

MINUTES OF MONTACUTE PARISH COUNCIL
MONTHLY MEETING HELD ON
MONDAY 21ST MAY 2018 IN BAPTIST CHAPEL

18/051/a PRESENT:

Members: Mr V Baker (Chairman), Mrs C Saint (Vice Chairman), Mrs J Folkard, Mrs A Gihon, Mrs A Jewell-Harrison, Mr H Marsh, Mrs L Siegle and Mr D Warry

Others: Mrs S Moore (Clerk), Mr M Keating (County Councillor) and no members of the public

18/051/b APOLOGIES:

Mr M Sampson and Mrs J Roundell Greene (District Councillor)

It had been reported in the annual meeting that Cllr Sampson had resigned from the Parish Council.

18/052 DECLARATION OF INTEREST:

Cllr Baker declared an interest in matters relating to the village hall.

Cllr Gihon declared an interest in matters relating to the Sheep Wash, Triangle Trust and the village hall.

Cllr Warry declared an interest in matters relating to the Triangle Trust.

18/053 PUBLIC SESSION:

No reports given

18/054 DISTRICT & COUNTY COUNCILLORS:

18/054/a Cllr Roundell Greene:

No report given.

18/054/b Cllr Keating:

Cllr Keating's report had been circulated to councillors. Cllr Keating said that SCC are looking at options for introducing a Unitary model of local government in Somerset. This could see the abolition of six current councils.

Cllr Keating gave an update on the road blockage between Montacute and Tintinhull and suggested that the farmers and the National Trust needed to have a discussion on a way forward

Other matters raised:

- A permanent planter has been built on the highway in Middle Street
- Concerns were raised about the dangerous parking in Middle Street and it was suggested that the double yellow lines should go the whole length of the street
- SCC had been agreed that the dropped kerb in Middle Street would be removed in this financial year. Cllr Keating was asked what the timescale was for this.

Cllr Keating asked to be emailed with the issues and to be copied in on any other emails.

Cllr Saint asked the Clerk whether the utility company had responded 'making good' the verge opposite the garage. Cllr Keating asked to be kept up to date on this so that he could intervene if necessary.

(Cllr Keating left the meeting)

18/055 MINUTES OF PREVIOUS MEETING:

The following Minute references were changed:

18/042/c – It was agreed to change the wording from 'in Pig Street' to 'at Abbey Cottages'

18/050 – the date of the meeting was amended to read '21st May'

The Minutes of the previous meeting were signed and approved.

Proposed: Cllr Siegle

Seconded: Cllr Gihon

agreed unanimously

18/056 MATTERS ARISING FROM MINUTES:

18/056/a Review of Actions List

The Clerk reviewed the items on the Action List:

- The dog/litter bin has been received and Cllr Baker will notify the Clerk when it has been installed so that she can inform StreetScene. **Action Cllr Baker**
- Once the defibrillator arrives quotes will be sought from an electrician to install it.
- Keys for the huts: The junior football team had collected keys from the garage. Cllr Baker reported that this will be the last season the juniors will be playing on the recreation ground
- All Highways issues raised at the last meeting have been reported on the SCC website and to Cllr Keating.
- Meeting with SSDC & National Trust to discuss proposed pavilion:
Cllr Baker updated the council on the meeting between SSDC and the Football Association held on 17th May. Unfortunately, the National Trust had not been invited to the meeting to which the parish council expressed their surprise as this had originally been agreed. SSDC had reviewed the plans for the pavilion and said that it needed to be at least a third larger and they would only consider providing funding if the size was increased. Cllr Baker said that the parish council made SSDC aware that the National Trust had approved the size and siting of the pavilion and the National Trust and English Heritage would not allow any excavation that would damage the roots of the Cedar trees.

It was concluded not to increase the size of the pavilion and to redesign the interior to accommodate the junior teams rather than adult and to be more accessible to the rest of the community. Cllr Baker put forward new plans for the interior for approval.

Proposed: Cllr Marsh

Seconded: Cllr Gihon

agreed unanimously

It was agreed for the Clerk to forward the minutes and the plan to Paul Dance.

