

Keinton Mandeville Parish Council

Minutes of a meeting of the above named Parish Council, to be held on
Tuesday 3 April 2018 at 7.30 p.m. at Keinton Mandeville Village Hall

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

In attendance: Dean Ruddle County Councillor, (from 8.20pm having had a commitment at another meeting)
 Sue Graham (Clerk) 2 members of the public

Public Session

- The street name sign 'High Street' had been removed from the High Street. BO'H would ask residents about this.
- Reserved matters planning application for up to 6 dwellings on Barton Road. A pavement was required and this was highways land – it was disappointing that this had not been a condition of development. Query about whether this could be negotiated via a goodwill agreement.
- Query about Lakeview Quarry construction management plan. There was nothing to report.
- Query about progress with Chesnuts planning application – there was nothing to report

Dean Ruddle (County Councillor) reported the following:

- He had received a query about SCC Council Tax from a resident which would be answered
- SCC was making changes / improvements to J25 of M5.
- A small Highway Improvement Scheme had been agreed for the village. This could take some time to implement, the PC and the village would be consulted.

1.0	Apologies. Receive apologies and consider acceptance of the reasons. Apologies were received and accepted from David Norris (District Councillor.)
1.2	Vacancy – update. The Parish Councillor vacancy had been advertised on the noticeboard and in the Parish Magazine. It was agreed that provided there were candidates, co-option should take place at the May meeting.
2.0	Declarations. Receive declarations of interests. There were no declarations
3.0	Minutes of last meeting March 6th 2018 Agree the minutes as a true and correct record of the meetings held. Resolved: It was proposed and unanimously agreed to approve the minutes as a correct record of the meeting held.
3.1	Matters arising from the minutes not covered by items on this agenda. Financial assistance to the church. The clerk reported that as per item 13 of the March 6 th 2018 meeting minutes, she had sought further advice from SALC. Justin Robinson had noted that this was an extremely grey area open to very different interpretations; unless the matter were to be challenged in court by judicial review it would remain a grey area. There was a potential risk attached to a parish council choosing to fund an open churchyard. The churchyard was a village asset benefitting many village residents as such a donation had been considered appropriate in the past. Considerable discussion took place about whether this should be continued in view of recent advice. It was concluded that the clerk should write to the PCC advising it of the recent legal advice and suggest that it writes to the Diocese for guidance, it was likely that a number of churches would be affected.
4.0	Planning. Consider the following planning applications and make recommendations to planning officer: 18/00696/FUL Demolition of garage and conservatory and the erection of replacement garage and single storey rear extension. 6 Queen Street, Keinton Mandeville. The plans were considered, observations invited and comments made as follows: <ul style="list-style-type: none"> • Roof, walls, windows all inkeeping. • Extends back further than previous garage • Taller and nearer the boundary – impact would be lessened with a flat roof, but no representations from neighbours received in this respect • Represents improvement • No objections

	Resolved: It was proposed and unanimously agreed to recommend approval	
4.1	Determination of Planning. The following notices were received: 18/00050/S73 Application to vary condition 01 (approved plans) of 16/01832/REM to alter the mix of affordable dwellings. Land at Lakeview Quarry, Chistles Lane, Keinton Mandeville. Grant permission with conditions. A letter from the Case Officer with regard to this determination was read out. 17/04801/REM Application for reserved matters for the erection of 6 dwellings include details of appearance, landscaping, layout, scale and parking pursuant to conditions 1 and 8 of outline planning permission 14/02896/OUT Barton Road, Keinton Mandeville Grant permission with conditions. A letter from the Case Officer with regard to this determination was read out.	
4.2	Other planning matters. Consider the following and agree any actions arising Planning conditions at Lakeview Quarry – update. There was nothing to report. Condition 9 was still outstanding. Receive notification from SSDC about changes to planning decision notifications and potential need to receive and view plans and documents digitally in future. It was noted that determination notices would no longer be sent in hard copy. Furthermore, it was likely that the plans would not be sent in hard copy in the future, making it necessary to view the documents on line and to project the plans at meetings. Councillors felt strongly that in order for the plans to be projected, the quality of the online documents needed to be improved. The clerk was asked to request this. Dean Ruddle wished to report a temporary change of policy at SSDC. In order to promote consistency in decision-making (reducing the percentage of applications likely to be challenged on appeal) and to avoid Government intervention, all major planning applications for Area Committees would automatically be referred to the Regulation Committee for a 3-month period. This had been introduced as the council was close to exceeding its target that no more than 10% of planning application refusals would be successful on appeal.	
5.0	Finance and Payments (RFO – Clerk) Payments Resolved: It was proposed and unanimously agreed to approve the following payments. Salaries March NEST Pensions Direct Debit Maintenance Maintenance insurance contribution SSDC operational Play Area Inspections	£234.41 £17.44 £48.84 £157.65 £127.20
5.1	Receipts. The following receipts Bank interest £16.15	
5.2	Review of Accounts. Presentation of summary of accounts, bank reconciliation and budget to be considered, agreed and signed by Councillors. The accounts were reviewed. The balance at the end of February was £30,000.61 Payments in March totalled £400.75 and receipts were £16.15. The balance was £29,616.01 The bank statements showed a balance of £29,616.01 The summary of accounts, budget and reconciliation information were circulated and checked by Councillors.	
5.3	Grant requests. There were no grant requests.	
5.4	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 • Audit update 2017-18. Consider whether to become an exempt authority. The clerk reported that under the new audit arrangements the parish council as smaller authority with a turnover of less than £25,000 qualified to declare itself as an exempt authority. It was still possible to request a limited assurance review undertaken by the external auditor, this was for the council to decide and would cost £200. Discussion took place with consideration of current internal audit practice and whether this was sufficient in the absence of external audit. Some felt that effectiveness of internal audit was currently sufficient. The view that external audit was essential in the interests of 	

