

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

**Minutes of the meeting of Curry Mallet Parish Council
held on June 11th 2018, in the Curry Mallet and Beercrocombe Village Hall, Curry Mallet.**

Present: Mr P McKeown (Chairman), Mr R J Allard, Mr D R Beck, Mr G K Townrow.

In Attendance: None.

1638. Public Participation Time. Two parishioners; Brian and Kim Reeves, were present.

1639. To Receive Reports from the District and County Councillors on items that may be of interest.

Ms Aparicio-Paul (Somerset County Councillor) had received a copy of the Conservative Group's most recent Briefing Sheet detailing current issues, which were duly noted: The new Chief Executive for the Local Enterprise Partnership, David Ralph, was now in post. The libraries consultation ended on Wednesday 14th June. Somerset had been awarded £3.662 million for the county's Pot Hole Action Fund. The County Council was again looking at creation of a Unitary Authority, whereby the County's and the six District Councils' functions would be consolidated into a single administration, to assist offsetting the financial constraints prevailing on all local authorities.

1640. Declarations of Interest.

Mr Allard declared an interest in two agenda items; the planning application for 4 Field Gate as he lives adjacent to the property, and the West Hatch Scout Group as he sits on their executive committee; both interests were noted.

1641. Apologies and reasons for absence.

Apologies received from SCC Cllr Clare Aparicio-Paul and Cllr Tim Frazer – both had family commitments that prevented them from attending.

1642. Minutes of previous meeting.

The minutes (draft V4) of the meeting held on May 14th 2018, were approved *nem con*, and each page was duly signed by the Chairman as being an accurate record of proceedings.

1643. Matters of report arising from previous meetings.

1472 – Lloyds Bank Mandate Forms. Mr McKeown would arrange for electronic banking forms, so that Mr Townrow and Ms Angie Clarke could sign the form to approve the change of account name from 'Magna Carta 800' to 'Curry Mallet Maintenance Fund'. Mr McKeown would then arrange for the current CMPC signatories to be amended and updated. The rationale behind the name change was to highlight the purpose and use of the account, which would be solely for funding projects undertaken by the Council, for instance the Play Area project. Mr McKeown raised the possibility of moving from Lloyds to Unity Trust Bank, in order to provide the necessary safeguards required of Council financial transactions while facilitating payments by BACS transfers (as required by some suppliers). Clerk would make contact with Unity Trust to establish the period of time it would take to transfer accounts from Lloyds and whether they issue cheque books as Unity Trust Bank was entirely online. Mr Townrow suggested two bank accounts could be run in tandem, one with each Bank, to establish whether Unity would be a viable alternative to Lloyds. Clerk would make contact with SALC to establish their view of the pros and cons of the potential movement of accounts.

1621.1 – Clerk's Induction Programme. In relation to incorporating a Pensions clause into the Clerk's Employment Contract, Mr Frazer's advice was still awaited regarding the requisite documentation for the Pension's Regulator for 'opting out'. Mr Allard agreed to provide his authority's Risk Assessment document for home working, as template for the Clerk. Mr Townrow would provide a rationale to facilitate the Clerk's home insurer's acceptance of home working.

1622.1 – Housing Needs Survey. Mr Townrow would contact Leisa Kelly (SSDC Rural Housing Development Officer) to progress this initiative by the Council.

1622.2 – Installation of a defibrillator outside the Village Hall. Parishioner Brian Reeves (Technical Officer aligned to First Responders for the local area) suggested the most effective defibrillator to be the Cardiac Science G6 Life Pack.

Mr Reeves also advised that defibrillator maintenance was usually undertaken by the community responders covering that geographical area, so the Council would not have responsibility or liability for checking or maintaining the equipment, once it has been installed.

1637 - Purchase of four pickers (for local volunteer use) from SSDC Streetscene. Council approved the pickers as a worthwhile investment; once purchased, they will be distributed to members of the community residing in each quadrant of the parish, and who were willing to volunteer a proportion of their spare time accordingly.

1637 – Mounting of display panels for July 5th Fun Day (showing play equipment now envisaged). Mr Townrow had ordered four display panels from SSDC Area North, for the Fun Day being held on 7th July 2018. Mr McKeown would undertake schematic of images for the display boards.

1644. Village Hall Lease Renewal.

1. Extent of Indemnity Cover provided by Trust Deed. Mr Townrow in the process of committing Rachel Saltonstall (SSDC Solicitor) and Robert Horn (CCS) to a time for a conversation between them.
2. Review of Draft Lease and meeting with the Duchy Land Steward. Mr Townrow would formulate a letter to Rachel, clarifying those clauses the Council wished to take issue with the Duchy. First, it was deemed perverse for the Council to be required to sign and date the new lease retrospectively, and this proposed 'back-dating' to September 2017 would be contested with the Land Steward. Secondly, the current condition of dilapidation of the village hall building was considered consistent with its usage and longevity; maintenance of the building in pristine condition was not appropriate for a facility run by volunteers and utilised for the betterment of community and charity groups. Thirdly, Mr Townrow proposed and all members agreed, to accept the Duchy's conditionality for invoking the break clause solely at the ten year time-point.
3. Upkeep of Hall building. Mr Allard proposed, and all members agreed, that while an independent survey should be undertaken to provide evidence of the building's condition at this present time of lease signature, the surveyor's Report should be shared with the Duchy Land Steward only in the event of any future dispute regarding the building's state of repair.

