

# Keinton Mandeville Parish Council

Minutes of a meeting of the above named Parish Council, to be held on  
**Tuesday 5 June 2018 at 7.30 p.m.** at Keinton Mandeville Village Hall

Present: Brendan O'Hara BO'H; Keith Jacobs KJ; Jon Sparks JS; Richard Sutton RS; Tom Ireland TI, Kathy Low KL, Helen Beal HB. Jean Maynard JM

In attendance: David Norris (District Councillor) Dean Ruddle (County Councillor) from 820pm having had a commitment at another meeting) Sue Graham (Clerk) 1 member of the public.

## Public Session

Query about Quarry development from neighbouring resident, the rear access from the footpath to his property had been blocked. It was noted that the footpath was now closed.

Query about why original Parish Council comments for the Chesnuts have only just been put on the website. It was noted that this omission had been pointed out to SSDC by the clerk months ago – it was not clear why the comments had not been posted until recently.

## David Norris.

Restructuring at SSDC had resulted in 30% redundancies

The Planning Officer had reported that PC comments on the Lakeview Quarry construction management plan have been sent to developer and a response was awaited. The Highways comments had not yet been received. Dean Ruddle reported that there was higher than usual annual leave in the Highways department.

## Dean Ruddle

£3.5m had been secured from Government for highways.

70% of the SCC budget was spent on adult and children services – this was an important but costly area - examples of typical expenditure were provided.

Reserves were higher now than in 2009 – this area was secure, but £89m of government funding had been lost.

1.0	<b>Apologies.</b> Receive apologies and consider acceptance of the reasons. Apologies were received and accepted from Chris Lane.	
2.0	<b>Declarations.</b> Receive declarations of interest. There were no declarations	
3.0	<b>Councillor Vacancy</b> <b>Fill Councillor vacancy by co-option and receive declaration of acceptance of office.</b> An application had been received from Jean Maynard. Resolved: It was proposed, seconded and unanimously agreed to co-opt Jean Maynard to the council. 1 <sup>st</sup> HB and 2 <sup>nd</sup> KL. Jean Maynard joined the meeting.	
4.0	<b>Minutes of last meetings May 1<sup>st</sup>, May 22<sup>nd</sup> 2018</b> 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 of the meetings held.	
4.1	<b>Matters arising from the minutes not covered by items on this agenda.</b> The clerk read out a letter received from the PCC after the NALC advice about funding to the church had been shared with it. The Diocese was aware of this and had offered advice to PCCs. Councillors noted that this remained a grey area about which a definitive conclusion could not be reached.	
5.0	<b>Planning.</b> Consider the following planning applications and make recommendations to planning officer: Application No: 18/01575/PDE 49 Irving Road, Keinton Mandeville Proposed rear extension (i) the projection of the rear extension beyond the rear wall is 4.5m (ii) the maximum height of the extension is 2.6m (iii) the height at the eaves of the extension is 2.3m. It was not clear why this application had been listed. The proposed development was noted.	
5.1	<b>Determination of Planning.</b> The following notice was read out: 18/00823/FUL Erection of a front porch and insertion of 2 roof lights on west elevation. 9 Irving Road, Keinton Mandeville. Application permitted with conditions.	
5.2	<b>Other planning matters. Consider the following and agree any actions arising</b> Survey on Planning/Building Control Functions. This survey was being circulated by SALC at the request of a Parish Council in Leicestershire. KL offered to look at this.	
6.0	<b>Finance and Payments (RFO – Clerk)</b> Agree salary award. The NALC/ SLCC recommended salary scales were noted and it was proposed and unanimously agreed to approve the pay rise <b>Payments.</b> Resolved, it was proposed and unanimously agreed to approve the following payments: Salaries May (+back pay April ) NEST Pensions Direct Debit	£243.20 £ 18.16

