

CURRY MALLET PARISH COUNCIL
ORDINARY MEETING OF THE PARISH COUNCIL

Minutes of the meeting of Curry Mallet Parish Council
held on September 10th 2018, in the Curry Mallet and Beercrocombe Village Hall, Curry Mallet.

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

In Attendance: Cllr Sue Steele (part-time)

1666. Public Participation Time. No members of the public present.

1667. To Receive Reports from the District and County Councillors on items that may be of interest. The County Council's enforced proposals to cut back its 2018/2019 expenditure were discussed; in particular, the previously envisaged suspension of the Park & Ride facility was noted. It was agreed that a letter of appreciation be sent from the Council to Taunton Deane Borough Council for its willingness to finance the subsidy until September 2019, as this facility was widely utilised by local residents for access to the town centre and Musgrove Hospital. The County Council's similar cost-saving initiative, for a Somerset-wide Unitary Authority, was also noted. Mr Townrow advised that this initiative had been discussed by the SALC County Committee; feedback from other County Associations indicated that the Cornwall Unitary formation processes had resulted in good engagement with the local communities it served, whereas those created for Wiltshire had not. Experience garnered from formation of other Unitaries should provide guidance for Somerset especially as, historically, SSDC had had a high reputation for community engagement.

1668. Declarations of Interest. Mr McKeown advised he would leave the room for discussion of planning application no. 18/02297/FUL, due to the close proximity of his own residence to the proposed development being considered.

1669. Apologies and reasons for absence.

Received from Cllr Richard Allard and Cllr Clare Aparicio-Paul (both had other commitments).

1670. Minutes of previous meeting.

The minutes (draft V3) of the meeting held on June 11th 2018, were approved *nem con*, and each page was duly signed by the Chairman as being an accurate record of proceedings.

1671. Matters of report arising from previous meetings.

1472 – Lloyds Bank to Unity Trust. Further investigation by the Clerk into processes for an account with Unity Bank had revealed that each BACS payment would give rise to a £15.00 charge, and likewise a Card linked to the Account would add an incremental monthly payment of £3.00 plus a one-off charge of £50.00. Each direct debit instruction issued would also incur a fee. Mr McKeown proposed that the Unity project be put on hold, pending detailed evaluation of the on-costs, and this was unanimously agreed. Clerk would investigate opening a business account with NatWest which, reportedly, was able to provide similar facilities to Unity albeit without incurring additional costs. Also, Clerk would clarify the services provided via Lloyds, where the Council's accounts currently resided.

1586.4 – Transparency Code Grant (Clerks laptop and website training). Clerk agreed to make contact with Teapot to undertake the two-hour training session financed from the Transparency Code grant for uploading Council documents onto the Curry Mallet Village website. Clerk confirmed her being amenable to continued utilisation of her personal computer for council business for a further few months, to ease the Council's cash-flow concerns regarding play equipment payments. Following receipt from SSDC of the s106 monies, the laptop & accessories would be purchased. Mr McKeown would contact Teapot regarding their earlier offer of free training for 2 people for website data input.

1621.1 – Clerk's Employment. Personnel Committee would check the various provisions of the model SLCC Contract, as this template seemed both robust and authoritative. Mr Townrow proposed that, forthwith, the Clerk's salary be paid via monthly Standing Order, all members agreed. Clerk to download and complete form for Lloyds Bank.

1622.2 – Installation of defibrillator. Mr Townrow proposed applying to CRiSP for a grant towards funding the defibrillator, so that the Council could afford to incur the balance of the £1,800 4-yearly cost.

1646.3 – Chapel House, Overgrown Burial Area. Mr McKeown reported on SSDC Planning's Microfiche files; the Condition placed on the Chapel House owners' for providing access into the grave areas was clearly set out, but their

responsibility for maintenance of the areas was not. However, SSDC Planning had advised the Condition wording to be sufficiently clear in placing the onus on the owners for both access to the graves and maintenance of the areas. Mr McKeown had tried to make contact with the new owners, but so far had been unsuccessful. Mr Townrow reiterated that responsibility for enforcement of the Condition lay jointly with SSDC and the South West Baptist Trust Corporation. Mr McKeown agreed to speak with the local Baptist minister regarding this matter.

