

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

**Minutes of the meeting of Curry Mallet Parish Council  
held on January 14<sup>th</sup> 2019, 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) & Cllr Clare Paul (part-time).

**1694. Public Participation Time.** Again, no member of the public was present. (No one since July 2018 meeting).

**1695. To Receive Reports from the District and County Councillors on items that may be of interest.**

**Cllr Sue Steele:** SSDC Streetscene's *ex gratia* clearance on Jan. 7<sup>th</sup> of the overgrown access to the Selby family's grave area, as sought by Mrs Steele, was noted, as was the letter of appreciation sent by Mr Selby to the Chairman. Mr McKeown would renew contact with Peter Hindle of the Baptist Union's Legal & Property Services, for them to ensure reasonable access would be maintained in the future, thereby fulfilling their statutory obligation.

Mrs Steele was thanked for her support for the Council's £380.00 grant application to SSDC, for 50% contribution to the railings chicane project's costs, to enhance safety for unsupervised children leaving the Play Area. (min. 1701.3).

**Cllr Clare Paul:** reported that SCC had balanced its budget. Mr Townrow expressed concern regarding the rise in Taunton 'Park & Ride Scheme' off-peak prices (two people x £.170 → £5.00): This significant increase would deter local people from utilising this excellent facility, resulting in more traffic within the town centre and greater parking congestion, particularly at Musgrove Hospital. Clare agreed to feedback to the SCC Transport Portfolio member. The Nov. 19<sup>th</sup> SSDC Precept-setting Workshop had made reference to the long-standing NHS Foundation Trusts' legal action seeking exemption from business rates' payment to local councils, - both parties being public sector providers; if approved, this loss of income could diminish SSDC's ability to maintain its level of service to communities.

**1696. Declarations of Interest.** None.

**1697. Apologies and reasons for absence.** None.

**1698. Minutes of previous meetings.**

Minutes of the meeting held on Oct. 8<sup>th</sup> 2018, were approved as originally presented (draft V2), following Mr Allard's confirmation that the present hall rental was paid in arrears, - see min. 1672.1. Following amendment of min. 1684 from 'Robert Malet' to 'William Malet', draft v2 minutes of the meeting held on Nov. 12<sup>th</sup> were approved *nem con*.

**1699. Matters of report arising from previous meetings.**

**1472 – Lloyds Bank.** The Clerk had been set up on the Lloyds accounts as a 'full access' delegate, although an 'address change' form now needed authorisation in order to amend the Parish Council's primary business address; this was duly signed by two members. Following this address change, there should be no further impediment to expediting the 'on-line' VAT reclaim covering the play area equipment and other minor expenditure incurred thus far in 2018/2019, thereby easing concerns regarding future adequacy of cash-flow.

Mr Allard and Mr Beck had yet to receive access details from Lloyds for online banking; the Clerk to chase the bank and liaise with these members. This on-line access was much needed, in order to facilitate BACS payments (eg. the laptop & ancillaries purchase per Transparency Code grant).

The rationale for renaming the 'Magna Carta 800' account was reviewed, given the difficulties experienced thus far and the need for an interest-bearing account specifically for the 'Sinking Fund'. It was agreed (a) to close the Magna Carta account, (b) to open a second interest-bearing account with Lloyds. Clerk to progress before March 31<sup>st</sup>. This Sinking Fund account would be opened with two deposits, (a) the Jubilee Celebrations residue of £782, earmarked for this purpose and (b) the £600 2018/2019 budgeted contribution to the Fund. These payments were agreed by all.

**1586.4 – Transparency Code Grant (Clerk's laptop and website training).** The Clerk's training session with Teapot Creative took place on 10<sup>th</sup> January for uploading of 'Councillor Details' and other documents onto the Parish Council area of the village website, using Teapot's 'WordPress' software. One hour of training used; Teapot agreed that the second hour could be 'banked' for future use or for queries regarding this training.

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 re-draft the Contract of Employment, for the Personnel Committee’s approval and thence finalisation. He further proposed additional paid time (circa 6 hours = £60.00) for the Clerk to sort through and organise recent past documents dumped on the Council’s storage drive; all members agreed; a more accurate assessment of hours required would be confirmed at the February meeting.

