

MINUTES OF MONTACUTE PARISH COUNCIL
MONTHLY MEETING HELD ON
MONDAY 21ST JANUARY 2019 IN BAPTIST CHAPEL

19/001/a PRESENT:

Members: Mr V Baker (Chairman), Mrs J Folkard, Mrs A Gihon, Mrs K Harper, Mrs A Jewell-Harrison, Mr R Littlefield, Mrs M Mansi, Mr H Marsh and Mr D Warry

Others: Mrs S Moore (Clerk), Mrs J Roundell Greene (District Councillor), Mr M Keating (County Councillor) Tom Beare (National Trust) and no members of the public

19/001/b APOLOGIES:

Mrs C Saint (Vice Chairman)

19/002 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 Harper declared an interest in matters relating to the village hall.

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

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

19/003 PUBLIC SESSION:

Tom Beare of the National Trust gave a report on the work that the National Trust has been doing around the village. He said that the hedge at the back of the recreation ground is being laid, and the vegetation clearance by the bridge in Lower Town has been completed. Also, there will be some coppicing work being carried out around the back of the school. Mr Beare reported George Holmes would be leaving after 6 years at Montacute House and the new general manager would be starting on Monday, 28th January.

The Clerk asked whether the hedge in Back Lane would be cut back and Mr Beare confirmed that this would be on the new manager's agenda.

Cllr Littlefield asked what the Trust was doing about the overhanging vegetation at Mulberry House. This is being investigated.

Cllr Marsh commented on the replacement metal gate in Station Road and Mr Beare said that this was done to resolve some access issues.

Cllr Folkard said the tree which was planted on the recreation ground in 1977 nearest to the car park does not look very healthy as there is a lot of dead wood and the tree is now leaning.

Cllr Warry said there is a bin at the junction of Back Lane and Yeovil Road opposite the garage and asked if the Trust could put up signs in the park for dog owners where they can deposit their dogs' waste. Mr Beare said that this would be on the manager's list to do.

(Tom Beare left the meeting)

19/004 DISTRICT & COUNTY COUNCILLORS:

19/004/a Cllr Roundell Greene:

Cllr Roundell Greene gave her report:

- The planning application for the pavilion has been received and was validated last week. It now must go through the planning process and consultation.
- The Boundary Review has decided that St Michaels Ward will be amalgamated with Northstone and Ilchester from May 2019. SSDC has had to accept the proposal, which everyone was against, officers and both political groups, and the decision is that the NIST Ward will be in Area East after the District Council elections.
- The Council Tax Support was agreed at Full Council last week. The full document can be seen on the SSDC website. There are ten recommendations, which can be seen in the report.

- The District Council continues to support the Sparkford/Ilchester dualling scheme. The next deadline in the programme is 23rd January by when all written representations need to have been submitted.
- SSDC will be implementing retail business rate relief from April 2019 for two year, extending the business rate relief scheme for local newspapers in 2019/20 and, extending the doubling of rural rate relief in 2019/20.
- The new SSDC website will be going live on 29th January but it will not be fully functional until May. Everyone can sign up for an account where many transactions can be completed online such as paying bills, reporting fly tipping etc. The new ways of working are being introduced over the next few months. This has saved SSDC £2.48m in staffing costs. This with the Income Generation is set to make savings of £6m by 2020.

The Area+ teams are now working out and about in towns and villages. Members of the team are available to help with setting up an account, signing up for Homefinder or helping with local matters on the ground.

Cllr Folkard mentioned the travellers at the bottom of Station Road and Cllr Marsh asked why the parking was being removed and the area pedestrianised near Marks & Spencer and Primark. Cllr Roundell Greene said Access for All had been consulted and there is plenty of parking not far from these shops. The changes had been looked at with a great deal of thought to make Yeovil a better place to shop.

(Cllr Roundell Greene left the meeting)

19/004/b Cllr Keating:

Cllr Keating said to keep him informed regarding the travellers. Cllr Baker said there was not much of a problem at the moment but the Right of Way has been blocked off so residents cannot access the footpath. However, there could be problems in the future with an increase in travellers. It was agreed that Cllr Folkard would ask the Clerk to contact Cllr Keating if needed.

Action Cllr Folkard

Cllr Keating suggested that bollards may have to be installed at the bottom of the track.

Cllr Keating's report had been circulated to councillors.