1649.1 – Response to Internal Auditor’s Report. Mr McKeown would pass the observations made by the Council onto Steve Altria. Mr Townrow’s draft letter dated June 12th referred.

1665 – Clerk’s report following investigation of current Drones legislation. Following advice from SLCC, the Clerk advised that the Council would, in all probability, be unable to legally enforce any local policy that was put in place; however, other local councils had put the ‘Drone Code’ on public display in their respective parishes, to remind drone users of their responsibilities and the currently legislation thereto. Mr Townrow proposed placing copies of the Drone Code on the main village noticeboard and on the north window of the village hall and this was agreed.

1672. Village Hall Lease Renewal.

- 1. Issues of contention; Clause 6.4 ‘Condition of Dilapidation’.** Mr Allard had met informally with Mr Townrow & Mr McKeown on Sept. 6th, and he had advised that the Village Hall Committee was unable formally to decide about this clause until its meeting on 1st October 2018. Therefore, to expedite a conclusion by the Sept. 29th lease renewal date, Mr Allard undertook to consult his Committee colleagues in order to obtain verbal consent to the clause as originally drafted by the Duchy’s solicitor, - misgivings notwithstanding. (*done; consent obtained*). Subject to this VHC acceptance of clause 6.4, the Council was minded to approve the new lease’s terms and conditions as presently amended and accepted by both parties. Mr Townrow would notify Rachel Saltonstall and Mr McKeown would notify Sarah Bird, the Duchy’s Land Steward.
- 2. Condition of Repair;** Mr Townrow recommended that, by end December, the VHC undertake those immediate repairs (Committee Room windows & north elevation cladding) as highlighted on January 18th by Sarah Bird.
- 3. Concordance of Trust Deed & Lease.** The latest version of the lease had been requested from Rachel Saltonstall, to facilitate scrutiny by Robert Horn on the Council’s behalf, to establish concordance between the terms & conditions as set out in the new lease’s clauses and the provisions enshrined in the new Trust Deed.
- 4. Ground plan for Play Area.** Sarah Bird had been provided with the ground plan as displayed for the ‘Fun Day’.

1673. Village Play Area Project.

- 1. Equipment Ordered.** Play equipment for ‘Big Foot’ had been delivered to Simon Williams’ yard, and he had advised that the planned installation date would be 24th September. Grass already growing through the matting beneath the basket swing to bind it and to provide extra protection from potential injury.
- 2. Timing for release of s106 monies by Rob Parr.** Mr McKeown had sought clarification from Rob Parr requesting clarification of timescale for release of the 106 grant monies once the requisite invoices and signed application form had been submitted. Clerk, as RFO, signed the form, along with Mr McKeown as Chairman. Mr McKeown agreed to scan the form and email it over to Rob Parr.
- 3. Cash flow, overview.** Balance of the main Lloyds (treasurers) account = £3,269.14. Balance of Lloyds Instant Access (reserve) account = £6,867.14. Total of both accounts = £10,136.28. Total amount due from Rob Parr following release of s106 monies = £ 6,551. Mr Townrow to prepare a cash-flow cascade for Sept. – Nov. (*done*)
- 4. Arrangements for special VAT reclaim to be established.** Clerk would seek advice from Angie Clarke (financial consultant for the Council) and, if necessary, follow up with HMRC and report back.
- 5. Implementation of road safety measures.** Quotes had been requested from two local businesses for installing a chicane of railings across the pedestrian access to the hall’s car park. After receipt of the quotes, an informed decision could be taken by the Council. Mr Townrow had obtained a grant application form from SSDC Area North for partial funding of the railings as a suitable safety measure. Clerk would complete form. A meeting with Gary Warren (Highways’ Area Traffic Engineer) would take place on 18th September, to establish feasibility of installing ‘Children’ street signs beyond both extremities of the hall grounds’ frontage on Higher St.
- 6. Insurance of play area / equipment.** All members were satisfied that the present insurance policy’s excess (£125 for damage to the play equipment) was acceptable and that no further questions remained outstanding for BHIB. In due course Clerk would send copies of quarterly inspection reports, and supporting documentation, to BHIB.

