

## Keinton Mandeville Parish Council

Minutes of a meeting of the above-named Parish Council, to be held on  
**Tuesday June 8th 2021 at 7.30 p.m.** at Keinton Mandeville Village Hall.

This meeting was open to members of the public via zoom.

Public session

County Councillors.

Dean Ruddle noted the following:

Phosphates issue continued to affect determination of planning applications, with a large backlog developing, There would likely be a number of determinations in quick succession once this issue had been resolved. There was potential for this to affect the five-year housing supply, and local plan housing allocations. It was likely that SSDC would put the local plan review on hold.

SCC had secured a grant of £6m for hospitality sector.

SCC had allocated significant funding to a skills training initiative

There had been a Covid outbreak in Wincanton

Voters had shown their support for stronger Somerset in the recent poll at 2:1. However it was not clear whether the secretary of state would take the result into account.

|  |  |  |  |                 |  |                   |         |                            |        |      |       |             |         |                      |         |                         |         |                            |         |                         |         |
|--|--|--|--|-----------------|--|-------------------|---------|----------------------------|--------|------|-------|-------------|---------|----------------------|---------|-------------------------|---------|----------------------------|---------|-------------------------|---------|
| <b>1.0</b>   | <b>Apologies</b> Receive apologies and consider acceptance of the reasons.<br>Apologies were received and accepted from Kevan McHale, Scott Fischer, Charlie Hull  |  |  |                 |  |                   |         |                            |        |      |       |             |         |                      |         |                         |         |                            |         |                         |         |
| <b>2.0</b>   | <b>Declarations.</b> There were no declarations  |  |  |                 |  |                   |         |                            |        |      |       |             |         |                      |         |                         |         |                            |         |                         |         |
| <b>3.0</b>   | <b>Minutes of last meetings 4 May 2021.</b><br>Resolved: it was proposed and unanimously agreed to approve the minutes as a true and correct record of the meeting held.   |  |  |                 |  |                   |         |                            |        |      |       |             |         |                      |         |                         |         |                            |         |                         |         |
| <b>4.0</b>   | <b>Planning.</b> Consider the following applications and make recommendations to the planning officer. No applications received  |  |  |                 |  |                   |         |                            |        |      |       |             |         |                      |         |                         |         |                            |         |                         |         |
| <b>5.0</b>   | <b>Determination of Planning. Receive the following notices:</b><br>No notices received  |  |  |                 |  |                   |         |                            |        |      |       |             |         |                      |         |                         |         |                            |         |                         |         |
| <b>6.0</b>   | <table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>Finance and Payments (RFO – Clerk).</b> It was proposed and unanimously agreed to approve the following payments:</td> </tr> <tr> <td><b>Payments</b></td> <td></td> </tr> <tr> <td>Salaries May 2021</td> <td style="text-align: right;">£262.52</td> </tr> <tr> <td>NEST Pensions Direct Debit</td> <td style="text-align: right;">£19.53</td> </tr> <tr> <td>HMRC</td> <td style="text-align: right;">£0.00</td> </tr> <tr> <td>Maintenance</td> <td style="text-align: right;">£171.96</td> </tr> <tr> <td>SSDC - Parish Ranger</td> <td style="text-align: right;">£372.96</td> </tr> <tr> <td>Radio Ninesprings Grant</td> <td style="text-align: right;">£150.00</td> </tr> <tr> <td>Came and Company Insurance</td> <td style="text-align: right;">£941.11</td> </tr> <tr> <td>Dog Bin - Earth Anchors</td> <td style="text-align: right;">£292.80</td> </tr> </table> | <b>Finance and Payments (RFO – Clerk).</b> It was proposed and unanimously agreed to approve the following payments: |  | <b>Payments</b> |  | Salaries May 2021 | £262.52 | NEST Pensions Direct Debit | £19.53 | HMRC | £0.00 | Maintenance | £171.96 | SSDC - Parish Ranger | £372.96 | Radio Ninesprings Grant | £150.00 | Came and Company Insurance | £941.11 | Dog Bin - Earth Anchors | £292.80 |
| <b>Finance and Payments (RFO – Clerk).</b> It was proposed and unanimously agreed to approve the following payments: |  |  |  |                 |  |                   |         |                            |        |      |       |             |         |                      |         |                         |         |                            |         |                         |         |
| <b>Payments</b>  |  |  |  |                 |  |                   |         |                            |        |      |       |             |         |                      |         |                         |         |                            |         |                         |         |
| Salaries May 2021  | £262.52  |  |  |                 |  |                   |         |                            |        |      |       |             |         |                      |         |                         |         |                            |         |                         |         |
| NEST Pensions Direct Debit   | £19.53   |  |  |                 |  |                   |         |                            |        |      |       |             |         |                      |         |                         |         |                            |         |                         |         |
| HMRC   | £0.00  |  |  |                 |  |                   |         |                            |        |      |       |             |         |                      |         |                         |         |                            |         |                         |         |
| Maintenance  | £171.96  |  |  |                 |  |                   |         |                            |        |      |       |             |         |                      |         |                         |         |                            |         |                         |         |
| SSDC - Parish Ranger   | £372.96  |  |  |                 |  |                   |         |                            |        |      |       |             |         |                      |         |                         |         |                            |         |                         |         |
| Radio Ninesprings Grant  | £150.00  |  |  |                 |  |                   |         |                            |        |      |       |             |         |                      |         |                         |         |                            |         |                         |         |
| Came and Company Insurance   | £941.11  |  |  |                 |  |                   |         |                            |        |      |       |             |         |                      |         |                         |         |                            |         |                         |         |
| Dog Bin - Earth Anchors  | £292.80  |  |  |                 |  |                   |         |                            |        |      |       |             |         |                      |         |                         |         |                            |         |                         |         |
| <b>6.1</b>   | <b>Receipts.</b> There were no receipts  |  |  |                 |  |                   |         |                            |        |      |       |             |         |                      |         |                         |         |                            |         |                         |         |
| <b>6.2</b>   | <p><b>Review of Accounts.</b> Presentation of summary of accounts, bank reconciliation and budget to be considered, agreed, and signed by Councillors.</p> <p>The accounts for month 2 2021-22 were reviewed. The balance at the end of April was £53690.16 Payments in May totalled £1832.78 and receipts were £nil. The balance was £51857.38. The bank statements showed a balance of £53197.64. There were two outstanding cheques: 201072: £180.26 and 201073: £1160. Taking these into account, the balance was £51,857.38. The summary of accounts, budget and reconciliation information were circulated and checked by councillors.</p> <p>Revised budget / reserves – agree in light of year end figures</p> <p>It was necessary to adjust the budgeted reserves in light of the year end figures. The regulations required reserve levels to be subject to annual review, and to be separately identified. The following reserves were agreed:</p>  |  |  |                 |  |                   |         |                            |        |      |       |             |         |                      |         |                         |         |                            |         |                         |         |

