

Keinton Mandeville Parish Council

Minutes of a meeting of the above named Parish Council held on
Tuesday 5 May 2020 at 7.30 p.m. via zoom.

Present: Tom Ireland TI, Chris Lane CL, Chris Calcutt CC, Trevor Ryder TR, Kathy Low KL, Richard Sutton RS, Jean Maynard JM.

In attendance: Tony Cappozzoli (TC) Charlie Hull CH (District Councillors)

Public session

- District Councillors report. TC and CH noted the following:
- SSDC had given over £27m to local businesses – it was keen to support local businesses and Councillors were encouraged to spread the word in the village.
- There were a number of corona virus related scams in operation of which people should be aware
- They had been asked to sign off the planning permission for Cottons House application. The PC was pleased that the Planning Officer had taken the PCs comments into account.
- Decisions about the green wheelie bin service and recycling centres were expected shortly.

Other issues raised:

KL noted her disappointment on hearing the news that Charlie Hull had moved to the Green Party from the Conservatives. She felt that this was unfair on those who had voted for him. CH acknowledged this and reiterated that his increasing interest in environmental issues was more aligned to the Green Party.

Street light on Cottons Lane illuminated all the time. The clerk would report this.

Planning application: 19/02211/OUT Residential development of 9 dwellings with all matters reserved except access. Land OS 9987 Queen Street Keinton Mandeville

It was noted that this application would be considered at the June meeting. Concern was raised about the amount of development in the village and the fact that KM had been earmarked as a village that could accommodate further development. CL noted that the village already had applications at various stages in the system that would increase the size of the village by 30%. He wondered about other villages in this position and if they had similar concerns. The clerk was asked to contact CPRE about a reasonable threshold for development. Discussion took place about the 5 year land supply and the default position of determining applications according to the NPPF which was frustrating. The District Councillors spoke about 'landbanking' and pressure from central government to achieve a five year land supply.

1.0	Apologies. Apologies were received and accepted from Helen Beal, Jon Sparks, Dean Ruddle (County Councillor)
2.0	Declarations. Receive declarations of interests. TI declared a personal and prejudicial interest in item 5 planning: 20/01139/OLAC RS declared a personal interest in item 5 planning: 20/01139/OLAC
3.0	Minutes of last meetings: 3 March 2020, 7 April 2020 Resolved: It was proposed and unanimously agreed to approve the minutes as a true and correct record of the meetings held.
4.0	Matters arising from the minutes not covered by items on this agenda. Remote attendance at meetings – guidance and model standing orders (SOs) had been circulated. The clerk suggested that the model SOs should be adopted. Resolved: It was proposed and unanimously agreed to adopt the Standing Orders addendum covering remote attendance at meetings.
5.0	Planning. Consider the following planning applications and make recommendations to planning officer: 20/01139/OLAC Application for Outline Planning Permission with some matters reserved for the erection of 1 single storey dwelling with details of access, landscaping, layout and scale - Land At Cottons Lane Keinton Mandeville. TI declared an interest in this application and left the meeting. KL took the Chair. Comments were invited and observations made as follows:

	<ul style="list-style-type: none"> The proposed access would result in a 4th junction onto the B3153 in close proximity to three other junctions further to the west. It was suggested that the existing access to the plot off Cottons Lane would be preferable in terms of highway safety. In line with the PC environmental strategy some renewable energy equipment should be included. Renewable energy provision such as solar panels, electric car charging point, ground/air source heat pumps or similar. <p>Resolved: It was proposed and unanimously agreed to recommend approval providing the above conditions were applied.</p>	
6.0	Determination of Planning. The following notice was received: 20/00705/LBC Construct lean-to open sided porch to rear - Ivy House Queen Street Keinton Mandeville. Application permitted with conditions	
6.1	Other planning matters SSDC 5 year housing supply and schedule. This document had been received. Land banking and how this affected the 5 year housing supply was discussed. 17/04801/REM. Land north of the Light House, Barton Rd, Keinton Mandeville. Follow up with reference to concerns raised at December meeting. CL and CC reported that the work was ongoing and there had been an improvement to one side of the road but not the other.	
7.0	Finance and Payments (RFO – Clerk) Resolved: It was proposed and unanimously agreed to approve the following payments: Payments Salaries April NEST Pensions Direct Debit CPRE membership subscription Came and Company Parish Council Insurance premium 2020-21	£255.55 £19.01 £36.00 £679.06
7.1	Receipts. SSDC Precept: £17,077	
7.2	Review of Accounts. Presentation of summary of accounts, bank reconciliation and budget to be considered, agreed and signed by Councillors. The 2019-20 accounts were presented. Resolved: It was proposed and unanimously agreed to approve the 2019-20 accounts. (1 st TR 2 nd TR) It was noted that the carry forward figure was higher than had been anticipated when setting the budget for 2020-21. The excess was due to an underspend in the grants budget line £1580. It was necessary to allocate this to either this year's budget or to a reserve fund. The regulations required reserve levels to be subject to annual review, and to be separately identified. Discussion took place about how to reallocate this money and it was suggested that an environment fund could be developed. TR would think about the sort of projects that could be supported with this level of funding. CH expressed his support for this. Discussion also took place about the increasing need for the Parish Council website to meet specific exacting standards, and for the PC to have sole control over the content. The clerk was asked to look at costs of external website providers in the event that the village website did not meet these standards. The accounts for month 1 2020-21 were reviewed. The balance at the year end was £30904.44. Payments in April totalled £1,089.41 and receipts were £17,077. The balance was £ 46,892.03. The bank statements showed a balance of £47,138.20. There were three outstanding payments: flyer printing and two maintenance cheques to a total of £246.17. Taking this into account, the balance was £46,892.03. The summary of accounts, budget and reconciliation information would be circulated and checked by Councillors at the next proper meeting.	
7.3	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 Receive thank you letters from Somerton Library Trust, Citizens Advice, St Margaret's Hospice. Thank you letters were received 	
7.4	Audit. 7.4.1 Internal and External Audit Arrangements year ending 31 March 2020. The clerk provided an update on audit arrangements: The PC could not certify as an exempt authority this year as the annual gross income and gross expenditure was not £25,000 or less. This meant that the PC would be subject to a limited assurance review, external auditors PKF Littlejohn had been appointed to carry out the review.	