1645. Village Play Area Project.

1. Ground plan of equipment's precise location (for incorporation into Lease documentation). Mr Townrow suggested an upscale from A4 to A3 of the Duchy's OS 1:1250 drawing held by the Duchy Land Steward and pertaining to the lease, once triangulated to evidence the proposed positioning of the equipment, this drawing should suffice for incorporation within the new lease's documentation. Mr McKeown would approach Sarah Bird to request upscale drawing.
2. Risk Assessment and road safety measures. Mr Allard reiterated importance of undertaking a comprehensive risk assessment, to demonstrate that the Council had taken appropriate measures to identify and ameliorate risks, although it was unreasonable to expect risks to be mitigated entirely. Mr Allard would approach ROSPA to establish the costs of using their risk assessment model. Mr McKeown proposed installation of self-closing, rising-hinge, gate at the end of the footpath leading to the road, and would discuss the workability of this safety measure with Rob Parr (SSDC Leisure Services).
3. Purchase Order placement; quote for purchase, delivery, and insurance. Mr McKeown yet to receive a response from Thomas Freke (JAAMS Design) regarding his quote for purchase and carriage, including his own consultancy fee. Clerk would make contact with BHIB to determine cost implications for the Council of insuring the equipment while it is being stored, transported, and installed, as this element would not be covered by Thomas Freke. Mr McKeown would approach Simon Williams for a further quote, comprising purchase (with 15% mark-up), insurance and project management, to add to his April quotation (purely for installation of the equipment). Simon Williams' breakdown of his individual services and their associated costs, could be submitted to Rob Parr (SSDC Leisure Services) to facilitate release of the s106 money.

1646. Footpaths and Rights of Way Updates.

1. Broken rail on L8/24 adjacent to the sheep-wash.
Mr Townrow and Mr Frazer would agree a date to undertake repairs. Mr McKeown would contact Peter Hobley (SCC Rights of Way Manager) to undertake inspection of work, once it has been completed.

2. Acceptability of wood chippings spread on footpaths.
Mr McKeown will liaise with Sarah Bird, the Duchy Land Steward, to ensure the acceptability of wood chippings on the footpaths crossing the Duchy's land (mins. 1584 & 1598.2).
3. Mr Townrow had been approached by a former parish council member, regarding the (again) overgrown state of the burial area adjacent to the Chapel House; the former Parish Paths Liaison Officer had undertaken much clearance of vegetation in January 2015 (see mins. 1126.2/1139) and had agreed to do so again.

1647. Planning.

Mr Allard, having earlier declared his interest left the room. No objections or observations were raised by other members and SSDC Planning would be thus notified.

1648. Finance.

The following were approved, and cheques were raised accordingly:

SALC Annual Affiliation Fee	£84.33 (no VAT) chq. 594
SALC Training Fee (Essential Clerk – Part 1)	£30.00 (no VAT) chq. 593
PMP Printing of June newsletter x 240 copies	£180.00 (no VAT) chq. 595
West Hatch Scout Group* (donation in lieu of internal Audit fee)	£100.00 (no VAT) chq. 596
Mrs S L Dowell (Clerk's net salary for May 2018)	£132.79 (no VAT) chq. 597

*Mr McKeown would obtain a Receipt from the West Hatch Scout Group for this donation.

Mr McKeown noted his transfer of £4,000 from current to business account, following receipt of the Precept cheque. The setting up of a dedicated CMPC email address, parishcouncil@currymallet.org via TeaPot and PC Comms, which would have no cost implications, was unanimously approved. Mr McKeown would progress.

Mr Townrow queried the increase in Newsletter printing costs. Clerk would make contact with PMP Printing to request projected printing costs for the 2018/19 and 2019/20 financial years, to help inform formulation of CMPC budget, in October; this issue's cost, if repeated throughout 2018/2019, would incur a total cost to Curry Mallet of £504, cf. £308 budgeted for the current financial year.

Mr Townrow had, on June 5th, again met with the Business Manager of Curry's PC World, in order to maintain an effective dialogue in negotiating purchase prices for the dedicated CMPC laptop and scanner.

1649. Annual Return.

1649.1 – All members of the Council reviewed the Internal Audit Report and Steve Altria was thanked for his diligence in undertaking the Internal Audit. Mr Townrow would draft a response to Steve Altria, thanking him and setting out the Council's observations on his findings. Mr McKeown suggested utilising Steve Altria's expertise again, for next year's 2018/19 Internal Audit and this was agreed.

1641.2 - Annual Governance Statement was considered for each of the relevant conditions and approved by resolution, duly signed by the Chairman and Clerk/RFO, and dated.

1641.3 - Accounting Statements, (reflecting the Receipts & Payments Schedule & Notes approved at the May meeting, min.1634) as signed by the Clerk/RFO, were considered, approved, duly signed by the Chairman and dated.

1641.4 – Certificate of Exemption was approved by resolution, duly signed, and dated.

The AGAR documents for publication would be collated and provided for uploading onto the Village Website; a cover-sheet, setting out contents and explaining the Council's obligations under the Transparency Code, would be prepared.

1650. Agree attendance by Councillors to forthcoming meetings & report on meetings attended.

SSDC Area North meeting of town and parish councils due to be held on 26th June 2018 – Mr Townrow would attend.

1651. Correspondence.

Council decided unanimously, due to higher commitments, not to enter the 'Village of the Year' competition.

The next meeting of the Parish Council will be held on Monday 9th July, 2018, in the Village Hall at 7.30pm.

SLD / 16/06/18.