared an interest and did not take part in this part of the meeting.

- **Application number 11/01128/FUL** Creation of Multi use games area with 4 no. 6m high floodlights and formation of 1.8m pathway to perimeter of field with installation of activity equipment to form exercise circuit. Keinton Mandeville Sports Field (village hall) Chistles Lane, Keinton Mandeville. Comments were invited and observations made as follows
 - No objections
 - Natural development of facilities already at village hall, will be an asset for village.(Noted that the village hall committee knew it was agenda but had to send apologies for the meeting.) Recommend approval. 1st MR 2nd CL unanimous.

10. **Determination of Planning.** The following notices were read out

- Application number 11/00900/FUL Erection of a conservatory to rear of dwelling house, 11 Amberley Close, Keinton Mandeville. Grant permission with conditions
- Application number 11/00463/FUL The erection of a garden shed (retrospective) The Old Barn, Queen Street, and Keinton Mandeville. Grant permission with conditions. Receive planning officer's report on this determination as it is contrary to Parish Council view. The planning officer report was placed in the circulation file.
- Application number 11/00493/CPO Alternative access and retention of peripheral vegetation to assist screening of a proposed blue lias extraction site being the subject of application number 10/03199/CPO. Grant permission with conditions. It was noted that there were numerous conditions, including those suggested by the PC and more. This paperwork was placed in the circulation file for councillors to read.

10b. **Other planning matters**

- Receive e mail from District Councillor regarding building at Manor Place. This email was read out noting that the planning / building control issues were being dealt with by SSDC.
- Receive copy of letter from member of public regarding tree felling, Babcarry Lane. Letter noted. Some members have been aware of this, hedge has been cut right back as part of hedge maintenance. This has been carried out by Natural England at an appropriate time of year.

11. **Finance and Payments (RFO – Clerk)** The following payments were agreed 1st BG 2nd MR unanimous

a) Payments

- Clerk's salary S. Graham April 2011, including 5 extra hours (gross £278.13 less tax £55.60) £222.53
- HMRC (clerk's salary tax) £55.60
- Clerks stationery items – reimburse £32.91
- Insurance premium – Came and Company Parish Council insurance (broker network) £1057.78
- Grant, Keinton Mandeville playing field £1000.00
- Commemorative coin prizes - reimburse clerk £52.90
- Maintenance £165.00

b) Receipts

- SSDC precept £14,785

c) Review of Accounts, presentation of bank reconciliation to be agreed and signed by councillors

The accounts were reviewed. It was noted that expenditure for April was £817.08, receipts were £14,785 and the bank balance £25814.68. The bank statements are showing a total of £26164.68. There is a difference of £350, this can be accounted for by a cheque to KM School PSA which has yet to be cashed, clerk to chase. The accounts were checked by councillors, and signed.

d) Grant requests.

There were no grant requests

e) Other finance matters

- Audit update. The Parish Council and internal audit responsibilities are now complete, appropriate notices have been displayed and the paperwork will be sent to the external auditors at the end of the inspection period next week.
- Agree gift for internal auditor - £60 vouchers agreed. 1st SC 2nd HB unanimous.
- Receive correspondence from SALC re consultation on the future of public audit and consider Parish Council response to this. This correspondence will be circulated for information and comment.

DRAFT COUNCILLORS NOTE AMENDMENTS IN WRITING TO CLERK

- Update regarding PAYE for Parish Clerk. It was noted that the clerk should be paid under PAYE. The clerk has registered the Parish Council as an employer and herself as an employee. Software will now be used to calculate the clerk's salary, and tax paid by the PC to HMRC. This had been a complicated and time consuming process. The District Councillor noted that it was possible that SSDC would be willing to take on the payroll responsibility for a fee of about £100 p.a. JC to provide further information to clerk.

12. Highways

Update / Items to report

- Drain cover missing Common Lane
- Update from Highways officer read out
- Receipt of notice about motor cycle event 10 July.
- Receipt of Speed indicator data from the speed indicator devices operating in April and May, the average speed and total movements were considered. Concern was expressed about the number of movements– the information was placed in the circulation file for further consideration by Councillors.