- Somerset County Council are delighted to be made one of the pilot areas for the Business Rates Retention pilot in the recent Local Government Settlement. This will retain around £6.7m in the County shared between all the Somerset authorities.
- SCC should come in on budget for the end of this financial year to 31st March 2019. However, this is becoming increasingly difficult and SCC must continue to manage their budget more prudently.
- SCC have decided to reverse an earlier decision to consult on the future of all subsidised bus routes across the county. This decision effectively protects the subsidised routes from any cuts as part of the 2019/20 budget process.

Cllr Baker said the lines around the school have been done and the double yellow lines will shortly be done around the junction to Station Road. Cllr Keating said the 20mph roundels are on the list to be done.

Cllr Folkard asked if the 20mph speed limit could go further into St Michaels View where residents cross the road. Cllr Keating asked if there are any pedestrians signs around this area and it was confirmed that there were not.

The Clerk asked if the double yellow lines could be extended in Middle Street to the corner of Bishopston as cars are still parking too close to the dangerous corner. Cllr Keating suggested sending in a request to Highways.

Cllr Warry also asked if the bus stop in St Michaels View could be properly marked out to define the bus stop. It was agreed to contact Highways.

Action Clerk

(Cllr Keating left the meeting)

19/005 **MINUTES OF PREVIOUS MEETING:**

It was agreed to amend *Minute ref: 18/145/a (bullet point 11)* to read '.....the bank opposite the'.
 the

The Minutes of the previous meeting were signed and approved.

Proposed: Cllr Folkard Seconded: Cllr Warry 3 abstained; 4 agreed

19/006 MATTERS ARISING FROM MINUTES:

19/006/a Review of Actions List

The Clerk reviewed the items on the Action List:

- Defibrillator – The Clerk has received confirmation that the installation will take place by the end of January subject to any weather issues.
- Extension to recreation ground lease – The Clerk reported that the National Trust had contacted Cllr Jewell-Harrison regarding the lease renewal. The National Trust would like a meeting to discuss this further. **Action Clerk**
- A warning sign needs to be erected on the hut to stop youths climbing on the roof. Cllr Baker said that this item is ongoing. **Action Cllr Baker**
- Removal of gas supply to huts – The Clerk said she stills to get in contact with the National Grid to arrange a quotation **Action Clerk**
- Play Area – apply for Community Grant – This item is still ongoing **Action Cllr Saint**
- Overgrown footpath to A3088 – This is to be reported to Highways **Action Clerk**
- Cars parking on the verges in Yeovil Road at school drop off and pick up times – The police have been talking to parents about the parking which has now decreased. It was agreed to get in contact with the police to thank them for their assistance **Action Clerk**
- Completion of s106 application – this is ongoing **Action Cllr Saint & Clerk**
- Contact the groundsman about planting bulbs and wild flowers. It was suggested planting them in the bank behind the bus shelter. It was agreed that the Clerk will find out the situation regarding the knotweed in the first instance. **Action Clerk**
- The new litterbin in Yeovil Road has not been emptied. This needs to be reported to Streetscene. **Action Clerk**

19/007 RECREATION GROUND PAVILION PROJECT:

An update report had been circulated to all councillors. The Clerk said the planning application had now been submitted and that there had been a slight increase to the planning fee, to which the parish council only pay half, at a cost of £231. The Clerk said that she had contacted the National Trust on several occasions regarding the lease (originally in April 2018). She reported that she had received scanned copies of the lease but no response on its renewal. The working party met with Sparkford Buildings on Thursday 3rd January and we have now received an updated quotation and plan from them. The working party will be meeting on 24th January to discuss funding possibilities.

Cllr Baker said that the working party have been looking at quotes which cover the building regulations aspect. A discussion was held, and it was agreed to put in the magazine article asking for residents they would like to use the pavilion for and for assistance with fund raising. The Clerk said she had received some information from the Somerset Playing Fields Association regarding small loans for projects such as this. The Clerk agreed to provide a cash flow sheet for the meeting on Thursday. **Action Clerk**

19/008 HIGHWAYS:

A report had been circulated to all councillors.

- Cllr Folkard gave an update on the situation regarding the travellers at the bottom of Station Road.
- The Clerk said that she had received formal notification of the SCC's proposed parking restrictions order for the county and the junction between St Michaels View and Station Road is listed. The Clerk said that as the traffic problems on the new road at the Houndstone development have previously been mentioned at meetings she had included the details on the double yellow lines in this area for councillors information.

- The Clerk reported that the road will be closed along Ham Hill Road from the junction with Street Lane to the junction with Old Road, Odcombe for a distance of 335 metres from 18th February. Also, Great Field Lane in Stoke sub Hamdon will be closed near the new development from 18th February, as will North Street, Stoke sub Hamdon from the 4th February.