Action Clerk

- Play Area: Cllr Siegle reported that the new equipment and matting had now been installed. The benches and see saw had been repainted. Looking forward to other new equipment with the possibility of a basket swing and some tee-pees for the younger children. However, the tee-pees were costed at £900 each. Cllr Siegle said the National Trust has look favourably on the idea of the installation of a 'Witch's Hat' climbing frame; and that the tyre swing will cost in the region of £6,000 so the council would need to look at the budget first.

18/057 HIGHWAYS:

The Clerk reported that there was a footpath obstruction in Hyde Road where a tree had grown out over the pavement making it difficult for pedestrians to pass. Pedestrians had to walk out in the road or cross over to the other side. However, those with mobility difficulties would have problems with this as well due to vehicles parking and the terrible condition of the road/pavement on the opposite side. It was agreed for the Clerk to report this as well and to inform Cllr Keating

Action Clerk

The Clerk said that a resident had contacted Somerset County Council about the condition of the pavement in Yeovil Road making it difficult for wheelchair users. The resident had requested that the pavement was resurfaced. It was agreed for the Clerk to report this as well and to inform Cllr Keating

Action Clerk

Cllr Warry asked if the bus stop in St Michaels View could be properly marked as cars were parking on the stop. It was agreed for the Clerk to report this as well and to inform Cllr Keating

Action Clerk

18/058 WORKING PARTIES REPORTS:

18/058/a Allotments

The allotment holders meeting had been rearranged for 26th May between 10am and 12 Noon and would be held in the village hall. Cllr Gihon said that she had a number of ideas which she would like to put into force. It was agreed that Cllrs Gihon, Folkard and the Clerk would meet to discuss these ideas

18/058/b National Trust

Cllr Jewell-Harrison said that the National Trust will not be cutting back the hedge behind the recreation ground and the hedge in Back Lane will be done as and when.

Cllr Folkard reported that the entrance to the orchard at the top of Station Road is not being maintained.

Action Cllr Jewell-Harrison

18/058/c Street Lighting

No report given

18/058/d Speedwatch

No report given

18/058/e Triangle Trust

Cllr Warry said that the Triangle Trust will be having a tombola stall at the May Fayre in Stoke sub Hamdon and donations for the stall would be very welcome.

18/058/f Recreation Ground

This item was discussed under *Minute ref: 18/056*

18/058/g Footpaths

No report given.

18/059 **CHAIRMAN'S ANNOUNCEMENTS:**

Cllr Baker said he would like councillors to assist the Clerk with the magazine article and report back to him before it goes in the magazine. He said he wanted included in the June magazine an update on the defibrillator, the changes to the pavilion project and a notice that there are three vacancies on the parish council.

Cllr Baker gave a report on the churchyard maintenance and said that the lower half is being cut and proposed giving a grant of £500 to help towards the maintenance. The Clerk said that a provision had already been made in the budget.

Proposed: Cllr Gihon Seconded: Cllr Jewell-Harrison agreed unanimously

The Clerk asked Cllr Baker to find out who the cheque should be made payable to

Action Cllr Baker

18/060 **CLERK'S REPORT:**

A report had been circulated to councillors regarding the new General Data Protection Regulations which come into force on 25th May and how it affects the parish council. The parish council will need to look at how it processes personal data and are required to have a number of documents in place in order to comply with this new regulation. The ICO have stated that they do not expect parish councils to have everything in place immediately as long as they are working towards being compliant.

The Clerk stated that National Association of Local Councils are trying to get an amendment to the Bill put through Parliament so that parish councils will be exempt from having a Data Protection Officer and that parish councils need to lobby their MPs there is a conflict of interest for clerks because they are the data processors and cannot be the DPO as well. If the amendment is not accepted then parish councils will have to pay for someone to be their DPO.

