

Keinton Mandeville Parish Council

Minutes of a meeting of the above named Parish Council held on
Tuesday 7th May 2019 at 7.30 p.m. at Keinton Mandeville Village Hall

Present: Chris Lane CL, Kathy Low KL, Thomas Ireland TI, Richard Sutton RS, Jean Maynard JM; Helen Beal HB
In attendance: Dean Ruddle (County Councillor) Tony Capozzoli, Paul Rowsell, (District Councillors) Sue Graham (clerk) 5 members of the public

1.0	Election of Chairman Nominations for Chair were invited. Tom Ireland was nominated by JM This was seconded by RS TI was elected as Chair by unanimous vote and signed the declaration of acceptance of office. The Chair noted that there were vacancies on the council and welcomed applications from the public.
2.0	Receive declarations of acceptance of office. Newly elected Councillors signed their declarations of acceptance of office.

Public Session

Tony Capozzoli (District Councillor)– introduced Paul Rowsell (District Councillor) and noted that the other elected District Councillor was Charlie Hull.

Comments were made about the forthcoming planning application on Coombe Hill as follows:

- Concern that there is a lack of restraint on development in KM.
- The first development on Coombe Hill compromised the envelope of the village. The initial application was passed for 6 houses, the forthcoming application is for 4 more. If, in turn, there is a further application on the opposite side of the road it has the potential for development to keep growing and eventually the villages to join.
- Concern that the school does not have the capacity to accommodate the growth that will arise from more development.

The bridle path between north side of KM and West Lydford is in poor condition caused by over use by horses. This is spoiling the amenity value.

SSDC website not fit for purpose. T Capozzoli acknowledged this and stated this would be addressed. KL noted that she would be writing to Alex Parmley.

The timing of the resurfacing of both Common Lane and Church Street at the same time had been poor, however Common Lane was much improved. It was frustrating that similar road issues in Barton Road that had been repeatedly reported but not addressed.

Far corner of the churchyard looked untidy and needed attention. JM would speak to the PCC.

An observation that the Lakeview development was progressing but no houses were yet fully complete.

Concrete mixers had been accessing the Lakeview site during restricted hours this needed to be properly enforced.

3.0	Apologies. Apologies were received and accepted from Jon Sparks
4.0	Declarations. Receive declarations of interests. RS and TI declared an interest in item 8.0 Planning. 19/01155/DPO. Councillors completed business interest forms.
5.0	Election of Vice Chairman. Nominations for Vice Chair were invited. Kathy Low was nominated by RS This was seconded by HB

	KL was elected as Vice Chair by unanimous vote	
6.0	Minutes of last meetings: 2 April 2019, 16 April 2019 The respective minutes were agreed as a true and correct record of the meetings held.	
6.1	Matters arising from the minutes not covered by items on this agenda. Community benches. Galeon Homes had suggested that the affordable housing provider might fund one on the new village green, this was being followed up. Suggestions for locations of community benches had been received as follows: footpath behind village hall and the corner of Chistles Lane. It would not be possible to locate a bench on the right of way behind the village hall – this was private land and not in the parish. The clerk would look into getting a licence for a seat / bench and a planter at the same time. RS volunteered to get prices of benches.	
7.0	Parish Representatives Representative were elected to the following posts: Playing field committee HB Village hall committee KL Happy tracks and skate park CL Finance committee KL and JS Planning KL TI Councillor to check risk assessments, deeds, physical check of assets. JS Appeals Board (3) TI KL HB Youth representative RS Grievance board (3) CL RS JM Highways and Parish Paths RS	
8.0	Planning. Consider the following planning applications and make recommendations to planning officer: RS left the meeting. 19/01155/DPO. Land North Of The Old Coach House, Coombe Hill, Keinton Mandeville. Application to modify S106 agreement made between South Somerset District Council and Richard John Sutton dated 18th October 2004. To obtain consent under clause 3.2 to dispose of the site which forms a small part of "The Farm". The plans were considered, observations invited and comments made as follows: <ul style="list-style-type: none"> • The PC had previously recommended approval for development of the land in question, this permission was integral to that. • No objections Resolved: It was proposed and unanimously agreed to recommend approval. 19/01095/HOU. Erection of single storey and first floor side extensions with internal and external alterations and conversion of attic into bedroom. Seraglio, Castle Street, Keinton Mandeville. The plans were considered, observations invited and comments made as follows: <ul style="list-style-type: none"> • Not visible from the road • Improvement to the existing property • Noted that the loft window would potentially look into the neighbours' garden, however said front garden was already overlooked by the cottages on the other side Resolved: It was proposed and unanimously agreed to recommend approval.	
8.1	Determination of Planning. Receive the following notices No notices had been received	
8.2	Other planning matters. A special planning meeting was arranged for 21 May 2019. From SSDC Street naming and Numbering. Receive notice of intention to name a road - Coombe Hill Close. This notice was received	
9.0	Finance and Payments (RFO – Clerk) Payments Resolved: It was proposed and unanimously agreed to approve the following payments: Salaries April NEST Pensions Direct Debit Maintenance Came and Company Insurance renewal SALC Affiliation	£239.31 £17.80 £175.99 £660.74 £274.68

