

**CURRY MALLET PARISH COUNCIL**  
**ORDINARY MEETING OF THE PARISH COUNCIL**

Minutes of the meeting of Curry Mallet Parish Council  
held on 9<sup>th</sup> October 2017 in the Curry Mallet and Beercrocombe Village Hall, Curry Mallet.

**Present:** Mr P McKeown (Chairman), Mr R J Allard, Mr L W Frazer, Mr D R Beck, & Mr G K Townrow

**In Attendance:** SCC Cllr Clare Aparicio Paul, (part meeting),  
Mr & Mrs Krumins and Ms H Lazenby (Clive Miller Associates) who left after item 1535.

**1530. Public Participation Time**

No items were raised.

**1531. To receive reports from County and District Councillors on items that may be of interest**

The County Councillor's Newsletter had been received and distributed. Members confirmed it was useful to receive such insight and information.

Cllr Paul referred to progress with the SSDC 'Transformation' to re-structure operational focus of the authority. The top level structure had now been determined and appointment announcements were expected around the 17<sup>th</sup> October.

The SSDC Executive Committee had resolved to purchase the existing M&S building in Yeovil town centre as part of its commercial portfolio.

Changes to the SSDC Information Centre provision at Langport were being progressed, with re-location to the town's library being envisaged from January 2018. Utilisation of the library's IT facilities would enable District Council staff to provide a better consultation service from the new facility, for specified hours each week. Public announcements on the changes were expected shortly.

Mr Townrow referred to the recent SSDC Area North Committee presentation by Alastair Bell, Environmental Health Manager, concerning availability of disability grants for people with physical or mental impairment, and that applicability details would be included in the November issue of the parish newsletter.

**1532. Declarations of Interest**

All members notified their non-personal and non-prejudicial interest in the Village Hall Lease Renewal.

Mr Townrow declared that he knew the owners of Latcham Farm, re their Planning Application, - min. 1535.

Mr Allard reminded members that he was Chairman of the Village Hall Committee.

**1533. Apologies for Absence**

Mr McKeown notified the meeting that he had received a letter of resignation from Mrs Clarke. Members expressed their gratitude to Mrs Clarke for her assiduous work as Parish Clerk & Finance Officer and, more recently, as a parish council member. Her financial knowledge, enthusiasm and conscientiousness had been a great asset to the Council and she would be much missed.

Cllr S Steele had advised she was unable to attend due to another engagement.

**1534. Minutes of the ordinary meeting held on 10<sup>th</sup> July and 12<sup>th</sup> September**

Both sets of minutes were approved and duly signed by the Chairman.

**1535. Planning** with the agreement of the chairman and members this item was promoted up the agenda to allow those who were attending the meeting to support the planning application to be free to leave.

**17/03556/FUL – Change of use of buildings at Latcham Farm**

Ms Lazenby addressed the meeting and, together with Mr and Mrs Krumins, answered questions from Councillors on their planning application for 'Change of Use' to business premises at Latcham Farm:

It was confirmed that this retrospective application was solely for a family business and that, being personal to the immediate family, any planning permission would lapse if members of the family sold the premises. The applicants confirmed that they had been in discussion with the SSDC planning officer and had given an undertaking to improve the visibility splays at this potentially dangerous site access, in order to comply with Highways' requirements. Daily vehicle movements would be low, probably fewer than for a working farm.

The Council members accepted that this was an isolated site and that neither light nor noise pollution nor any loss of visual amenity would apply in respect of impacts on the neighbouring residential properties. In view of the Conditions and undertakings already given by the applicants, members raised no objections to the application and the Clerk would confirm this outcome to SSDC Planning who had agreed an extension to the observation submission date to 10<sup>th</sup> October.

