

CURRY MALLET PARISH COUNCIL
ORDINARY MEETING OF THE PARISH COUNCIL

Minutes of the meeting of Curry Mallet Parish Council
held on November 12th 2018, in the Curry Mallet and Beercrocombe Village Hall, Curry Mallet.

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

In Attendance: Cllr Sue Steele (part-time)

1679. Public Participation Time. No members of the public were present.

1680. To Receive Reports from the District and County Councillors on items that may be of interest. Cllr Sue Steele advised that there was nothing new to report from South Somerset District Council and Cllr Clare Paul was absent.

1681. Declarations of Interest. None.

1682. Apologies and reasons for absence. Cllr Clare Paul was absent due to other meeting commitments.

1683. Minutes of previous meeting.

The minutes (draft V2) of the meeting held on October 8th 2018, were queried by Mr Townrow in respect of min. 1672.1, which reported Mr Allard's assertion that the hall rental would be paid in arrears; this was at variance with clause 5.2 of the new Lease which stipulated that payments were to be made in advance. Not only had historic hall rental payments been made in arrears, but a Duchy residential tenant confirmed that his rental payments were also made in arrears. Mr Townrow/Mr McKeown to clarify with Rachel Saltonstall and Sarah Bird respectively. Pending this clarification, the October meeting minutes would be approved at the Council's January 2019 meeting.

1684. Matters of report arising from previous meetings.

1472 – Lloyds Bank. Completed Mandate Variation forms were signed to register Mrs S L Dowell as a 'Full Access Delegate' on the Curry Mallet Parish Council Lloyds' bank accounts. Forms also signed to register Mr R J Allard and Mr D R Beck, in their capacities as 'Full Access Signatories', for online banking. Clerk would send Mr Townrow the Lloyds Mandate Template Form in order for the 'Magna Carta 800' account to be re-named as 'Curry Mallet Maintenance Fund, (min 1472 refers).

1586.4 – Transparency Code Grant (Clerk's laptop and website training). Clerk's website training with Teapot Creative would take place on Thursday 29th November. Prior to this training session, Mr McKeown would contact Barry Tottle of Teapot regarding their earlier offer of free training for 2 people for Council/Village Hall related data-input to the website.

1621.1 – Clerk's Employment. Mr Townrow would circulate a re-drafted version of SLCC model contract to the Personnel Committee for its approval. Mr Frazer had submitted to the Pensions Regulator the renewed 'Declaration of Compliance' notification that the Clerk's employment did not qualify for payment of a pension, ie that the Council had opted out of this obligation. Mr McKeown, as Chairman, had been appointed as the Council's named contact with the Pensions Regulator. The Clerk was provided with a copy of the Pensions Regulator documentation.

1622.2 – Installation of defibrillator; quote for power spur, for CRiSP grant application. Mr Allard, as Village Hall Committee Chairman, had requested a quote from Adrian Payne of PROLEC, for the work required to install the necessary power spur. *Update (16/11/18): Adrian had kindly agreed to undertake the work free of charge.* Clerk would submit the CRiSP application forthwith. Mr Townrow had met with Anna Smith of SWAS on Oct. 25th at the 'Somerset Prepared' Resilience Workshop and had intimated that the Council would be progressing this application.

1646.3 – Chapel House, Overgrown Burial Area. The Land Registry Title Deed map was noted to indicate that the two burial plots were outwith the curtilage of the property. Mr McKeown would contact the South West Baptist Church Trust to update them, as the responsibility for upkeep of these two burial plots therefore lay within their jurisdiction. Cllr Sue Steele was minded to speak with Chris Cooper (SSDC Streetscene Manager) to request a once-off tidying of the east burial plot in time for Christmas, out of respect for the Perry family, but with no obligation for this work to be undertaken again by Streetscene.

1678.1 – GWR Train naming of 'Robert Malet'. Mr P McKeown had made contact with Trowbridge Council to request a status update, - for inclusion in the November issue of the parish newsletter.