**1622.2 – Installation of defibrillator; quote for power spur, for CRiSP grant application.** Steve Smith (CRiSP Grant Coordinator at Devon & Somerset Fire & Rescue) had contacted the Clerk on 11<sup>th</sup> January to confirm that the Council had been awarded its requested grant of £900 towards the SWAS defibrillator package’s cost; the cheque and covering letter would be sent in the post within 7 days. Mr Allard would liaise with Adrian Payne of PROLEC, to arrange a date for installation of the power spur to the east wall of the hall (north of Committee Room door). The Clerk to speak with Anna Smith of SWAS to progress the purchase the defibrillator package, once the grant monies were in the account and the power spur had been installed.

**1646.3 – Chapel House, Overgrown Burial Area.** See min. 1695.

**1678.1 – GWR Train naming of ‘William Malet’.** Mr McKeown would contact Trowbridge Council for a status update, - for inclusion in the February issue of the parish newsletter.

**1689/1693.1 – Winter Grit; Replenishment of Bins & Procurement of bags.** South Somerset Area Highways had been notified of the locations of bins on Staundle Lane & Marshway and would effect replenishment. Re the purchase of bags, Mr McKeown would speak with a trailer-owning resident for collection of the 8 x 25kg bags from Yeovil Depot.

**1693.2 – Planting of mixed nature spring bulbs ex Streetscene.** Bulbs had been disbursed to 22 households for planting in 25 separate locations. Yarlinton had refused permission for planting on its Headwell & Pope’s Cross land.

#### **1700. Village Hall Issues.**

- 1. Lease.** Mr Townrow’s e:mail Jan. 10<sup>th</sup> to Rachel Saltonstall had reiterated the remaining 3 issues of contention, relating (a) clause 5.2, to change of rental payment from ‘in advance’ to ‘in arrears’, (b) clause 6.13 work on trees solely for emergency safety reasons, (c) clause 6.4, addition of “acting reasonably and properly”, to protect the tenant’s interests. To expedite resolution of these three issues, a formal meeting with the Duchy Land Steward was sought as a matter of urgency. Mr McKeown to action. (*‘Phone call with Sarah Bird, Jan. 15<sup>th</sup>, all accepted*).
- 2. New Hall Trust Deed.** Robert Horn’s recommended amendments (his e:mail of 20<sup>th</sup> Nov.) had been passed to the Village Hall Committee for (a) its re-definition of ‘Appointed Bodies’ for trusteeship, - clause 4.3, (b) its inclusion of the new lease’s start date & term, - clause 2, (c) its referencing of updated legislation to reflect the 2011 Charities Act. Following approval at the VHC and parish council, the new Deed would be lodged with the Charity Commission by the Hall Committee Secretary.  
Mr Townrow recommended a payment to the Community Council of £50.00 in lieu of fee from Robert Horn for his professional services regarding scrutiny of the new lease and the Trust Deed and this was agreed.
- 3. Secure Storage of Engrossed Copy of New Lease.** Solicitors Porter Dodson had kindly offered to store securely the engrossed copy, without charge. The Clerk to contact their Conveyancing Dept. to arrange details. (*Done*)
- 4. Minor Building Repair Programme (to reflect Duchy Land Steward 18.01.18 recommendations).** Mr Allard advised the work party had successfully repainted both the front & side doors and also the toilets, as well as completing repairs to the east elevation windows; VHC Secretary to notify the Duchy Land Steward of the repairs that had taken place.

#### **1701. Village Play Area Project.**

- 1. SSDC Quarterly Inspections & Annual Inspection.** Confirmation received by the Clerk from Rob Parr of SSDC that the Council’s application had been processed and Curry Mallet Play Area would be added to the SSDC list of quarterly inspections; next round of inspections would take place in April 2019. The Clerk to contact the Playing Fields Association to obtain a quote for the Annual Inspection (SSDC no longer offer this service); also to ascertain from neighbouring parish council Clerks as to whom they use for annual inspections, and to obtain a second quote. The Clerk to email the two volunteers undertaking weekly checks of the Play Area to ensure that they had all the resources needed and to arrange a time prior to the Internal Audit to collect the log book.

- 2. Manufacturers' Warranties & Painting over scratches on 'Big Foot'.** Manufacturers Warranties received. Mr McKeown proposed purchase from Wickstead of 2 x tins of paint to cover scratches on 'Big Foot' with a view to keeping some in reserve in case of further scratches (Cost circa £47.50 including VAT); all members agreed.
- 3. Safety Measures.** The Clerk to make contact with Simon Williams of Play UK (Playgrounds) Ltd to determine timings for supply and installation of pedestrian access railings; Mr Townrow to liaise with Neil Dove, once timings had been established, regarding his concreting of additional path width. Invoices to be obtained in this financial year in order to access the £380 SSDC Grant.