Mr McKeown would seek written confirmation from Rob Parr of his willingness to undertake the initial professional inspection of the play equipment once it was *in situ*.

- 7. Increased hall car parking area.** Mr Allard had been recommended to notify the Duchy Land steward of the VHC's intent to widen the car parking adjacent to the 'Disabled Parking' space and in front of the basket swing.

1674. Footpaths and Rights of Way Updates.

- 1. Broken rail on L8/24 adjacent to the sheep-wash.** Mr McKeown would send photographic evidence of the broken rail and its replacement to George Montague (SCC Rights of Way Ranger for the Curry Mallet locality).

1675. Planning.

- 1. Application No. 18/02297/FUL.** It was noted that the plans showed no evidence of windows on the side of the property that would face the road, so no loss of visual amenity or visual intrusion for nearby Doble Close residents.
- 2. Application No. 18/02144/OUT.** Questions were raised over the extent of the visual splays. Attention was drawn to the road's narrowness at the proposed access point, given the prevailing speed of traffic on that stretch of Silver St. The Council endorsed the intent to make use of an existing fallow brown-field site for residential development.

1676. Finance.

The following were approved, and cheques were raised accordingly:

SSDC; re GDPR Training for Mr P McKeown	£10.00	(no VAT) chq. 604
Clerk's Salary (gross); payment for August	£117.61	(no VAT) chq. 605
PC Comms; set up fee for dedicated CMPC email account	£15.00	(+£3.00 VAT) chq. 607
SALC; Clerk's Essential Training: Part 3	£30.00	(no VAT) chq. 608
Play UK (Playgrounds) Ltd; play area installation	£1,136.00	(+£227.20 VAT) chq. 609
PMP; Printing of September 2018 Newsletter	£148.80	(no VAT) chq.610
PC Comms; monthly standing order form (sign off)	£3.65	(+£0.91 VAT) SO

- Cheque 606 of the Lloyds current (treasurers) account was voided.
- VAT re-claim from HMRC, for 2016/17 & 2017/18, to the amount of £344.58, was signed off by all members.
- Acknowledgement of receipt for cheques 596 & 600, noted.

1677. Annual Return. Clerk would chase PKF Littlejohn for confirmation of receipt of the 'Certificate of Exemption'.

1678. Agree attendance by Councillors to forthcoming meetings & report on meetings attended. Useful and informative meeting August 8th with Derek Davies (South Somerset Area Assistant Highway Service Manager) was noted. Mr Townrow had subsequently discussed with Neil Dove a site for depositing the 10 tonnes of planings. SALC Annual Meeting (guest speaker David Fothergill, Leader of the County Council) on Saturday October 27th.

1679. Items of report from members.

- 1 – GWR 'naming the train' initiative.** Mr McKeown proposed getting involved with Trowbridge town in this GWR initiative, in recognition of Robert Malet the Curry Mallet Magna Carta Baron, and this was agreed.
- 2 – First Aid Course.** Mr Townrow reported that 8 people had signed up for the Triangle Training first-aid course taking place in the Village Hall on Sunday 23rd September.
- 3 – Collection from SSDC Streetscene of litter pickers.** Mr Townrow to collect the 2 pickers from SSDC Streetscene.
- 4 – School playing field.** Rendered unusable by this summer's drought having given rise to large cracks in the ground. Mr McKeown would consult the Duchy Land Steward, as landowner, regarding overall responsibility for the condition of the field, it being rented by the Council. Clerk would check with BHIB as to whether the Council's insurance policy covered such repair eventualities. Clerk also to contact the Playing Fields Association, in Somerton, to seek advice.
- 5 – GDPR training.** Clerk would undertake training on the next available course run by SALC. Agreed by all.
- 6 – Council Meeting Dates for 2019.** The Committee Room had been booked by Mr Allard, also APM April 29th 2019.
- 7 – Playing Field Anniversary Oak.** Crown lifting, proposed July 2016 by Roger Eavis, recently done by James Harris.
- 8 –** The Council's condolences were expressed regarding the recent deaths of John Osborne, at the end of July 2018, aged 88, and of James Hayllar on September 1st, aged 92.

The next meeting of the Parish Council will be held on Monday 8th October, 2018, in the Village Hall at 7.30pm.

SLD (16/09/18).