13. Parish Paths

Update

- Strimmer has been received back and can be used to maintain footpaths in the village.
- BO'H has cut back Babcary Lane and top of Quarry path.
- Footpath by Westfield Farm, amount of horse manure reported – not considered to be a problem.
- Row Lane had become virtually impassable - now has been cut back. Needs to be litter picked.

14. Happy Tracks / Skate park

Update.

- Need to get skate park paint – youth council willing to paint
- Happy tracks committee are planning seating and equipment in the flower meadow.

Receive inspection report.

- There are a couple of bolts missing, and a potential finger trap on the train. The gap in the wooden wobble log is getting bigger- all of these items are being discussed with SSDC for advice.

15. Neighbourhood watch

Receive monthly report

- Nothing to report
- Reports had been made to the Chair about youths throwing stones at the streetlights; the complainant had been advised to report this to the police.

16. Maintenance

Agree requirements

- Bus shelters – clean and cut back growth
- Keep Row Lane under control.
- Paint fingerposts
- Tighten bar on Happy tracks train

17. Suggestion box

Not checked this month

18. Youth

Youth Activities – update

SC updated council on the following

- Street dance is now running with 2 sessions – 1 primary and 1 for secondary – there will be a street dance display at school in July. 20 children attended the primary session with 8-10 attendees at the secondary group.
- Thursdays 4.30pm - 5.30pm rounders, 28 children.
- Friday evenings - hockey, this has now finished and will start again when ground better.
- Night hike has been completed by the youth council this month as well as den building. Another night walk will take place next month.
- The youth council had been invited to an event at SSDC together with 18 other youth councils. They came away with a pack worth (including grants) up to £5000. They took part in some workshops, especially about grant applications, and were able to meet all people who deal with youth at SSDC. KM was the youngest youth council, and did well at the event. The Youth Council will be looking to recruit some new members, and the older ones will be mentors.

19. Village Hall field

Update

DRAFT COUNCILLORS NOTE AMENDMENTS IN WRITING TO CLERK

- Planning application has been submitted. Once this has come back, grant applications will be submitted.
- Hoping to do sports event for children for a day – money from this will go towards the MUGA.

20. Book swap suggestion.

Reported that Methodist Church had been approached but there are several issues associated with this

- Would need to be manned when open
- Would need to make contribution to insurance
- Key holder would need to be CRB checked
- Contribution to heating and lighting

It was decided that this would probably not be viable at that location, village hall committee to be approached again about this idea.

21. Garden competition - arrange judging.

- N Thomas has agreed judge containers and baskets
- B Simson to be asked to judge front garden.

22. Correspondence

Discussion

- From SALC area meetings – BO'H will attend if available.
- From SALC councillor training – agreed that this will be paid for by the Council. Councillors to confirm availability with clerk so that places can be booked
- Forces March – SC will arrange volunteers. Clerk to check the organiser has arranged the water.
- From SCC re Keinton Mandeville Street Lighting project. MR reported that he had attended a meeting about this. The idea is that street lights should be turned off between 12 and 6, with certain conditions if there are junctions / main roads. Consultation will take place locally about which lights could be turned off and which left on. The plan is to roll out over period of time. It was recommended by SCC that we should publicise this by whatever means we have. Concerns have been raised about a potential increase crime, but noted that in some areas crime had decreased after the lights had been turned off. It had been noted that there could be an increase in single householder floodlighting which would negate the purpose. MR will write a few lines for the parish magazine / newsletter. There would be no financial benefit for the village / council.

Circulation

- Your Somerset – County Council publication
- Clerks and councils direct circular.

23. Parish magazine/newsletter

Items for inclusion in the June edition.

- New councillors – 2 co-options
- Still have a Councillor vacancy
- July – garden competitions
- Quarry decision – can be viewed on County Council website.

Under the provision of the Public Bodies Admission to Meetings Act 1960, the public and press may be excluded from the meeting for this item by reason of the confidential nature of the business to be transacted.

1st MR 2nd BG unanimous

24. Update regarding on-going matters concerning alleged defamatory references in minutes.

Proposed draft response considered. New draft proposed with a few amendments to previous, 1st CL 2nd SC unanimous.

25. Future agenda items

- Community car transport funding as raised at Annual Parish Meeting
- Formal adoption of standing instructions to clerk.
- SID results
- Diamond jubilee

26. Any other reports

There were no other reports

27. Date of the next meeting

7th June 2011

Meeting closed at 950pm