	<p>As a result of Coronavirus, the government had recently agreed changes in legislation in respect of authorities subject to the limited assurance regime. This removed the requirement for a common period for the exercise of public rights and extended the deadline by which the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be published from 30 September 2020 to 30 November 2020. The clerk suggested that the Council fulfilled its responsibilities within the timescale followed in previous years.</p> <p>7.4.2 Review of System of Internal Control. It was necessary to consider the system of internal control including previous reviews, action plans, and reports from internal auditors. The clerk outlined the internal control systems in place. Throughout the year members of the finance committee had periodically checked internal controls, and this had been reported to the PC. Helen Hashmi audited the accounts and conducted a financial risk assessment. This had taken place both during and at the end of the year. Belinda Simson(former Chairman of the Parish Council with knowledge of powers and responsibilities) conducted an annual review of practice and produced an action plan which had been implemented by the Parish Council during 2019-20. Councillors considered these controls and agreed they were sufficiently independent, effective and proportionate for the size of the council.</p> <p>7.4.3 Risk assessment arrangements review The PC arranged independent quarterly and annual play area inspection reports, in addition the financial risk assessment took place as described above. The insurance was provided by a specialist parish council broker. Councillors considered these arrangements and agreed that they were proportionate and sufficient.</p> <p>Asset register check. JS had agreed to complete this.</p>
8.0	<p>Highways. Update / Items to report. Extension to works - RCNSS12641 - Temporary road closure extended to 06/05/2020 - Common Lane, Keinton Mandeville. It was noted that the closure signs now indicated that this would be in place until 25 May. Fingerpost sign Coombe Hill and railings Castle Street. These two items of street furniture had not been replaced since they were damaged in respective RTAs. The clerk was asked to chase this with Highways. Traffic management strips Church Street. A resident had asked why there were traffic management strips in Church Street. The clerk had queried this with Highways and details of the third party who requested this were not provided. Map of houses in the village. Councillors believed that a map of the village had been created which showed house names and asked the Clerk to obtain a copy for the PC.</p>
8.1	<p>Parish Paths. Update / items to report. Parish Path finger post at the western edge of the village was in the hedge. The clerk would report to the SCC rights of way team</p>
9.0	<p>Maintenance Requirements. The following was agreed: Fingerpost road signs needed washing / painting Happy tracks / skatepark grass cutting</p>
10.0	<p>Correspondence. Receive the following correspondence and agree any actions arising: SALC Employment Law changes: Clerk's contract. The clerk would produce a draft new contract adapted from the model.</p>
10.1	<p>Correspondence. Circulation. Items circulated by email during April 2020. SALC corona virus advice, SALC- Dormant Assets; Calor Community fund; NALC: rural bus service enquiry, SALC Cyber Advice during Covid 19 outbreak; SSDC Covid 19 Briefings; Avon and Somerset PCC update; Rural Services Network Bulletin; SCC urgent request for volunteers; CCS Thatch newsletter; Grants for rural areas; From SCC – projects paused as result of corona virus, Somerset Prepared newsletter; SSDC COVID 19 UPDATE, SWP Briefing</p>
11.0	<p>Parish Magazine Items for inclusion in the June edition: PC grants available – applications invited</p>

	Thank you to local businesses including Sycamore Farm Shop, Keinton Stores, Quarry Inn for services provided to the village during lockdown.
12.0	Annual Parish Meeting - cancelled. The clerk reported that the most recent advice was that parish meetings should not take place in person, including the annual meeting of the electors.
13.0	Future agenda Items
14.0	Any other reports. There were no other reports
15.0	Date of next meeting. 2 June 2020