1685. Village Hall Lease Renewal.

1. **Outstanding issues of contention.** Regarding the prohibition on the felling/management of trees in the grounds of the Village Hall, - additional wording to clause 6.13 had been received from the Duchy's solicitors (per email dated: 08/11/18 after instigation by Rachel Saltonstall), such as to permit any necessary management of trees which posed a danger to people or property. The additional wording was agreed with due satisfaction.
2. **Side letter for Play Area.** The Duchy Land Steward's letter dated Sept. 26th (received recently via Rachel Saltonstall) was reviewed and the obligations placed on the Council were deemed satisfactory. On behalf of the Hall Committee, Mr Allard also accepted the letter's conditions. No additional details would be provided, unless sought by the Duchy. Post-installation safety inspection already undertaken, and SSDC's quarterly inspections would be initiated by the Clerk. Mr McKeown had emailed Sarah Bird with specifications of the equipment.
3. **Concordance of Trust Deed & Lease.** The latest version of the lease, received from Rachel Saltonstall in September, had been passed to Robert Horn to scrutinise on the Council's behalf; Mr Townrow would chase for a response. (received Nov. 20th)
4. **Timing of Minor Repairs to the Village Hall.** Mr Allard advised a volunteer work party would meet on Nov. 25th & 26th to commence those repairs to the hall fabric as recommended on Jan. 18th by the Duchy Land Steward.
5. **Lease signing.** It was hoped to meet with Sarah Bird, early in December, to formalise the lease signing, possibly with Rachel Saltonstall attending, if work commitments permitted. Mr Townrow would establish with SSDC their protocol for the Council expressing its gratitude for Rachel's legal advice in progressing this lease renewal.

1686. Village Play Area Project.

1. **Safety Inspections.** Mr Townrow proposed that the Clerk be authorised to complete and submit the forms to SSDC to set up the quarterly inspections at a cost of £26.50 + VAT per inspection. Mr McKeown would consult Rob Parr for his recommendations regarding the external agencies best-suited to undertake the necessary annual inspections, given that this service was no longer offered by SSDC.
To Note: Rob Parr's post-installation Inspection Report had been sent to BHIB, the council's insurance broker.
2. **Release by SSDC of final £1743.00 instalment of s106 monies.** The full £6,551 amount had now been received. Part of the residue, after payment of the play equipment, would be directed to costs of the path's safety chicane.
3. **Manufacturers' Warranties for Play Equipment.** Clerk had emailed Thomas Freke requesting copies of the warranties for the Council's records; would chase for a response.
4. **Safety Measures.** Mr Townrow referred to the 'Safety Notice' proposal; it would be affixed to the fence stating that responsibility for the safety and welfare of children using the facilities was vested in the adult, guardian or those caring for the children. Contact details for the Parish Clerk & Hall Committee Secretary would be stated. All members were in agreement. Mr McKeown would contact Simon Williams regarding purchase of paint to cover scratches on the 'Big Foot' posts, and to establish his interest in quoting for installation of the pedestrian access chicane.
5. Mr McKeown would convene a Work Party for Nov 25th/26th, to add a second span of rails to the fencing fronting the Play Area, together with sinking a post at the west boundary of the grounds.

1687. Footpaths and Rights of Way Updates.

1. **Replacement rail on L8/24 by the sheep-wash.** Awaiting response from George Montague (local SCC Rights of Way Ranger), for confirmation of the work undertaken being satisfactory.
2. **Wood chippings on Public Rights of Way across Duchy land.** Mr McKeown would check acceptability with the Duchy Land Steward in due course. The bark chippings deposited at the west end of path L8/24, by the dog bin, were noted to have improved the surface condition.
3. **Finger Post Re-installment.** Mr McKeown reported that SCC Rights of Way had re-installed the post at the Redland Lane end of path L8/10.

1688. Planning. Application 18/02144/OUT

To note that the outline application for demolition of existing buildings and erection of three dwellings at The Old Forge, TA3 6SR had been Permitted with Conditions (19th October 2018). No action.