	Annual Parish Meeting refreshments – reimburse clerk SCC Somerset Wood Donation	£29.50 £350.00
9.1	Receipts. The following receipt was noted: SSDC Precept: £17,000	
9.2	Review of Accounts. Presentation of summary of accounts, bank reconciliation and budget to be considered, agreed and signed by Councillors. The accounts for month 1 2019-20 were reviewed. The balance at the year-end was £33580.98. Payments in April totalled £653.91 and receipts were £17,000. The balance was £49,927.07 The bank statements showed a balance of £49,927.07. The summary of accounts, budget and reconciliation information were circulated and checked by Councillors. Receive and agree summary of accounts for year ending 31 March 2019 The 2018-19 accounts were presented. Resolved: It was proposed and unanimously agreed to approve the 2018-19 accounts. (1 st RS 2 nd KL)	
9.3	Grant requests There were no grant requests	
9.4	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 • Pension re - enrolment – confirmation. The clerk confirmed that the pension’s declaration had been completed and confirmation received from the Pensions regulator. • Reallocation of reserves following year end. It was necessary to reconsider the reserves because 1. The election reserve had not been used 2. There was an excess in the b/f amount of £160. It was agreed to allocate these funds to the defibrillator budget line. It was noted that the maintenance budget line would accommodate verge trimming. • Chairman’s executive checklist. The Chairman would complete this. • Asset register check. JS had agreed to complete this 	
9.5	Audit 2018-19. Update. The clerk reported that the annual governance and accountability return would be considered at the next meeting, and published thereafter <ul style="list-style-type: none"> • Review of system of internal control and its effectiveness. The clerk reported that throughout the year members of the finance committee had checked internal controls. Helen Hashmi audited the accounts and conducted the financial risk assessment which checked controls as required by the Financial Regulations. This had taken place both during and at the end of the year. Belinda Simson, (former Chairman of the Parish Council) conducted a review of practice given her knowledge of Parish Councils. This approach was considered proportionate to the size of the council. <ul style="list-style-type: none"> • Risk assessment arrangements. The PC paid for quarterly and annual play area inspection reports, in additional the financial risk assessment took place as described above. The Chairman asked for contractors’ insurance and risk assessment arrangements to be checked. The clerk would do this. <ul style="list-style-type: none"> • Consider and agree whether to retain status as an Exempt Authority for 2018-19. 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. Resolved: It was proposed and unanimously agreed to certify as an exempt authority.	
10.0	Highways. Update / Items to report A361 Glastonbury action group meeting feedback. KL noted that there was nothing to report B3153 Group. The B3153 group was a group with Councillor membership only. The request for the PC to join this group was reconsidered. The Clerk was asked to ask Tony Elbourn if he would be prepared to be the parish council’s nominated representative. Receive notice of road closure Perry Hill Babcary. This notice was received. Traffic commissioners consultation – this was noted, the PC did not wish to respond Risks associated with the road configuration and the junction between Lakeview, Chistles Lane and Irving Road were noted. TI would approach Galeon homes and ask if this could be addressed – possibly via traffic calming. Barton Road – this remained in very poor condition, particularly the edges of the road	

	Castle Street pavement - between Irving Lodge and the crossroads had been reported as being in a very poor state. This had been reported to Highways who had suggested it needed to be swept. This would be added to the maintenance list.
11.0	Parish Paths. Update / items to report. There was nothing to report. It was noted that during public session the state of the bridleway off Coombe Hill had been reported as poor.
12.0	Happy Tracks / Skatepark Receive inspection report: Receive SSDC quarterly inspection report. Consider and agree provider for annual play inspection. The clerk had obtained three quotes. It would be more expensive than the SSDC service because the Happy Tracks Play area and skate park would be inspected as two separate areas. The clerk reported that the Play Inspection Company represented best value. It was agreed that this service should be ordered. Update on play equipment. The clerk reported that this was due to be installed during the coming week.
13.0	NHW / Police. There was nothing to report.
14.0	Maintenance. Consider and agree requirements <ul style="list-style-type: none"> • Water fountain. This was broken. It was agreed that the clerk could arrange this repair provided that the cost was less than £100. • Sweep Castle Street pavement
15.0	Youth Activity. The scouts groups were all busy. There had been activities over the weekend in the woods and at Ham Hill.
16.0	Village Hall Receive village hall report. There was nothing to report
17.0	Correspondence. Receive the following correspondence and agree any actions arising: Local Authority publicity code – this was noted Councillor training: KL and JM would attend on 20 May
18.0	Correspondence. Circulation Items circulated in hard copy or by email received during April 2019 Rural Services Network Bulletin; SWP briefing; Somerset Community Council recruitment, NALC conference, Guide to CIL from NALC; CPRE newsletter, Managing employees - training
19.0	Parish Magazine Items for inclusion in the June edition <ul style="list-style-type: none"> • Thank you to previous chair and Vice Chair -Brendan and Keith • Vacancies on PC • Public rights of way across farmers' fields are being abused - previous sheep worrying incident • Flower competitions – will take place and will be judged during July • Overhanging verges – please cut back • New play equipment in Happy Tracks
20.0	Defibrillator. The clerk reported that the school had agreed for the defibrillator to be installed there. CL volunteered to look at quotes for defibrillators and associated installation, maintenance etc.
21.0	Broadband – current situation. CL would talk to a well-informed local resident who had just moved to the village about fibre to the property broadband.
22.0	Future agenda items Audit Flower competitions A361 group Small Improvement Scheme
23.0	Any other reports. There were no other reports
24.0	Date of next meeting. May 21 st 2019 (Planning) June 4th 2019