|              |  |                    |
|--------------|--|--------------------|
|              | 6 months running costs   | £ 8,320.00         |
|              | <b>Earmarked</b>   | £ -                |
|              | Computer / IT replacement fund /website  | £ 500.00           |
|              | Election   | £ 600.00           |
|              | Contingency - play area maintenance, replacement equipment, street furniture maintenance/ replacement equipment  | £ 9,000.00         |
|              | Parish projects-village hall, highways improvements  | £ 13,000.00        |
|              | Environmental projects (incorporated in above?)  | £ -                |
|              | CIL - ring fenced (includes 2021.76 received April 2021)   | £ 5,199.76         |
|              | <b>Total</b>   | <b>£ 36,619.76</b> |
| <b>6.3</b>   | <b>Audit 2020-21.</b>  |                    |
| <b>6.3.1</b> | Formally agree to certify as an exempt authority for 2020-21 and sign the certificate of exemption. It was proposed and unanimously agreed to certify as an exempt authority for 2020-21 and to sign the certificate of exemption. This had been discussed and agreed at the April 2021 meeting.   |                    |
| <b>6.3.2</b> | Receive internal auditor report and agree any actions arising<br>The internal auditor reports including the financial risk assessment were considered. There were no recommendations from the internal auditor. The Report from Belinda Simson was received. Her observations including the following were considered as follows:<br>1. The high reserve levels – <i>this was acknowledged and spending on identified projects was planned but was dependent on others (e.g Highways for the SIS project, bureaucracy for the Speed Indicator Device, covid and lockdown)</i><br>2. Lack of spending on Parish projects for which there was an identified reserve – <i>as above</i><br>3. Maintenance budget underspent – maintenance hourly rate low. <i>This was acknowledged but it was noted that the insurance contribution was also made to the contractor.</i><br>4. Water fountain repair - <i>this had been delayed due to covid.</i> |                    |
| <b>6.3.3</b> | Review effectiveness of the system of internal control<br>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. The PC paid for quarterly and annual play area inspection reports, in addition the financial risk assessment took place as described above  |                    |
| <b>6.3.4</b> | Consider and agree the Annual Governance Statement 2020-21. The governance statements in the AGAR were read out, carefully considered and agreed. <b>RESOLVED</b> It was proposed and unanimously agreed to agree the governance statement and for this to be signed by the Chair and RFO  |                    |
| <b>6.3.5</b> | Consider accounting statements 2020-21. The accounting statements, significant variations, earmarked reserve allocations, and bank reconciliation were considered.   |                    |
| <b>6.3.6</b> | Approve accounting statements by resolution. Resolved: It was proposed and unanimously agreed to approve and sign the accounting statements, significant variations and bank reconciliation and reserve breakdown. These would be published on the website along with other information as required by the transparency code   |                    |
| <b>6.3.7</b> | Agree arrangements for the exercise of public rights 2020-21. The clerk reported that this would run from 14 June to 23 July 2021. Notices would be published on the website and noticeboard as required by the accounts and audit regulations   |                    |
| <b>7</b>     | <b>Correspondence. Receive the following correspondence and agree any actions arising:</b><br>Foul Water problems - Common Lane, Church Street, receive correspondence from local residents and details of Wessex Water response. ( It was noted that this was also a recurring problem with some drains on Queen Street.)<br>Raw sewage had been reported in the road, in gardens, inside a property, and contaminating a pond. Wessex Water had indicated that the problem was caused by inappropriate items being flushed, and it was likely that the design of the pipes to the former sewage station had exacerbated the problem. In addition, the extra volume of waste from recent developments had probably not  |                    |

