

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 13<sup>TH</sup> MAY 2009  
IN THE VILLAGE HALL.**

**PRESENT:** Councillors: R.Bastable, P.Furneaux, Cllr Carroll, Cllr Turk. Cllr Kimber, Cllr.Amery & District Councillor Maile Felton. One member of the public

**In attendance:** Mrs L.Vallis, Clerk

**OPEN PUBLIC TIME:**

No questions to the Parish Council

**09/41 APOLOGIES**

Cllr Haskett (business commitments)

**09/42 ELECTION OF THE CHAIRMAN & VICE CHAIRMAN**

Cllr Bastable was proposed as Chairman and accepted there being no other nominees.

Proposed: Cllr Furneaux Seconded: Cllr Carroll Vote: Unanimous

Cllr Bastable signed a Declaration of Office

Cllr Furneaux was proposed as Vice Chairman and accepted there being no other nominees.

Proposed: Cllr Bastable Seconded: Cllr Turk Vote: Unanimous

**09/43 MINUTES OF THE LAST MEETING(S):**

**RESOLVED:** To accept and sign as an accurate record the minutes of the meetings held on 11.03.09 & 29.04.09

Proposed: Cllr Furneaux Vote: Unanimous

**09/44 MATTERS ARISING FOR REPORT FROM THE LAST MINUTES**

(i) Letters were sent to both the District Councillor and County Councillor regarding the recent planning application from Eden Nursery and that delegated powers were not used to request that this application be referred to the Joint Area East Committee. There was no response from County Councillor Robinson but District Councillor Felton was present at the meeting and read a reply that had been forwarded to the Clerk in which she explained the reasons why delegated powers were not used in this matter. The Parish Council voiced concerns that often their comments opposing planning applications or when they made comment to SSDC they felt were not taken into account. District Councillor Felton explained that this is not necessarily the case but planning legislation is extremely complex and even when the Parish Council opposes an application for whatever reason this is not always enforceable. She suggested that the Parish Council write to Simon Gale in planning at SSDC and request that he attend a future Parish Council meeting to explain in more detail the planning application processes.

(ii) Letters of thanks have been received for S.137 payments made to Age Concern, Wincanton Sports Centre and the Citizens Advice Bureau.

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(iii) The Clerk reported that an invitation to address the electorate at the Annual Parish Meeting and update the Parish Council from the Parish Plan Steering Committee had not received a response. The Chairman offered to contact the Chairman of the Parish Plan Steering Committee in the hope of an update at the next meeting.

## **09/45 DECLARATIONS OF INTEREST**

Cllr Amery regarding agenda item 12 on the Village Hall: Personal and Prejudicial

Cllr Kimber on agenda item 12: Personal and Prejudicial

## **09/46 ANNUAL ACCOUNTS FOR YEAR ENDED 31.03.09**

(i) The Parish Council were issued with copies of the Statement of Accounts and a Bank Reconciliation for the Year Ended 31.03.09. It was proposed that these be accepted as a true and accurate record and two copies be signed on behalf of the Parish Council by the Chairman. One copy is for return with Annual Audit Return and one copy for Parish Council files.

Proposed: Cllr Turk Seconded: Cllr Furneaux Vote: Unanimous

**RESOLUTION** to accept the Statement of Accounts and Bank Reconciliation for the Year Ended 31.03.09 as a true and accurate record.

(ii) The Annual Audit figures had been prepared by the Clerk in accordance with the instructions from the external auditors and the Annual Governance Statement completed. The Chairman signed the Annual Audit Return for Year Ended 31.03.09.

(iii) The Clerk reported that the internal audit had been completed and there was nothing to report. The internal auditor had signed the relevant section of the Annual Audit Return. It was proposed to appoint the same internal auditor for the Year ended 31.03.2010 at an hourly rate of £15.00 per hour. A letter of appointment will be forwarded.

**RESOLVED** to reappoint the same internal auditor for the Year Ended 31.03.10 at the above mentioned rate. Vote: Unanimous

## **09/47 REVIEW OF PARISH COUNCIL PROCEDURES**

(i) Standing Orders: these were reviewed and updated within the last year and the Parish Council are happy that they are current and relevant.

**RESOLVED** to adopt the current Standing Orders for another year

(ii) Financial Regulations: these were reviewed and updated in the last year and the Parish Council are happy that they are current and relevant.

**RESOLVED** to adopt the Financial Regulations for another year

(iii) Risk Management Policy: This has recently been updated to include the use of the ride on mower for the play area and the play area itself. The policy is up to date and applies to all current areas of risk and how they are managed.