### 1536. Matters arising

**1375 – Popes Cross Notice Board.** Mr McKeown had circulated a full specification for the proposed replacement notice board, - a Shield Exterior Showcase Notice board in metal with sunken legs at £477 plus VAT. The proposed purchase was agreed by all present. Mr Frazer was to apply to SSDC Area North Development for a grant to defray the overall purchase and installation cost; Cllr Paul reported that up to 50% of the cost might be eligible for a grant. Once installed, the board will be added to the Council's Asset Register.

**1472 – Electronic Banking.** Procedural advice had been obtained from the SALC County Secretary and the Clerk had prepared a first draft of updated Financial Regulations based on the 2017 NALC template document. It was agreed that provisions for electronic banking should be progressed to be operational from May 2018. In the interim, all payments will remain by cheque only. SALC advice was that HMRC cannot insist on electronic payments at this time.

**1474 – Safe egress from Sheep-wash.** Mr Townrow to seek grant funding, possibly from the Somerset Rivers Authority, for an access ladder as recommended by SSDC's Ian Case, which would provide a safe means of entry and egress from the Sheep-wash chamber, for parish volunteers clearing flood-borne debris. Anticipated cost of the ladder was £360 plus VAT and installation costs. Mr Townrow was to prepare Risk Assessments to demonstrate the benefits of this installation to the County Council's Flood Risk Management Manager, whose predecessor had provided a grant to cover most of the cost of the original flood attenuation project.

**1492 – Damage to bridge over watercourse off Harris Lane.** The Council will seek volunteer help to remove the broken re-inforced concrete post from across the watercourse, to avoid obstructing flows in times of heavy rainfall. Mr McKeown confirms "the culvert is completely clear and appears undamaged".

**1512 – Annual Return.** Notification and certification from the Grant Thornton, External Auditors, had been received and the appropriate statement of audit conclusion had been posted. The observations of the External Auditor were noted and will be considered by the Finance sub group. A copy of the Audit Report will be furnished to the Council's Internal Auditor.

**1517 – Parish Newsletter.** Phil Talbot had volunteered to take over responsibility as editor, with effect from the November issue. Support from Mike Ive, a previous editor, was greatly appreciated. Clerk to advise PMP of the change in editor and seek the submitted templates from previous issues to help the new editor develop the newsletter's format for forthcoming issues. Julia Wright, who co-ordinated the Beercombe input, is to be advised of the change of editorship by Mr McKeown. November 15<sup>th</sup> will be the copy deadline for the next issue, and it was agreed that a print run of 240 copies would suffice. Extra copies had been inadvertently ordered for the previous issue. (As noted per min.1526).

### 1537. Village Hall Lease Renewal

New Lease Agreement (Heads of Terms)

The draft document prepared by the Duchy was reviewed by members:

Ref. the heading **Tenant**, the words "as Custodian Trustee" were inserted after 'Curry Mallet Parish Council', as per guidance from the Community Council for Somerset. Likewise, ref. the heading **Subletting**, the text was struck out after the words "not permitted". Ref. the heading **Outside Space**, wording referring to "Play Area" to be added, following discussion with the Duchy Land Steward. With incorporation of these three amendments the Council approved the Lease's Heads of Terms. Mr McKeown signed both copies of the document and would return one copy to the Duchy Steward to allow the detailed lease document to be prepared by their solicitors. Mr McKeown had yet to receive confirmation that Ian Clarke, the SSDC Solicitor, was still willing to be the designated legal recipient for the lease documentation, on behalf of the parish council. (*Confirmation subsequently received on 20<sup>th</sup> October*).

Heads of Agreement between Curry Mallet Parish Council and the Village Hall Committee

Mr Townrow's draft dated August 28<sup>th</sup> had been circulated and approved by the VHC and all members of the Council. Mr Allard to seek a legal opinion regarding the draft's validity and applicability via the Community Council for Somerset. Since the village hall was a community asset, the parish council would bear the legal costs of this legal scrutiny and that relating to the new Trust Deed. An amount of ~ £700 was set aside for this purpose.