Cllr Gihon said that she is aware that the Clerk does a number of extra hours for which she is not paid for and proposed that the number of paid hours should be increase. A discussion was held, and it was agreed to pay the Clerk for 10 hours a week

Proposed: Cllr Gihon Seconded: Cllr Jewell-Harrison agreed unanimously

18/061 **FINANCE:**

18/061/a Matters for Report

i. Monthly Bank Reconciliation

The Clerk gave the quarterly bank reconciliation as at 21st May 2018:

Current Account	£ 250.00
Business Reserve Account	£ 63,756.39
Sports Project Reserve Account	£ 16,187.74
Total	£ 80,194.13
Outstanding Cheques	£ 354.00
Total as Cash Book	£ 79,840.13

ii. Data Protection Renewal

The Clerk reported that the direct debit for the data protection renewal had been paid
(Cllr Warry left the meeting)
(Cllr Gihon left the meeting).

iii. Precept Remittance Advice

The Clerk reported the precept for 2018/19 had been received. This had been paid by BACS.

iv. Laptop

The clerk said she would have to return the new laptop as the USB drives do not work

v. VAT 126 Claim

The Clerk said that she has received a letter from HMRC dated 11th April stating they have updated their systems and the parish council have been given a new reference number which is used from the 1st February 2018. The Clerk stated that the VAT return for 2017/18 had been submitted after the 1st February so it will need to be resubmitted and the payment would come under the 2018/19 financial year.

18/061/b Cheques for Signature

Play UK Playgrounds Ltd	VAT Element on Invoice 1129	£ 279.00	Chq 1495
Sarah Moore	Reimbursements & Expenses for April	£ 100.29	Chq 1496
K M Dike Nurseries	Grass Cutting - April	£ 404.50	Chq 1497
Matta Products	Supply & Install Matting to Slide	£ 3,166.80	Chq 1498
Heartstart Somerset	Defibrillator & Cabinet	£ 2,361.00	Chq 1499
Wybone Ltd	Litter Bin	£ 257.99	Chq 1500
Zurich Municipal	Parish Council Insurance	£ 566.10	Chq 1501
Wicksteed Leisure Ltd	Pent Key for See Saw	£ 16.20	Chq 1502
	Sub-Total	£ 7,151.88	

Proposed: Cllr Marsh

Seconded: Cllr Gihon

agreed unanimously

Chq 1491 was passed to Cllr Baker

18/061/b Other:

None declared

18/062 **PLANNING:**

18/062/a Planning Information:

No report given.

18/062/b Parish Planning Working Party Feedback on Applications:

18/01032/LBC – the installation of boiler flue in the rear lean-to roof – The Chantry, 2 The Borough, Montacute TA15 6XB – no observations or objections

18/01495/LBC & 17/03526/FUL – internal and external alterations to 17 The Borough to include installation of new window to rear north elevation and replacement of rear elevation existing timber balcony balustrade with glass panels (partly implemented) – 17 The Borough, Montacute TA15 6XB – this application is still with the planning working party

18/062/c Planning Decisions and Reports

Decisions:

No report given

Reports:

No report given

18/063 GOVERNANCE

It was agreed to suspend the Financial Regulations in order to review, amend and adopt the amendments at the June parish council meeting.

Proposed: Cllr Gihon Seconded: Cllr Siegle agreed unanimously

It was agreed to suspend the Standing Orders in order to review, amend and adopt the amendments at the June parish council meeting.

Proposed: Cllr Jewell-Harrison Seconded: Cllr Folkard agreed unanimously

18/064 CORRESPONDENCE:

Cllr Baker received a letter from the Carnival Committee requesting the use of the recreation ground for a rounders match on the 10th June. This was agreed.

18/065 MEMBERS REPORTS:

It was asked if the groundsman could clear the weeds around the recreation ground wall.

Action Clerk

Cllr Folkard asked if the National Trust had a 24 hour emergency number just in case they need to be contacted in respect of the recreation ground .

Action Clerk

18/066 ITEMS FOR FUTURE AGENDAS:

Review and adoption of Standing Orders and Financial Regulations

18/067 DATE OF NEXT PARISH COUNCIL MEETING:

There being no further business the meeting was closed at 9.30pm. The next meeting will be held on 18th June 2018 in the Baptist Chapel at 7pm.