**RESOLVED** to adopt the Risk Assessment Management Policy for another year

(iv) Asset Register: This has been updated as and when to include the mower that was donated to the Parish Council for the cemetery grass cutting, the secure container in the play area and the new ride on mower for the play area. The asset register is current and up to date.

**RESOLVED** that the Asset Register contains an up to date record of the Parish Council's assets and correct valuations.

(v) Insurance Valuations: the Clerk reported that all the insurance valuations are correct and that all risks are insured. The members of the Council were advised that they have yet to consider the recent purchase of the secure unit in the play area for insurance purposes and would be asked to do so under agenda item 11.

44.

The Lynch Gate at St. John's is at present insured by the Parish Council and historically always has been. As the member of the public present was from the Parochial Church Council the Chairman felt it prudent to ask his advice as to who the Parish Council could contact to ascertain the ownership of the Lynch Gate. It was advised the Clerk contact the Deanery at Wells. At present the Lynch Gate will continue to be insured on the Parish Council's insurance policy.

(vi) Rhode Acres Licence Agreement & Peppercorn rent: It was proposed to renew the Licence for another year and to continue with the same Peppercorn rent.

Proposed: Cllr Amery Vote: Unanimous

**RESOLVED** to renew the Licence Agreement with Rhode Acres and keep the Peppercorn rent

at the same rate.

It was requested that the Clerk in future put this matter for consideration on the March meeting agenda

#### **09/48 APPOINTMENT OF REPRESENTATIVES FROM THE PARISH COUNCIL**

(i) Village Hall: Cllr Amery Proposed: Cllr Furneaux seconded: Cllr Carroll Vote: Unanimous

(ii) Parish Plan: Cllr Amery Proposed Cllr Turk Seconded: Cllr Carroll Vote: Unanimous

(iii) Tree Warden: Mr C.Jessop Proposed: Cllr Turk Vote: Unanimous

(iv) Risk Assessment: Proposed Cllr Bastable Seconded: Cllr Carroll Vote: Unanimous

(v) Footpaths & Bridleways: Mrs W. Furneaux Proposed Cllr Bastable Vote Unanimous

**RESOLVED** to appoint the above as representatives of the Parish Council for the next year except in the case of the Village Hall when the representative will be appointed again for a year in January 2010 to coincide with the Annual General Meeting of the Village Hall Committee and their appointment of Trustees.

A short report was read out on behalf of Mrs Furneaux to update the members on the recent year regarding footpaths and bridleways in the parish and her role. It advised that the annual survey had been carried out by herself and Mr R.Brain and the members sent on their thanks to both of them for carrying this task out.

#### **09/49 PLANNING**

(i) New planning applications for consideration: None

(ii) For report:: planning applications already considered: None

(iii) Any other planning matters: It was requested that the Clerk forward a copy of the Parish Council's observations on planning matters if objection or comment is made to the County Councillor and any Councillor that made apologies also receives a copy with the next draft minutes for information purposes only.

#### **09/50 ST JOHN'S CHURCHYARD**

(i) Procedures for consideration of the memorials still laid down flat : It had not been possible to discuss this matter further with the Parochial Church Council and to hear their views before any considerations as to the next step forward. The Chairman offered to contact the Revd Hugh Allen before the next meeting and to report back to the Parish Council.

(ii) The Parish Council had previously stated it would carry out a further Risk Assessment in St. John's Churchyard this summer. Before this is carried out the Clerk was requested to seek the latest guidelines on Risk Assessment in Cemeteries and any new guidelines since the last Risk Assessment and report back to the members at the next meeting.

45.

#### **09/51 PLAY AREA**

(i) Risk Assessors Courses for the play area: there are two excellent courses run by SSDC on play area risk assessment. Cllr Furneaux in his capacity as Risk Assessment Representative for the Parish Council feels it would be very worthwhile to attend these courses in June and July and proposed that a place should be booked on each course.

Proposed: Cllr Turk Seconded: Cllr Amery Vote: unanimous

The members wished to register their thanks to Cllr Furneaux for giving up his own time to attend these courses.

After attending the course all necessary Risk assessment procedures if not already, will be put in place and added to the Risk Assessment Management Policy.

It was confirmed that all users of the new ride-on mower have been sufficiently instructed in its use and paperwork has been signed to that effect. The Chairman will security postcode the mower.

(ii) Secure container insurance: the Clerk advised insurance cover should be considered. Cllr Turk requested the excess on the policy which the Clerk was unable to answer specifically as

she did not have the file with her but thought it was approx £100. The members looked at all risk implications and proposed to insure the value at purchase price.

