

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

**Minutes of the meeting of Curry Mallet Parish Council  
held on May 14<sup>th</sup> 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 L W Frazer & Mr G K Townrow.

**In Attendance:** SSDC Cllr Sue Steele (for min. 1625) & three parishioners (part-time).

**1623. To approve appointment of new Clerk & Responsible Financial Officer to the Council.**

Mr Allard proposed, and Mr Beck seconded, appointment of Samantha Dowell as the new Clerk & Responsible Financial Officer to the Council.

**1624. Election of Chairman & Vice Chairman for 2018/2019, and allocation of portfolios to members.**

Mr Allard proposed, and Mr Frazer seconded, the appointment of Mr McKeown as Chairman.

Mr Beck proposed, and Mr McKeown seconded, the appointment of Mr Allard as Vice Chair.

Portfolio's allocated as follows: Highways & Waste Services – Mr Townrow, Planning – Mr Beck, Rights of Way & Website – Mr McKeown, Personnel Committee – Mr McKeown, Mr Allard & Mr Frazer, Village Hall Committee – Mr Allard, Finance Group – Mr McKeown, Mr Townrow, Mrs Angie Clarke (external specialist) & Mrs Dowell (as RFO).

**1625. To Receive Reports from the District and County Councillors on items that may be of interest.**

1. Mrs Steele reported that SSDC were looking at measures to improve Planning performance. Mr Townrow requested clarification of this point, specifically, whether the implementation of the new process would lead to a distancing and depersonalisation of decisions by the Area Committees. In response to Mr Townrow's query, (all developments >10 dwellings henceforth for final approval by its Regulation Committee), Mrs Steele advised that Ward Members would be accorded the right to speak at the Regulation Committee's adjudication, to provide a local circumstance perspective to this more centralised assessment.
2. Mrs Steele advised that SSDC was moving forward with plans to become a more commercial organisation; consequently some pressure on service provision was being felt at District level due to redundancies and restructuring. These changes had been implemented following the approval of SSDC's Commercial Strategy.

**1626. Declarations of Interest.**

No new interests were declared.

**1627. Apologies and reasons for absence.**

Apologies received from SCC Cllr Clare Aparicio-Paul – committed to attending other meetings.

**1628. Minutes of previous meeting.**

The minutes (draft V2) of the meeting held on April 9<sup>th</sup> 2018, were approved *nem con*, and each page was duly signed by the Chairman as being an accurate record of proceedings.

**1629. Matters of report arising from previous meetings.**

**1472 – Lloyds Bank Mandate Forms.** Mr McKeown had established a positive working relationship with a contact at Lloyds bank, who was assisting with electronic access to accounts, and who would assist with adding the new Clerk onto the accounts as a 'delegate' (for access purposes only).

**1474 – Ladder for Access to Sheep-wash.** Awaiting action; Mr Townrow and Mr Frazer would allocate an afternoon of their time to clear the debris amassed over the winter period.

**1621.1 – Clerk's Induction Programme.** Clerk has been booked onto the three 'Essential Clerk' SALC training courses, the first of which commences on May 23<sup>rd</sup> 2018. Mr McKeown had devised a Clerk induction programme, and Mr Townrow had drawn up minutes of the Finance Group meeting (May 6<sup>th</sup> 2018), to be used in support of RFO induction training. In relation to the Pension requirements for new Clerk's Employment, Mr Frazer would investigate

appropriate wording to be used in Employment Contract for 'opting out', as Mr Frazer made contact with the Pensions Regulator when the previous Clerk had first been employed.

**1622.1 – Housing Needs Survey.** The last Housing Needs Survey (undertaken by Mark Dillon – SSDC Strategic Housing Officer) had been conducted and reported on in 2004 (mins. 20.4 & 45.1), as part of the information gathering that took place preparatory to the Lyddon's Barns redevelopment. It was therefore appropriate to arrange for another survey to be undertaken. Mr Townrow would progress, once the Annual Return had been concluded.

**1622.2 – First Aid Re-training Course.** Mr Townrow confirmed the Course had been re-booked for September 23<sup>rd</sup> 2018. Members of the community for whom the course would be especially beneficial, and who serve the community in a working or voluntary capacity, had already signed up. Mr Townrow would write a piece for the Newsletter, inviting other interested parties to sign themselves up. Item to Note: Mr Frazer would look into the possible instillation of a defibrillator outside the Village Hall.

### **1629. Village Hall Lease Renewal.**

1. Extent of Indemnity Cover provided by Trust Deed. Key issue was Clause 13; Rachel Saltonstall (SSDC solicitor) had queried the enforceability of the indemnity covered by the Trust Deed. Robert Horn of the Community Council for Somerset had been requested to assuage her concerns. Therefore, a telephone conversation between the two parties was needed in order to ensure Rachel Saltonstall would be satisfied from a legal perspective. Mr Townrow in the process of committing both parties to a time for the conversation to be facilitated.
2. Review of Draft Lease and meeting with the Duchy Land Steward (Sarah Bird). Sarah Bird had advised Mr McKeown that the Duchy would like the start date of the new Lease to lead on seamlessly from the end date of the current Lease, i.e. commencing September 29<sup>th</sup> 2017. There would, therefore, be a refund of £125, in rental already paid up to September 2018. Mr Townrow raised the concern that a potential change of Land Steward (and/or Duchy policy) would complicate matters further, therefore, timely progression of the Lease renewal would be in everyone's favour. It was also suggested by Mr Townrow that an independent survey of the Village Hall's state of repair, could be seen as a proactive measure in protecting the Council and the Village Hall Committee, as it would clearly demonstrate the current state of the Village Hall at the present time. Mr McKeown further suggested that an independent survey could be undertaken every 10 years to this effect. Mr McKeown would investigate the cost of a survey, potentially to be part-funded by the Council, being in its interest to have an independent source confirm the state of the building, for insurance purposes. Mr Townrow advised he would update Rachel Saltonstall with the contact details of the new Clerk.
3. Upkeep of Hall building. Rachel Saltonstall had added several sub-clauses, in order to 'tone down' the commercial element, and highlight the fact that the Village Hall was run by a volunteer committee, in order to undertake community, not commercial, activities.
4. Amended Trust Deed. Mr Townrow to provide Mr Allard with the hall location grid reference as set out in the new lease's Land Registry entry; likewise the reduced extent of acreage of the grounds' area (ie excluding the top field). It was agreed that Beercrocombe Parochial Church Council would be retained as a trustee representative, for the new Deed.