19/009 WORKING PARTIES REPORTS:

19/009/a Allotments

Cllr Gihon said that she rented out two allotments. One of the new holders has asked permission to have a shed on his plot. The Clerk said she would need this request in writing. Cllr Gihon asked for an updated allotment plan and a supply of letters and tenancy agreements.

Cllr Gihon reported that there were 10 vacant plots and, plot 4 needed to split into 4 x ¼ plots. Cllr Gihon said that one of the new allotment holders has purchased some bulbs which will go along the fence line of the allotments. It was agreed to plant these in a vacant plot until they have finished flowering when they will be dug up and planted along the fence line. The area at the front along the old fence line needs digging over. It was agreed to get a quote from the groundsman.

Action Clerk

It was agreed to hold the annual allotment holders meeting on 9th March at 10am in the village hall. The Clerk will send out all the rent letters and Cllr Gihon will write an article for the magazine.

Action Clerk & Cllr Gihon

19/009/b National Trust

No report given

19/009/c Street Lighting

Cllr Folkard said there was nothing to report.

19/009/d Triangle Trust

Cllr Warry said the Trust's next meeting is on 23rd January so will give a report at the next meeting.

19/009/f Recreation Ground

The Clerk reported the Christmas raffle raised £59. The proceeds will go towards the play area.

It was agreed that Cllr Saint would also attend the meeting with the National Trust.

19/009/g Footpaths

This item had been discussed under *Minute ref: 19/004*.

19/009/h Other

None declared.

19/010 CHAIRMAN'S ANNOUNCEMENTS:

Cllr Baker said that he had received the litter bin for the recreation ground and asked if the Clerk could contact the handyman who installed the bin in Yeovil Road. He asked if the handyman could remove and dispose of the old one. The Clerk asked where the new bin was to be placed and Cllr Baker said he would discuss this with Cllr Saint and get back to the Clerk.

Action Clerk & Cllrs Baker & Saint

Cllr Baker reported that the village hall is now available on Mondays and would the parish council prefer to go back to the village hall for the monthly meetings. A discussion was held regarding the cost and the Clerk said that as there was more than a quorum of councillors who represent the village hall she would bring along dispensation forms to the next meeting so that a decision can be made.

Action Clerk

19/011 CLERK'S REPORT:

No report given.

19/012 FINANCE:

19/012/a Matters for Report

- Monthly Bank Reconciliation

The Clerk gave the quarterly bank reconciliation as at 30th November 2018:

Current Account	£ 250.00
Business Reserve Account	£ 43,404.18
Sports Project Reserve Account	£ 21,198.44
Total	£ 65,233.62
Outstanding Cheques	£ 1,793.49
Total as Cash Book	£ 63,440.13

The Clerk gave the quarterly bank reconciliation as at 31st December 2018:

Current Account	£ 250.00
Business Reserve Account	£ 41,696.49
Sports Project Reserve Account	£ 21,202.26
Total	£ 63,148.73
Outstanding Cheques	£ 241.00
Total as Cash Book	£ 62,907.73

ii. Quarterly Budget Comparison

The Budget Comparison report had been circulated to councillors. This budget report covers up to the third quarter of the financial year. The majority of areas are either on budget or just under. However, Grants/Donations have reached its target amount due to a new annual grant being agreed towards churchyard maintenance, Play Equipment shows as being over budget, but money has been ring-fenced for such purposes and Property Maintenance is nearing its budget total. Overall, the parish council expenditure has been under budget at this point in the financial year by only utilising 61% of the budget.

19/012/b Cheques for Signature

SSDC	Planning Fee for Pavilion Application (already paid: Minute ref: 18/150)	£ 231.00	Chq 1534
Sarah Moore	Reimbursements & Expenses November & December	£ 206.20	Chq 1535
K M Dike Nurseries	Grass Cutting – November & December	£ 809.00	Chq 1536
Anita Jewell-Harrison	Reimbursement for Christmas Lighting Ceremony	£ 47.87	Chq 1537
Christine Saint	Reimbursement for Christmas Lighting Ceremony	£ 39.49	Chq 1538
HMRC	PAYE	£ 185.00	Chq 1539
Brynley Andrews Associates	Tree Report Phases 1 & 2	£ 550.00	Chq 1540
Wybone Ltd	Litter Bin – Recreation Ground	£ 273.59	Chq 1541
Montacute Village Hall	Replacement Cheque against mislaid chq 1522 for Hall Hire	£ 10.00	Chq 1542
	Sub-Total	£2,264.79	