1689. Finance.

The following were approved, and cheques were raised accordingly:

- | | | |
|--|-----------------------|-------------|
| 1. Teapot Creative; website training for Clerk (Transparency Code grant) | £140.00 (+£28.00 VAT) | Chq. No.618 |
| 2. Curry Mallet Primary School; ex gratia contribution re Playing Field repair | £100.00 (no VAT) | Chq. No.619 |
| 3. G K Townrow (reimbursement for printing & hazard tape) | £18.54 (+£3.59 VAT) | Chq. No.620 |
| 4. Somerset Highways; purchase of 8x25kg bags of winter grit | £30.34 (+£7.58 VAT) | Chq. No.621 |
| 5. SSDC; purchase of two light-weight litter-pickers | £16.42 (+£3.28 VAT) | Chq. No.622 |
| 6. Curry Mallet & Beercrocombe Village Hall Committee; grant | £500.00 (no VAT) | Chq. No.623 |
| 7. Parochial Church Council of All Saints Curry Mallet; grant | £300.00 (no VAT) | Chq. No.624 |
| 8. Royal British Legion; grant for Remembrance Day wreath | £25.00 (no VAT) | Chq. No.625 |

The invoice due from PMP Printing for the November newsletter was approved (to an upper limit of £180.00).

Annual grants in favour of Citizens Advice Bureau (Taunton Branch) and Dorset & Somerset Air Ambulance, as well as re-imburement to Mr McKeown for the Weavo Fencing invoice, were carried forward to January.

Purchase from SSDC Streetscene, of a pair of wellies for parish ditch work, was approved and the cost would be set against this year's £30 budgeted amount for Parish Volunteers' equipment.

- **Arrangements for special VAT reclaim.** Clerk advised that a 'Government Gateway' account had been created to enable online submissions to be made for VAT reclaims undertaken by the Council; changing the HMRC appointed-contact to the Clerk would require evidence via a bank statement, so the next VAT reclaim (covering the period April – November 2018 inclusive) would not be undertaken until the Lloyds Bank Mandate Variation Form had been processed (likely timescale: 15 working days).
- **Bank Reconciliation.** Mr Frazer undertook to check the Cash Book entries against the bank statements as at the end of October, through which to confirm that the figures reconciled.
- **Budget 2019/2020;** further to the October meeting's review, the projected expenditure budget of £8,675 was approved. Mr Townrow formally proposed a 5% increase in precept, to £4,987 for 2019/2020, to meet the additional costs placed on parish councils by SCC / SSDC devolving of powers & responsibilities, together with newly acquired maintenance costs & Sinking Fund for the Play Area. Agreed by all members.
The Clerk and Mr Townrow would review, early in December, the likely level of expenditure for the remainder of the current financial year.

1690. Annual Return. PKF Littlejohn had confirmed by email their receipt of the 2017/18 'Certificate of Exemption'.

1691. Agree attendance by Councillors to forthcoming meetings & report on meetings attended.

SSDC Finance Precept-setting Workshop on 19th November to be attended by the Clerk & Mr Townrow.

SALC AGM on 18th December; Mr G K Townrow agreed to represent the Council.

1692. Correspondence.

1 - New Village Agent, Melanie Rose, Community Council, 29th October. Clerk would request a write up from the new Village Agent regarding her work, for inclusion in the February 2019 village newsletter.

2 – Somerset Bulk Buy Fuel Loan, Wessex Resolutions CIC, 23rd October. Wessex Resolutions had confirmed the scheme had no end date for applications from residents.

1693. Items of report from members.

1 – Adequacy of stocks of Winter Grit. Mr Townrow had sought to ascertain residual amounts held by parish volunteers, and recommended the ordering of 8 x 25kg bags from South Somerset Highways at cost of £37.92; unanimous agreement by members. Clerk would place the order.

2 – Mr Townrow's Christmas Cards, thanking key providers of services, were signed by all members and the Clerk.

3 – Mixed Native Naturalising Bulbs. Mr G K Townrow had collected from SSDC the parish's allocation of small bulbs, and would seek volunteers to plant on public land around the village. Mr Allard agreed to take a proportion on behalf of the Village Hall Committee, to plant in front of the new fence / hedge in the grounds of the village hall.

The Council's condolences were expressed regarding the recent death of Mark Kingston of the Hall Committee.

The next meeting of the Parish Council will be held on Monday 14th January, 2019, in the Village Hall at 7.30pm.

SLD (17/11/18).