The Jaams Design Ltd quotation (£279.97 + VAT) for design, fabrication and delivery of 2 x A3 + 1 x A2 signs was discussed; it was agreed to limit the purchase to merely 1 x A3 sign, - to be affixed to the exterior west wall of the hall, at estimated cost < £155 + VAT. The sign's proposed wording would be amended to "Our Village Hall Play Area" and the contact details would be omitted due to likely changes over time in key personnel. A laminated paper notice, referencing the current contacts (Council Clerk, VHC Secretary & SSDC Leisure Services) would be affixed immediately beneath the Jaams' sign.

Highways' contractor installation in December, on Higher St., of the 2 'Children's Playground' signs was noted.

#### **1702. Footpaths and Rights of Way Updates.**

- 1. Inspection of replaced rail on L8/24 by the sheep-wash.** Still awaiting response from SCC's George Montague.
- 2. SCC Rights of Way repair to L8/24 railing by the school's drive.** Repairs completed quickly by SCC in November.

#### **1703. Finance.**

**The following were approved, and cheques were raised accordingly:**

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|---|-----------------------|--------------|
| 1. P McKeown; reimbursement for Weavo invoice for Play Area Fence         | £109.21 (+£27.30 VAT) | Chq. No. 627 |
| 2. SSDC Streetscene (x1 pair wellington boots)                            | £12.50 (+£2.50 VAT)   | Chq. No. 628 |
| 3. Citizens Advice Bureau, Taunton branch; annual community support grant | £40.00 (no VAT)       | Chq. No. 629 |
| 4. Dorset & Somerset Air Ambulance; annual community support grant.       | £50.00 (no VAT)       | Chq. No. 630 |
| 5. Teapot Creative (annual hosting & domain fee) for Village Website      | £185.00 (+£37.00 VAT) | Chq. No. 631 |
- To note payment of invoice from PMP re November newsletter (min. 1689) £148.80 (no VAT) Chq. No.626
  - Bank Reconciliation conducted in November; Mr Frazer confirmed that it balanced and was correct.
  - On-line VAT Reclaim submission timing (HMRC Gateway access through Lloyds' mandate for Clerk); early Feb. 2019.
  - Latest cash-flow projection to March 31<sup>st</sup> (financial year-end) showed a balance of £3,164.61, based on end Nov. balance + anticipated costs; agreed. Based on £6,253 expenditure in 2019/2020, March 2020 closing balance was £2,098.
  - Proposed setting of Precept of £4,987 for 2019, in recognition of Estimated Tax Base of 127.20 (*cf.* 131.69 for 2018/2019); all members agreed. The Clerk to submit Precept Form to SSDC Finance before the Jan. 31<sup>st</sup> deadline.

**1704. Annual Return for 2019.** Mr McKeown to contact Steve Altria formally to request that he undertake the Parish Council's Internal Audit for 2019. (Clerk to check that all valid points raised in feedback from the 2018 Internal Audit, per Mr Altria's per letter of June 4<sup>th</sup>, had been actioned and to report back at the February meeting of the Council).

**1705. Agree attendance by Councillors to forthcoming meetings & report on meetings attended.** None.

#### **1706. Correspondence.**

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

#### **1707. Items of report from members.**

**1 – Highways Planings (Rockway lay-by).** Much of the 20 tonne load delivered on Oct. 30<sup>th</sup> had been pilfered such that less than half the initial quantity remained for the Council's use in filling road-edge craters. Access to a front-loading bucket, for ease of transfer to the designated points of need would be sought.

**2 – Safety Ladder for Sheep-wash.** Mr Townrow would review ladder suppliers and investigate scope for potential grant; to report back to the February meeting of the Council.

**3 – Emergency Plan for Curry Mallet.** Re the Oct. 25<sup>th</sup> 'Somerset Prepared' Community Resilience Workshop, Mr Townrow and the Clerk would work on a comprehensive Plan for completion prior to the Council election in May.

**The next meeting of the Parish Council will be held on Monday 11<sup>th</sup> February, 2019, in the Village Hall at 7.30pm.**

**SLD (21/01/19).**