	<p>transparency was also expressed. Councillors were asked to consider this and form a view for a decision to be taken at the May meeting.</p> <ul style="list-style-type: none"> Review Effectiveness of Internal Control. The clerk noted that smaller authorities were required to conduct a regular review of the effectiveness of the system of internal control. The clerk reported that the council had in place Standing Orders, and Financial Regulations, procedures required by the financial regulations were checked at finance committee meetings at least twice per year. In addition, reconciliations and budget were checked at monthly meetings. Risk assessments, the asset register were prepared and checked annually. Evidence of application of these procedures throughout the year was provided to the internal audit and reported via an annual financial risk assessment. Appointment of Internal Auditor and review of the effectiveness of overall internal audit arrangements. Helen Hashmi was appointed as internal auditor and this was supplemented by finance committee meetings (as above). Requirements of the Practitioners Guide were outlined, and Councillors were asked to consider whether the current internal audit arrangements were sufficient. This would be further discussed at the May meeting alongside the decision about whether to declare as an exempt authority. Receive PC risk assessment document and agree any actions arising. The chair would complete this check.
6.0	<p>Highways. Update / Items to report</p> <ul style="list-style-type: none"> Queen Street, outside Methodist Hall: pot hole. Coombe Hill – west side of road on bend, tarmac falling away from storm drain cover leaving significant drop. Traffic lights at Podimore not working to sensor – this had been reported and scheduled for repair. <p>Receive Speed Indicator Device (SID) results and agree any actions arising. The SID results from the device positioned outside Cartways in March had been received. This showed the median speed was 40mph, and the 85%ile speed 49mph - 13mph above the intervention limit speed of 36mph. It was noted that this would trigger intervention and this should be reported to residents via the parish magazine.</p> <p>SID provision. Consider revised proposal and cost of keeping speed indicator devices for the village and agree any actions arising. It was reported that the contribution required from parish/town councils for each speed indicator device (SID) installation, would be £100 per location and installation. The benefits of the device (slows traffic, triggers police intervention) were considered alongside the cost. It was proposed and unanimously agreed to request SID at each end of the village twice per year, at a total cost of £400. It was agreed that this should be reviewed once a highways improvement scheme had been implemented. A new budget line would need to be introduced.</p> <p>Receive email from resident about request for traffic calming, Queen Street. This email was received noting concern about the increased volume and speed of traffic with a suggestion for a 20mph zone. The problems of enforcing such a limit were acknowledged. It was suggested that the clerk referred this to Gary Warren (County Roads) for an opinion.</p>
7.0	<p>Parish Paths. Update / items to report. There was nothing to report.</p>
8.0	<p>Happy Tracks / Skatepark Annual playground inspection offer & playground risk assessment service – consider purchasing this service from SSDC. RESOLVED: It was proposed and unanimously agreed to buy this service. Receive inspection report. The basket swing had been replaced.</p>
9.0	<p>NHW. Receive monthly report. There was no report from the police. It was noted that More NHW volunteers were required. The clerk had requested information from the police about the scheme.</p>
10.0	<p>Maintenance. Consider and agree requirements: Fly Posting – remove posters, pins etc. from on lamp posts / poles</p>

	Consider replacing Parish Council noticeboard, receive quotes and agree any actions arising. Prices and specifications from three suppliers were considered. It was agreed that the 'Earth Anchors' board represented the best value for money. Clerk to check type of fixings required and order noticeboard.
11.0	Youth Activity. There was nothing to report.
12.0	Village Hall Receive village hall report. KJ noted there had not been a meeting. Village Hall Field - Defibrillator Update. There was nothing to report
13.0	Correspondence. Receive the following correspondence and agree any actions arising: Invitation to Area East Annual meeting of Town and Parish Councils. BO'H volunteered to attend. KL would check her availability. SSDC - Draft Somerset Strategic Housing Framework & Consultation Questionnaire. There were no volunteers to complete this questionnaire. Libraries Consultation - extended. BO'H reported that he had completed the survey. CPRE – from CPRE consider CPRE membership renewal – It was agreed to renew the membership (£36) for a further year. This would appear as a payment for approval on the next agenda. From NALC: Consultation: Review of Local Government Ethical Standards. Consider response to survey. It was not considered necessary to respond.
14.0	GDPR- Briefing / Training update. Consider and agree any actions arising Training: Consider attendance at SSDC General Data Protection Regulation Briefing for Councillors and Clerks. JS had agreed to attend on 12 April. Receive NALC Toolkit for Local Council - General Data Protection Regulation. The clerk stressed the importance of the new regulation and referred Councillors to the toolkit to familiarise themselves with the requirements.
15.0	Correspondence. Circulation Items circulated in hard copy or by email received during March 2017 Rural Services Network Bulletin; SWP briefing; Avon and Somerset Police PCC newsletter.
16.0	Parish Magazine Items for inclusion in the May edition. SID results, above intervention levels triggers attention NHW
17.0	Future agenda items Co-option Audit Reserves Policy Budget adjustments CPRE membership
18.0	Any other reports. There were no other reports
19.0	Date of next meeting. 17 April (Annual Parish Meeting) 1 May 2018