Proposed: Cllr Gihon

Seconded: Cllr Folkard

1 abstained; 6 agreed

The Clerk passed cheque no. 1537 to Cllr Jewell-Harrison

19/012/b Other:

i. 2019/20 Budget and Precept

The budget and precept recommendation report had been circulated to councillors. The Clerk explained the budget and said that the major project focus must continue to be the building of the new pavilion as this is still a work in progress. However, planning

permission has only just been submitted so this project will depend on whether it will be accepted. If planning permission is accepted, then the council must comply with the procurement policy and follow a formal tender process. The Clerk said that the Finance working party now have an estimated cost of the build and if the council do not raise the precept too much then the Pavilion working party will need to investigate other funding possibilities. Also, there is one other major project which is the provision of new equipment for the play area. Without obtaining funding the Parish Council will not be able to complete the whole play area in one financial year but will need to make this a major project in future budgets as well.

The Clerk explained that the Council Tax Support Grant allocation will not be received for 2019/20 financial year so the precept will drop by £170 so this needs to be factored in the equations. The tax base has increased from 257.74 to 260.97 which means there are more taxable properties in the village.

After consideration it's the Finance working party's recommendation to council that we aim to keep a tight rein on budget lines this year but there are some unavoidable increases such as staffing costs (the salaries are set by NALC) and land maintenance. With the loss of the Support Grant and considering inflation rates the Finance group are recommending increasing the precept by £1,000. This will increase the precept to £24,830 and raise the parish proportion of the council tax to £95.15 p.a. which is an increase of £2.69 p.a. or 3%. A discussion was held, and it was considered that this was too much of an increase. Cllr Warry said looking at the examples set out in the report he proposed increasing the Band D rate by £1 p.a. to £93.46 which will give a precept of £24,390.

Proposed: Cllr Warry Seconded: Cllr Littlefield 5 agree; 1 disagree; 1 abstained

The Clerk pointed out that the Finance working party will look at the budget again as it may have to be trimmed a little further. It was agreed to put the precept recommendation in the village magazine.

Action Clerk

(Cllr Marsh left the meeting)

19/013 PLANNING:

19/013/a Planning Information:

No report given.

19/013/b Parish Planning Working Party Feedback on Applications:

18/04084/FUL – erection of new pavilion – Montacute Recreation Ground, Montacute Road, Montacute – no observations or objections.

19/013/c Planning Decisions and Reports

Decisions:

17/03526/FUL – alterations to include installation of new window to rear north elevation and replacement of rear elevation existing timber balcony balustrade with glass panels. The erection of greenhouse in rear garden (retrospective) – 17 The Borough, Montacute TA15 6XB – application permitted with conditions

18/01495/LBC – 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). The erection of greenhouse in rear garden (retrospective) – 17 The Borough, Montacute TA15 6XB – application permitted with conditions

18/03136/ADV – The display of 1 No. internally illuminated totem sign and 1 No. internally illuminated canopy signage – application permitted with conditions

18/03703/TCA – Notification of intent to fell No. 1 tree within a Conservation Area – 35 Townsend, Montacute TA15 6XH – application permitted

Reports:

No report given

19/014 GOVERNANCE

None declared.

19/015 CORRESPONDENCE:

i. Schools Admission Arrangements 2020/21 Consultation

The Clerk said there is a Somerset County Council Schools Admission Arrangement 2020/21 Consultation in process which ends on 31st January 2019. This allows parents, other schools and the local community to raise any comments or concerns about proposed admission arrangements.

ii. Yeovil Shopmobility Donation Request

The Clerk said that she had received a letter from Yeovil Shopmobility requesting a donation to support their charity as their funding from SSDC and Yeovil Town Council has stopped. The Clerk explained that any donation made would be under the council's powers under the *Local Government Act 1972 s.137*. It was agreed to give a donation of £35.

Proposed: Cllr Folkard Seconded: Cllr Gihon agreed unanimously

19/016 MEMBERS REPORTS:

Cllr Warry explained that a resident is looking after the old Montacute road sign. Cllr Baker said that he would ask the Village Hall Committee if it could go in the hall. **Action Cllr Baker**

Cllr Warry asked whether the grit bins have been refilled and Cllr Gihon asked if the grit bin in Hyde Road was being replaced. Cllr Baker said that it was not as is continually being damaged. However, he would drop a bag of road salt off at the corner of Hyde Road.

Cllr Littlefield gave his apologies for the February and March meeting.

19/017 ITEMS FOR FUTURE AGENDAS:

None declared.

19/018 DATE OF NEXT PARISH COUNCIL MEETING:

There being no further business the meeting was closed at 9.50pm. The next meeting will be held on Monday, 18th February 2019 in the Baptist Chapel at 7pm.