## Trust Deed

The original Trust Deed was no longer valid and would be updated by the VHC, reflecting the ACRE Model Deed provisions (for a registered charity), for presentation to the Charity Commission. This would be undertaken after the VHC had had sight of the new detailed lease's conditions. A draft of the new Deed would be passed to Mr McKeown for onward provision to the Duchy Land Steward.

Mr Allard still to obtain a 'Condition of Dilapidation' Report on the hall buildings, from the Duchy's Building Surveyor, to provide a base line status at the outset of the new lease period.

### 1538. Footpaths and Rights of Way

L8/10 from Harris Lane to the refurbished ditch crossing has been cut to 4 mower widths by a parish volunteer Mr McKeown reported that Mr Brian Reeves from Doble Close had been recruited as a new Parish Volunteer. Mr Townrow reported a broken rail adjacent to the Sheep-wash on path L8/24, which Mr McKeown will report to SCC Rights of Way team for their repair.

The residual gravel, from the maintenance work undertaken by Parish Volunteers on April 24<sup>th</sup> this year, had been tipped out onto the adjacent stretch of path L8/25 at its southern end.

### 1539. Village Play Area.

Mr Allard advised that work to specify the 'agility trail' and Kompan basket swing had progressed well. A schematic layout from Rob Parr of SSDC Leisure Services was awaited (*since received*) and will be shown to the Duchy Land Steward. Location of the equipment should have minimal impact on other users of the hall facilities. Likely overall costs (< £5,000) were reviewed by members present and agreed in principle. The Council would bear the cost (<£150pa) of SSDC conducting formal quarterly inspections of the equipment, with more frequent cursory inspections being undertaken by members of the community. Allocation of insurance costs was to be discussed between the Village Hall Committee and the Council.

To allow the safety surfacing and equipment to be installed, land will need to be levelled. The indicative cost was £440 plus VAT for 2 days' work.

### 1540. Finance.

**Invoices for payment.** The following invoices were approved for payment and cheques issued

- Clerk's Salary Jul - Sept £207.42 Cheque 571 issued
- HMRC Jul – Sept £138:00 Cheque 572 issued
- Continuation of the annual £35.00 payment by Direct Debit, to the Information Commissioner's Office in respect of parish Data Protection authorisation, was approved. The payment was due in November.

Bank reconciliation for July – September, presented by the Clerk, were reviewed by members and duly signed by the Chairman. The balance was £5087.11 with no outstanding payments or credits as at September 30<sup>th</sup> 2017. The first Draft of the 2018/2019 budget, previously circulated to members, was reviewed and the balance adjusted for additional items in 2017/2018 (eg. Trust Deed legal fees, Pope's Cross noticeboard & sheep-wash ladder). The finalised 2018/2019 budget will be approved at the November meeting.

### 1541. Reports from and attendance at meetings by Councillors.

Community Council for Somerset AGM, 19<sup>th</sup> October; Messrs Townrow & McKeown to attend the pm element. SSDC Planning training 12<sup>th</sup> October – Mr Beck and the Clerk to attend.

Mr Townrow reported his attendance at the SALC County Committee 3<sup>rd</sup> October and the inaugural meeting of the Avon & Somerset Police Neighbourhood Watch Association on 7<sup>th</sup> October at Police HQ in Portishead: SALC had appointed Simon Pritchard from Dorset as County Information Officer in succession to Sam Winter. Future SALC training courses included Internal & External Audit (March) and Data Protection (new legislation in 2018). The need to shield contactless payment cards in bespoke containers (or tinfoil) had been noted at the Portishead NHW meeting. Without such protection, money could be stripped from cards by passing thieves.

### 1542. Correspondence

- Items of correspondence had been circulated to members

### 1543. Items of report from Councillors

Field drainage east of the Parish, through the ditch system adjacent to the Somerset Wildlife Trust field, was ineffective giving rise to additional flows westbound along Marshway. Mr Townrow to raise the issue with SWT.

**The next ordinary meeting of the Parish Council will be on Monday November 13th at 19:30 in the Village Hall**