	Maintenance SALC Affiliation Viking Direct Filing Cabinet Reimburse clerk internal auditor voucher Reimburse Clerk internal auditor voucher Insurance 2018-19. Came and Company had provided three quotes, the most competitive of which was Inspire (AXA) These quotes were considered and it was proposed and unanimously agreed to accept the <del>Came and Company – insurance renewal annual renewal</del> Came and Company – insurance renewal 3 year agreement -	£219.00 £274.16 £122.36 £100.00 £25.00  <del>£682.35</del> £650.73
<b>6.1</b>	<b>Receipts.</b> There were no receipts	
<b>6.2</b>	<b>Review of Accounts.</b> Presentation of summary of accounts, bank reconciliation and budget to be considered, agreed and signed by Councillors. The accounts for month 2 2018-19 were reviewed. The balance at the end of April was £45,930.47. Payments in May totalled £423.79 and receipts were £nil. The balance was £45,506.68 The bank statements showed a balance of £45,534.62. There was an outstanding cheque of £27.94. The summary of accounts, budget and reconciliation information were circulated and checked by Councillors.	
<b>6.3</b>	<b>Grant requests.</b> There were no grant requests.	
<b>6.4</b>	<b>Other finance matters Consider the following and agree any actions arising</b> <ul style="list-style-type: none"> <li>• PAYE report, receive report. This had been submitted.</li> <li>• Audit</li> </ul> <p>The Internal Audit report from Belinda Simson was received. The following observations had been made and were discussed (PC responses in italics):</p> <ul style="list-style-type: none"> <li>• I query why bin lids were not purchased when there are large reserves in the bank. <i>There was concern that these would be damaged again even if replaced.</i></li> <li>• The youth budget set aside does not appear to have been spent <i>The council would make other youth organisations aware of this fund.</i></li> <li>• Does the council need to set aside election costs. <i>Noted. If not required at time of next election this could be reallocated.</i></li> <li>• The parish clerk has a large amount of paper work which seems to be growing. A job evaluation with S.A.L.C might be of value. <i>The clerk was asked to contact SALC for advice on this.</i></li> <li>• The reserves are too large. <i>The reserves would reduce when money was spent on the village hall field, highways improvement scheme and possibly on replacement play equipment.</i></li> </ul> <p>The clerk would prepare an action plan in relation to these observations.</p> <p>6.4.1 Sign certificate of exemption as agreed at meeting 1 May 2018. The certificate was signed.</p> <p>6.4.2 Receive and agree accounting statements 2017-18 including bank reconciliation, and explanation of significant variances. Resolved: It was proposed and unanimously agreed to approve the accounting statements, significant variations and bank reconciliation. These would be published on the website along with other information as required by the transparency code.</p> <p>6.4.3 Note dates for the period for the exercise of public rights. The clerk reported that this would run from 7 June to 18 July. The required notice would be published on the website.</p>	
<b>7.0</b>	<b>Highways.</b> Update / Items to report Pot hole on High Street had been repaired within 24 hours of reporting. Street Sign – High Street – the clerk had been advised that this would be replaced. Drain cover Coombe Hill, hole at top of Queen Street were still outstanding. Dean Ruddle had reported that a Small Improvement scheme had been agreed. The scheme would be designed by engineers following consultation with residents and the PC. This was unlikely to be a quick process. Receive SID results and agree any actions arising. The SID results for the indicator device positioned outside Cartways had been received and showed significant numbers of vehicles exceeding the speed limit. This had been sent to the County Council. This data provided evidence that traffic was speeding through the 30mph limit on the approaches to the village. SID provision- update. The request had been sent to the traffic management team. Queen Street- update. The engineer had requested for Queen Street to be assessed as part of the small improvement scheme, the clerk had queried the possibility of community speedwatch on Queen Street, the PCSO had given an informal opinion about two possible locations.	
<b>8.0</b>	<b>Parish Paths.</b> Update / items to report. The Quarry footpath was now closed. Row Lane had been strimmed	
<b>9.0</b>	<b>Happy Tracks / Skatepark</b>	

	<p>Receive inspection report:  The swing chain covers needed replacing. One quote had been received to date.  The train body (barrel / tunnel) had split. A temporary repair had been carried out but it would be necessary to replace the part (quotes had been sought) or to remove the train. A decision would be made once the quotes had been received.</p>
<b>10.0</b>	<b>NHW / Police.</b> Receive monthly report. The police had not been able to attend.
<b>11.0</b>	<b>Maintenance.</b> Consider and agree requirements: Strimming of path from Castle Street to playing field.
<b>12.0</b>	<b>Youth Activity.</b> There was nothing to report
<b>13.0</b>	<p><b>Village Hall</b>  Receive village hall report. KJ reported items discussed at the last meeting:</p> <ul style="list-style-type: none"> <li>• Data protection and action required.</li> <li>• Pavilion – planning application had been submitted. It was important to have this determined by the end of the month in order to make a grant application.</li> </ul> <p>Village Hall Field - Defibrillator Update. There was nothing to report.</p>
<b>14.0</b>	<p><b>Correspondence. Receive the following correspondence and agree any actions arising:</b>  CPRE Village Shop Award – it was agreed to nominate Keinton Stores.  SSDC Final recommendations for ward boundaries. D Norris had expressed concerns and requested that the PC write to David Warburton MP about this. It was proposed and unanimously agreed to write to the MP.  Invitation to Glastonbury Town Council Public Meeting re heavy traffic on A361 and A39. It would be useful for someone from the PC to attend this, no councillors were available – BO’H would try to attend.</p>
<b>15.0</b>	<p><b>GDPR- Briefings / Training update. Consider and agree any actions arising</b>  Adopt suite of GDPR policies.  Resolved: It was proposed and unanimously agreed to adopt the Data and Information Protection Policy and the Document Retention and Disposal policy.</p>
<b>16.0</b>	<p><b>Correspondence. Circulation</b> Items circulated in hard copy or by email received during May 2018  Rural Services Network Bulletin; SWP briefing; Best Village Shop, Day Opportunities for people with Dementia and older people with functional mental health needs – survey, SSDC general sources of information on scams.</p>
<b>17.0</b>	<p><b>Parish Magazine</b>  Items for inclusion in the June / July edition.</p> <ul style="list-style-type: none"> <li>• SID results - speed of vehicles entering village.</li> <li>• Welcome to Jean Maynard - new Parish Councillor</li> <li>• Damage to Happy Tracks equipment –this village asset is being abused by minority</li> <li>• Quarry footpath - shut whilst Quarry site is developed</li> </ul>
<b>18.0</b>	<p><b>Litter Pick.</b>  BO’H suggested that with few volunteers at the recent litter pick it was questionable whether it was worth continuing this as a PC initiative. The autumn litter pick would not take place and this matter would be revisited in Spring 2019</p>
<b>19.0</b>	<p><b>Future agenda items.</b>  Arrange finance committee meeting.</p>
<b>20.0</b>	<b>Any other reports.</b> There were no other reports.
<b>21.0</b>	<b>Date of next meeting.</b> 3 July 2018