

DRAFT. Councillors note amendments to minutes in writing to clerk

Keinton Mandeville Parish Council

Minutes of a meeting of the above named Parish Council, held on
Tuesday 5th April 2011, at the village hall at 7.30pm.

Present

Brendan O'Hara, Michael Richardson, Belinda Simson, Chris Lane, Sarah Cooke, Helen Beal, Mary D'Arcy <Kathy Low

In attendance

Sue Graham (Clerk) 1 member of the public.

Summary of Public session

No items raised.

1. Apologies

Jimmy Zouche, John Calvert.

2. Declarations

None

3. Minutes of last meetings: 1st March 2011, 15th March 2011

- To approve and sign the minutes as a true and correct record of the meetings held. The minutes were agreed as a true and correct record of the meetings held. 1st CL 2nd MR unanimous
- Minutes of meeting 1st February, approve alteration to minutes regarding item 11 Parish Paths - to remove wording as follows; 'agreed that this should be referred to the rights of way team at SCC.' As this does not reflect a true record of the discussion. This amendment was agreed. 1st MR and 2nd BS unanimous
- Matters arising from the minutes not covered by items on this agenda.
There were no matters arising.

4. Planning.

Consider the following applications

Application number 11/00900/FUL Erection of a conservatory to the rear of dwelling house. 11 Amberley Close, Keinton Mandeville. Observations invited, comments made as follows –

- No comments had been received from the neighbouring properties
- No objections

Recommend approval. 1st BS 2nd BG unanimous

4a. Determination of Planning. Receive the following notices were read out.

- **Application number 11/0029/FUL** Alterations and the erection of a two storey extension, The Laurels, Queen Street, Keinton Mandeville. Grant permission with conditions. A letter from planning officer noting that approval of the application above did not accord with the PC comments was read out.

4b. Other planning matters

- Receive observations from District Council on County Council planning application number 11/00493/CPO Alternative access and retention of peripheral vegetation to assist screening of blue lias extraction site being the subject of application number 10/03199/CPO. Westfield Farm, Coombe Hill, Keinton Mandeville.
- Receive notification of regulation committee consideration of above item (7 April 2011) it as noted that one of the conditions (prescribed route has been left out in the regulation committee papers) Clerk to contact case officer and ask for this to be included.
- Clerk asked to remind John Calvert about a planning matter raised in a previous public session.
- BS noted that a query had been raised by a member of the public about the s.106 agreement governing Fayrefield (affordable housing), and whether the local connection needs to be extended beyond the first agreement. Clerk has checked with Hastoe Housing and the local connection must still remain, although there is some flexibility.

5. Finance and Payments (RFO – Clerk)

- a) Payments. The following payments were approved 1st MR 2nd SC unanimous
- Clerk's salary S. Graham March 2011.

£230.18

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▪ Clerks extra hours March 2011 6.5 @ 9.5908	£62.34
▪ Maintenance	£82.98
▪ Maintenance – one off annual payment re insurance	£208.99
▪ SALC affiliation	£232.59

b) Receipts

Bank interest	£1.47
History book sales cash	£35.00

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 March was £367.09, receipts were £36.47 and the bank balance £11,846.76. The bank statements are showing a total of £12,196.76. There is a difference of £350, this can be accounted for by a cheque to KM School PSA which has yet to be cashed. The accounts were checked by councillors.

d) Receive and approve final accounts year ending 31 March 2011. 1st SC 2nd HB unanimous.

The accounts were approved. It was noted that there was one unrepresented cheque £350 (as noted above)

e) Grant requests. Consider the following grant requests

- Community Council for Somerset. Consider invitation to subscribe to 'Thatch.' This was not considered essential and it was agreed not to take up the offer to subscribe. 1st CL 2nd SC unanimous
- Keinton Mandeville Playing Field. A grant of £1000 was agreed, 1st CL 2nd MR unanimous

f) Other finance matters

- Receive report from RFO concerning matter raised by finance committee. The clerk reported that the finance committee had queried a receipt of £1.75. It was explained that this was the sum of 2 payments of bank interest; they had been listed as a total and not separately. In future these would be listed separately to allow for easier reconciliation,
- Receive audit paperwork including advice on changes to audit regulations. It was noted that the audit commission had been abolished and audit regulations had changed. The main effect on Parish Councils was that there was no longer a need to review the effectiveness of internal audit.
- Receive guidelines regarding PAYE for Parish Clerks. The clerk noted that it was necessary for the PC to register as an employer for PAYE purposes. To date the clerk had not been able to arrange this with HMRC.
- It was noted that a further signatory would be required for the bank account as Belinda Simson would be standing down. It was agreed that Michael Richardson would become a signatory in order to ensure that the current arrangements for two cheque signatories on the account, and three Parish Council signatories in total can be maintained. Clerk to make arrangements.
- Receive grant thank you letter from Keinton Mandeville School PSA. A thank you letter was read out.