|            |   |
|------------|---|
|            | <p>helped. It was agreed that it was important to take some action about this recurring problem which was unacceptable and was not being acknowledged. The following actions were agreed:</p> <ul style="list-style-type: none"> <li>• Report to the Environment Agency</li> <li>• Make an enquiry with Wessex Water about submitting a compensation claim and encourage those affected to do so.</li> </ul>  |
| <b>7.1</b> | <p><b>Correspondence. Circulation.</b> The following items had been circulated by email during May 2021. SCC corona Virus advice / updates, SWP briefings, SSDC corona virus advice / updates, SSDC: Roll out of EV charging points, Community Risk management plan for DSFRS, Came and Company Insurer's newsletter, SSDC, CPRE Newsletter, Temporary Road Closure: ttro441732SS – Wessex Water - Barton St David Closures, SSDC May 26 Update: Local poll on the future of local government in Somerset, SCC- 6m boost for Somerset Economy, Local advisory poll on future of somerset councils – information, Result of Poll – Stronger Somerset win local poll.</p> |
| <b>8.0</b> | <p><b>PR</b></p> <p>Items for inclusion in the July / August edition of the Parish Magazine, for the website and social media sites.</p> <p>SCC has secured £6m for hospitality sector</p> <p>Meeting dates may be changed depending on restrictions in place and ability to safely hold in-person meetings</p> <p>Garden competitions will be judged during July.</p>  |
| <b>9</b>   | <p><b>Future agenda Items</b></p> <p>Memorandum of understanding – SID</p> <p>Ownership of Chistles Lane – not a road, a footpath.</p> <p>Neighbourhood Plan</p>  |
| <b>10</b>  | <p><b>Any other reports</b></p> <p>TR reported that scoping work on a neighbourhood plan was underway and was looking chepaer that first anticipated</p>  |
| <b>11</b>  | <p><b>Date of next meeting.</b> 6 July 2021– provisional date depending on restrictions</p>   |