Proposed: Cllr Bastable Vote: Unanimous

The Chairman wished to pass on the Parish Council's thanks to the team of "mowers" P.Furneaux, S.Nathan, J.Cook and S.Legg who have regularly cut the grass already and greatly improved the play area.

### 09/52 VILLAGE HALL

Cllr Kimber & Amery left the room.

The Parish Council has received a donation request from the Village Hall Committee for £2000.00. This was allocated in this years Precept. It was proposed to forward this amount to the Village Hall Committee.

Proposed: Cllr Furneaux Seconded: Cllr Turk Vote: Unanimous

**RESOLVED** to donate £2000.00 to the Village Hall Committee.

Cllr Kimber & Amery returned to the room joined the meeting

### 09/53 HIGHWAY MATTERS

(i) Village & Street signs: the Clerk has heard back from Street Naming at SSDC and the Barrow Lane sign will be repaired. The village sign that is missing has been reported to Somerset Highways and the Clerk is awaiting a response.

(ii) Flooding issues in Rectory Lane have had some work done but problems still occur if it rains heavily. The Clerk will continue to keep in contact with the Highways department until this matter is resolved satisfactorily.

(iii) The Parish Council were informed of an application to upgrade a footpath to a restricted byway WN8/3 Elm Lane. A letter from Mrs Stephanie Wheeler (who made the application) from South Somerset Bridleways Association was also read out explaining the alterations to the definitive map and current situation and offered to make a presentation to the Parish Council. The Clerk was requested to write and invite her to the next meeting and also to inform the District Councillor of this and ask her views. A notice will be placed in the June Parish Magazine so parishioners are aware of Mrs Wheeler's visit and on the website.

(iv) Recent road surface dressing carried out in Rectory Lane is not satisfactory and Somerset Highways will be asked to inspect the surface. 46.

### 09/54 FINANCIAL MATTERS

(i) **RESOLVED:** to accept the invoices listed below and approve payment and to issue the following cheques

CHEQUE NO	INVOICE DETAILS	PAYEE	AMOUNT
100250	CEMETERY MOWER/STRIMMER REPAIRS & SERVICES	MR P. FURNEAUX	£248.18
100251	INTERNAL AUDIT	MRS M.CAIRNS	£30.00
100252	VILLAGE HALL RENT	CHARLTON MUSGROVE MEMORIAL HALL	£120.00
100253	CLERK'S EXPENSES 01.04.09 – 13.05.09	MRS L.VALLIS	£65.17
100254	PLAY AREA RISK ASSESSMENT COURSES X 2	SOUTH SOMERSET DISTRICT COUNCIL	£170.00
100256	PARISH COUNCIL INSURANCE RENEWAL	ALLIANZ	£465.67

In addition the following payments were approved:

CHEQUE NO 100257 FOR ANNUAL MEMBERSHIP TO SLCC FOR £61.00

CHEQUE NO 100258 CHARLTON MUSGROVE MEMORIAL HALL DONATION OF £2000.00.

CHEQUE NO 100259 FOR MOWER FOR PLAY AREA PAYABLE TO ROCHFORD GARDEN MACHINERY LTD FOR £1661.75

Cheque number 100255 was made void as the Parish Council declined to take up membership to the Community Council for Somerset for the next year.

- (ii) The Clerk issued an up to date financial statement to the members
- (iii) The Clerk reported receipt of £5810.00 for Precept for 2009/10 and Wayleave from Scottish & Southern Energy for £8.78
- (iii) The Chairman reported that a Viridor grant application would not now be appropriate FROM THE Parish Council towards costs for the play area as the Village Hall on behalf of Charlton Musgrove Parish were applying at the next round of grant awards in July and the next opportunity after that would be October and by then the mower purchase would have had to be completed and this would not comply with the rules of grant application.

**09/55 CORRESPONDENCE & PUBLICATIONS**

- (i) From Mrs S.Wheeler, Chairman of South Somerset Bridleways Association – see minute reference 09/53
- (ii) Letter re:Joint Area Committee and information of the parish representative contact at those committee meetings
- (iii) Date of next Area East Community Forum
- (iv) Information regarding the opportunity for a Youth Worker in the Community. The Parish Council requested that their interest be registered.
- (v) Any publications received were handed out for distribution to members

**09/56 MATTERS FOR REPORT AT THE NEXT MEETING**

None

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**09/57 DATE OF THE NEXT MEETING(S)**

The next Parish Council Meeting (if required for planning matters) will be held on Wednesday 10<sup>th</sup> June 2009 and the following meeting on Wednesday 8<sup>th</sup> July 2009 at 7.30pm in the Village Hall.

The meeting was closed at 21.55

Signed.....

Dated.....

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