

Keinton Mandeville Parish Council

Minutes of a meeting of the above named Parish Council, to be held on
Tuesday 1 May 2018 at 7.30 p.m. at Keinton Mandeville Village Hall

Present: Brendan O'Hara BO'H; Keith Jacobs KJ; Chris Lane CL; Richard Sutton RS; Tom Ireland TI, Kathy Low. KL; Helen Beal HB.

In attendance: David Norris (District Councillor) Sue Graham (Clerk) 4 members of the public

Public Session

Concern was raised about the traffic in Queen Street and how the Parish Council proposed to address this. Residents reported increasing speed and volume of traffic that was affecting their quality of life, that was dangerous with cars mounting the pavement, and set to get worse with planned housing developments. The impact of school traffic, sat nav systems directing traffic through the village and the village being used as a rat run was noted.

The options to address this were discussed. The PC had reported this many times to the County Council and it had been investigated and there appeared to be no solution. Residents asked about a 20mph zone and other options such as opening the road through Irving Road. This was not a straightforward suggestion because of the knock on effects on safety - of diverting traffic past the school

After much discussion it was concluded that the residents present would gauge feeling from other residents and present this as evidence at a future PC meeting. The Parish Council would enquire about the installation of a Speed Indicator Device on Queen Street and whether a community speedwatch group on this road would be viable.

A query was raised about progress with the Lakeview Quarry site, there was nothing to report

A query was raised about progress with the Chestnuts planning application. There was nothing to report

Pot hole at top of Queen Street narrowing section – getting deeper

Request for 30mph speed limits painted on the road. It had previously been reported that this would not be possible because they were not allowed in areas with street lights, however this rule did not seem to have been applied in villages such as Ansford and Donyatt.

1.0	<p>Election of Chair Nominations for Chair were invited. BO'H Was nominated by Kathy Low This was Seconded by Keith Jacobs BO'H was elected as Chair by unanimous vote. BO'H noted that he would not be standing for election next year.</p>
2.0	<p>Receive declaration of acceptance of office BOH signed the declaration of acceptance of office.</p>
3.0	<p>Apologies. Receive apologies and consider acceptance of the reasons. Apologies were received and accepted from Richard Sutton , Jon Sparks and Dean Ruddle (County Councillor)</p>
4.0	<p>Election of Vice Chair Nominations for Vice Chair were invited. KJ was nominated by TI This was seconded by HB KJ was elected as Vice Chair by unanimous vote</p>
5.0	<p>Declarations. Receive declarations of interests. There were no declarations.</p>
6.0	<p>Councillor Vacancy Fill Councillor vacancy by co-option and receive declaration of acceptance of office To date there had been no interest in the vacancy.</p>
7.0	<p>Election of Representatives to Committees and Parish Posts. The following representative were elected to the following posts: Playing field committee HB Village hall committee KJ Happy tracks and skate park CL</p>

	<p>Finance committee CL and BO'H as signatories had a conflict of interest, therefore KL and JS would sit On this committee.</p> <p>Planning KL TI</p> <p>Councillor to check risk assessments, deeds, physical check of assets. BOH</p> <p>Appeals Board (3) TI BOH KL</p> <p>Youth representative RS</p> <p>Grievance board (3) CL RS KJ</p> <p>Highways and Parish Paths BOH</p>
7.0	<p>Minutes of last meeting April 3rd 2018</p> <p>Agree the minutes as a true and correct record of the meetings held. Resolved: It was proposed and unanimously agreed to approve and sign the minutes as a correct record.</p>
7.1	<p>Matters arising from the minutes not covered by items on this agenda.</p> <p>The clerk reported that the noticeboard had been ordered. She had written to the church about potential issues with future financial donations.</p>
8.0	<p>Planning. Consider the following planning applications and make recommendations to planning officer: 18/00823/FUL Erection of a front porch and insertion of 2 roof lights on west elevation. 9 Irving Road, Keinton Mandeville.</p> <p>The plans were considered, observations invited and comments made as follows: No objections</p> <p>Resolved: It was proposed and unanimously agreed to recommend approval.</p>
8.1	<p>Determination of Planning. The following notice(received after publication of the agenda) was read out: 18/00696/FUL Demolition of garage and conservatory and the erection of a replacement garage and single storey rear extension. 6 Queen Street, Keinton Mandeville</p>
8.2	<p>Other planning matters. Consider the following and agree any actions arising</p> <p>Planning conditions at Lakeview Quarry – update. There was nothing to report.</p> <p>CIL: List of priorities. D Norris suggested that the Parish should consult with the community and draw up a list of CIL priorities with estimated costs . This would provide an evidence based wish list to inform application for CIL funding in future. It was suggested that an initial list should be advertised in the Parish Magazine with a request for suggestions / comments to be sent to the clerk.</p> <ol style="list-style-type: none"> 1. Pavilion at MUGA 2. Pre-school on school site 3. Traffic calming Highways improvements 4. Village hall field – fitness trail 5. Village hall extension
9.0	<p>Finance</p>
9.1	<p>Audit 2018-19. Update. The audit needed to be completed by 11 June.</p>
9.1.2	<p>Internal Audit Arrangements. The clerk reported that throughout the year the finance committee had met and checked internal controls. Helen Hashmi had audited the accounts and conducted the financial risk assessment which checked operation of controls in the Financial Regulations over the year. Following discussion with the Chairman, the Clerk had also asked Belinda Simson, (former Chairman of the Parish Council) to conduct a review of practice given her knowledge of Parish Councils. It was agreed that from 2018-19 this would be requested twice per year to comply with the recommendations in the practitioners guide. This approach was considered proportionate to the size of the council.</p>
9.1.3	<p>Receive internal auditor financial risk assessment report. The risk assessment was considered. The two recommendations about recording of VAT and reserves policy were accepted. The recording of VAT had been corrected and a reserves policy drafted for the Council's consideration.</p>
9.1.4	<p>Decide whether to become an exempt authority. The PC qualified as an exempt authority, in this scenario it would publish the annual return as normal, the auditors would answer any questions from the electorate should they arise. Alternatively, the PC could request a limited assurance review, the process was exactly the same but with the external auditors checking the annual return. This was discussed, it was agreed to certify as an exempt authority.</p>