6. Highways

- Update / Items to report
 - Drain cover missing on Coombe Lane. Has been reported by BO'H
 - Far end of Church Street (between 'Spiridon' and derestricted sign) road is in very poor condition.
 - Barton Road opposite to gateway to Sycamore Farm there is a lump of tarmac missing around the manhole cover, the hole is getting bigger.
- Receive correspondence from Somerset County Council reinstatement of speed indicator devices. It was noted that the PC had agreed not to fund the speed indicator devices for another year, however, the County Council had analysed the data from the speed indicator sites and had decided to fund both the east and west bound indicators for a further year.

7. Parish Paths

Update

- Row lane very overgrown – too far gone for PC to cut it back. To be reported to rights of way team.

8. Happy Tracks / Skate park

- Update. Has been seeded, is growing well. Agreed that further seeding would also be beneficial.
- Receive inspection report. The inspection reports were noted. No issues to note.

9. Neighbourhood watch

- Receive monthly report. The report was read out. Noted that Neill Thomas would be standing down as NHW coordinator. Appreciation of his work over the last five years was expressed.
- Reported that wing mirrors had been 'stolen to order' from car parked on drive on High Street.

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- Presentation material re playing field proposal had been removed from the village hall shortly after they had been displayed.

10. Maintenance

The following requirements were agreed.

- Weed and seed happy tracks and skate park area.
- Fingerpost painting.
- Renew sign writing on Parish Council noticeboard

11. Suggestion box

Contents for discussion

There were no suggestions

12. Youth

Youth Activities – update Sc reported the following

- The youth council would like to assist with painting the skate park - agreed for clerk to order paint from GBH for youth council
- Hi five netball club going very well.
- Rounders will be starting after Easter. Hockey is running on Fridays.
- SC is meeting with Lewis Diffey next week.

Chair thanked Sarah for all her hard work with youth activities, noted that she makes a significant commitment which is very much appreciated.

13. Village Hall field

Update

The presentation on 19th March about the proposals was well attended and members of the public gave very positive feedback about it.

As noted above under NHW, the plans had been removed by unknown individuals after the presentation.

14. Website – discuss cost

BG noted that D Goodall had initially paid for the website and there was an ongoing cost for the web space. Agreed in principle that it was inappropriate for this to be paid for by D Goodall, and the PC would cover the cost. Payment to go on next agenda.

15. Dog Fouling – discuss recent problems with dog fouling in village

- Reported that there is an ongoing problem with individual dropping bags of dog faeces on the ground.
- It was noted that whilst the PC is encouraged that people are using bins for dog faeces some had been left in the grit bin. It was pointed out that this can be double bagged and put in regular litter bin / dog bin or even taken home and out in wheelie bin. BOH will contact the dog warden.

16. Book swap suggestion

Reported that a member of the public had noted that he would like to take part. Discussion took place about how to progress this. Suggested approach made to Methodist Church to see if it can be run from there.

17. Correspondence

Discussion

- From Came and Company PC insurance – Parish Matters Spring newsletter. Councillors' attention drawn to the fact that in order for insurance to be valid, weekly inspections required for Skate Park and happy tracks as well as first aiders required on litter picks. First aiders in village to be approached with regard to being available for litter picks.
- Email re Energy Supplies in rural communities- group buying. Details of organisation who bulk buy fuel for elderly to go in Parish magazine
- From Sheila Wheeler – update from Somerset County Council (SCC.) Asking for thoughts on how services are being delivered – how improvements could be made. Discussion about restricted services at recycling centres. This information to go on noticeboard and in parish magazine i.e. Comments have been invited about how SCC can save money – if you have a great idea email...
- From SCC re Keinton Mandeville Street Lighting project – invitation to meeting at County Hall to discuss. MR may be able to attend. Clerk to enquire about time and date of meeting.
- From SCC Waste Planning consultation. No comments
- From SCC re bus service changes, and related correspondence regarding invitation to make submissions to select committee – suggested that this goes in the parish magazine.
- QE2 fields challenge – this was passed to the Olympic field committee.

Circulation

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- From Wiltshire County Councils Highways re traffic orders
- News from Yeovil District Hospital Circular
- Avon and Somerset Police Authority newsletter
- Area East Bulletin

18. Parish magazine

Items for inclusion in the May edition

Various consultations as noted in correspondence.

New recycling arrangements

Sheila Wheeler letter

19. Standing instructions for clerk

Discuss adopting list of standing instructions for clerk

It was agreed that a list should be drawn up. MR offered to draft some standing instructions.

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

1st SC 2nd CL unanimous

20. Update regarding on-going matters concerning alleged defamatory references in minutes. Decide how to proceed in light of discussions with insurers. Draft response agreed. Suggested that this draft is sent to the insurer's solicitor for comment. 1st MR 2nd BS unanimous.

21. Future agenda items

- PA system – following the request made in a previous meeting's public session for a PA system for the village hall, it was noted that some local residents have a PA system that could be borrowed. Noted that a loop system would not be viable for the village hall.
- Playing field grant
- Garden competitions
- Website cost payment

22. Any other reports

The Royal wedding card competition was judged at the meeting.

Winners to receive a commemorative coin (HB/CL to arrange) and all cards to be sent to the royal couple on behalf of the village.

Noted that KMSFA will be holding a royal wedding party on 29th April.

23. Date of the next meeting

12 April (APM) and planning meeting at 7pm

Next Council meeting (new council) 17 May.

The meeting closed at 22.15hrs