### **1630. Village Play Area Project.**

1. Aerial photo montage of equipment location for incorporation into Lease documentation. Mr McKeown reported that Sarah Bird had been content with the original montage concept as submitted by Thomas Freke of JAAM Design, so this would be amended for the revised set of equipment; a ground plan of the equipment's precise location would be progressed for incorporation into Lease documentation.
2. Chairman's update. Mr McKeown advised Rob Parr (SSDC Leisure Services Manager) had confirmed that planning permission need not be sought for the Village Play Area Project, his rationale being that the s106 grant monies for the project had been authorised by SSDC Planning. Mr Allard advised that a query had been raised by a member of the community, at the Annual Meeting of the Village Hall Committee, expressing concerns relating to the lack of containment within the Hall grounds and associated risks derived from children running onto the road. The Council decided a Risk Assessment should

be undertaken in response to this concern. Mr Allard suggested that a Risk Assessment could be requested via ROSPA or through Rob Parr at SSDC. Also, Highways could be asked to paint a 'slow' warning on the road, or erect a sign denoting the risk of children at play. Mr McKeown would look into the pertaining of a risk assessment.

3. To determine most appropriate means to progressing Purchase Order placement. Mr McKeown had asked Thomas Freke (JAAMS Design) to quote for purchase delivery and insurance, including his own consultancy fee, in order to obtain a lower overall cost than that from the installer incorporating his uplift.

#### **1631. Footpaths and Rights of Way Updates.**

1. Broken rail on L8/24 adjacent to the sheep-wash.

A mutually agreeable date in June 2018, to be agreed by Mr Townrow, Mr Frazer and Mr McKeown, to work together on replacing the broken rail. Mr McKeown would request that Peter Holey (SCC Rights of Way Manager) made an inspection of the work, to provide confirmation that it met their safety criteria.

2. Acceptability of wood chippings spread on footpaths.

Mr McKeown will liaise with the Duchy Land Steward, to ensure the acceptability of wood chippings, as a suitably robust material for spreading over the muddy stretches of the footpaths (mins. 1584 & 1598.2).

#### **1632. Planning.**

Mr McKeown has signed up to electronically receive SSDC weekly planning updates for Curry Mallet, it was agreed that the Clerk and Mr Beck would sign up also.

#### **1633. Finance.**

The following was approved, and cheques were raised accordingly:

P McKeown (printing expenses – Welcome packs & other)	£35.68 (+ £3.04 VAT) cheque 589 issued
Community Council for Somerset (Annual Affiliation Fee)	£40.00 (No VAT) cheque 590 issued
Wes Harris (May verge cutting)	£310.00 (+ £62.00 VAT) cheque 591 issued
BHIB Insurance Brokers Ltd (renewal premium—same level of cover)	£209.85(No VAT) cheque 592 issued

Patricia Bowerman (artists impression of play area); Mr Townrow requested 'hold' be put on issue of a cheque as yet to receive an invoice from P Bowerman, Mr McKeown will chase up.

Currys/PC World (purchase of laptop, scanner & software) Mr Townrow had obtained a package deal at Currys, Mr Townrow and Mr McKeown would purchase together, however, Currys will only accept payment via BACS (accepting payment via cheque is not within the terms of business), therefore purchase put on hold until the electronic banking with Lloyds has been set up.

#### **1634. Annual Return.**

Final (v5) Schedule of Receipts & Payments for 2017/2018 & Year-end Reconciliation; approved by the Council. Mr McKeown has requested an interim report from the newly appointed Internal Auditor (Steve Altria), with the final report due to be returned to the Council on June 5<sup>th</sup> 2018, for review at the June 11<sup>th</sup> meeting of the Council, together with approval of AGAR and issue of the Council's 'Certificate of Exemption'.

**1635. Agree attendance by Councillors to forthcoming meetings & report on meetings attended.** None reported

**1636. Correspondence.** None reported.

#### **1637. Items of report.**

Mr Townrow's suggestion of purchasing 4 pickers (for local volunteer use) from the present Lidl's offer was eschewed in favour of purchasing the more robust pickers utilised by SSDC Streetscene. Mr Frazer would contact Lynette Osment of SSDC, to effect the purchase. The Council's budget for 2018/2019 had included £50 for equipment for the Parish Volunteers. Mr Allard was amenable to the Council mounting display panels for the July 5<sup>th</sup> Fun Day, setting out details of play equipment as now envisaged.

**The next meeting of the Parish Council will be held on Monday 11<sup>th</sup> June, 2018, in the Village Hall at 7.30pm.**

**SLD / 16/05/18.**