9.1.5	Complete Annual Governance Statement. The governance statements in the AGAR were read out, carefully considered and agreed. RESOLVED It was proposed and unanimously agreed to agree the governance statement. The annual governance statement was signed by the chair and RFO.	
9.1.6	Agree remuneration for internal audit. Resolved: It was proposed and unanimously agreed to buy vouchers for £100 and £25 for Helen Hashmi and Belinda Simson respectively.	
9.2	Payments (RFO – Clerk) Resolved: It was proposed and unanimously agreed to approve the following payments: Payments Salaries April NEST Pensions Direct Debit Maintenance CPRE Membership ESET Computer security protection	£234.41 £17.44 £108.00 £36.00 £27.94
9.3	Receipts. Note the following receipts SSDC Precept £16,900	
9.4	Review of Accounts. Presentation of summary of accounts, bank reconciliation and budget to be considered, agreed and signed by Councillors. 9.4.1 The 2017-18 accounts were presented. Resolved: It was proposed and unanimously agreed to approve the 2017-18 accounts. The accounts for month 1 2018-19 were reviewed. The balance at the year-end was £29,616.01. Payments in April totalled £585.54 and receipts were £16,900. The balance was £45,930.47 The bank statements showed a balance of £45,930.47 The summary of accounts, budget and reconciliation information were circulated and checked by Councillors.	
9.5	Grant requests. None received.	
9.6	Other finance matters Consider the following and agree any actions arising <ul style="list-style-type: none"> • PAYE report, receive report. The report had been submitted • Earmarked reserves review: allocate underspend, including for noticeboard and Speed Indicator Device installation and GDPR. A spreadsheet showing carried forward funds was presented with suggested allocations, this was agreed. • Reserves policy and spending plan. Consider and adopt. The clerk had prepared a draft reserve policy detailing use of earmarked, ring-fenced and general reserves. This was considered and agreed. 	
10.0	Highways. Update / Items to report <ul style="list-style-type: none"> • Kerb stones – top of Queen Street • Pot holes, eastern top of Queen Street • Verge subsiding opposite Bramley cottage • White lines on bend on Common Lane need repainting • Continuous white line on Barton Road outside Beech Tree House • Hole at bottom of Coombe Hill. <p>Receive response regarding traffic calming on Queen Street: The traffic officer had responded to concerns raised noting that Queen Street would be added to the small improvement scheme but it was unlikely that traffic calming would be recommended. It was agreed that the possibility of SIDs and a community speedwatch scheme should be investigated. The clerk was asked to speak to the Headteacher about encouraging parents to drive carefully on Queen Street on the school run.</p>	
11.0	Parish Paths. Update / items to report. BO’H would be arranging scalplings for the footpath at rear of village hall Row Lane would be strimmed.	
12.0	Happy Tracks / Skatepark Receive inspection report. There was nothing to report.	
13.0	NHW. The police report was read out. There had been one incident concerning a dog worrying livestock.	

	There had been no volunteers forthcoming for NHW
14.0	Maintenance. Consider and agree requirements. Strimming Row Lane Routine tasks
15.0	Youth Activity. Nothing to report
16.0	Village Hall Receive village hall report. KJ reported the following from the recent village hall meeting: <ul style="list-style-type: none"> Plans for pavilion – a meeting with SSDC about location had taken place, this had now been agreed as suitable, provided the height of the building was reduced. The committee would then apply for grants. GDPR was being considered and implemented, notably for hall users' details. <p>Water Fountain – consider replacement and agree any actions arising. There was a problem with the valve for the existing fountain and it was not working. It was agreed to purchase a replacement fountain for £29.99. This was cheaper than the replacement part that was required for the current fountain.</p> <p>Village Hall Field - Defibrillator Update. There was nothing to report.</p>
17.0	Correspondence. Receive the following correspondence and agree any actions arising: Open spaces survey – no response considered necessary Flood Warning Improvement service – received for information
18.0	GDPR- Briefing / Training update. Consider and agree any actions arising Receive ICO Statement on GDPR and The Local Councils Sector. This notice was received. It appeared that a decision to appoint a data protection officer was likely to be at the discretion of the council. The clerk reported she would start the process with issuing privacy notices as appropriate. The information audit was also a priority but would not be a quick job. Clerk's training – the clerk would attend SALC training on 22 May. Consider purchase of additional filing cabinet for secure storage required by GDPR. This was agreed.
19.0	Correspondence. Circulation Items circulated in hard copy or by email received during April 2017 Rural Services Network Bulletin; Somerset Rivers Authority Briefing; SWP briefing; CPRE Cheddar Ales Brewery Tour
20.0	Parish Magazine Items for inclusion in the June edition. CIL consultation list Councillor Vacancy Speeding in the village –following numerous complaints the PC would draw this to the attention of the authorities, which may result in increased police attendance, this was the case for all roads in the village
21.0	Future agenda items CIL statement of priorities Queen Street
22.0	Any other reports. There were no other reports
23.0	Date of next meeting. 5 June 2018