

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

**Minutes of the meeting of Curry Mallet Parish Council**  
**held on April 29<sup>th</sup> 2019, in the Curry Mallet and Beercrocombe Village Hall, Curry Mallet.**

**Present:** Mr P McKeown, Mr G K Townrow, Mr R J Allard, Mr D R Beck & Mr L W Frazer,

**In attendance:** Mr C M Hussey.

**1748. Declarations of Interest.** None.

**1749. Apologies and reasons for absence.** None.

**1750. Minutes of previous meetings.**

Minutes of the meeting held on April 08<sup>th</sup> 2019; version 3 was approved, *nem con*, as drafted.

**1751. Matters of report arising from previous meetings.**

**1472 – Lloyds Bank.** Mr Townrow had part-completed the mandate form for closing the 'Magna Carta 800 Account'; Mr McKeown would arrange for Mrs Angela Clarke to sign and complete the mandate form, the Clerk then would post it to Lloyds' head office.

Trial BACS payment would be attempted for Play UK (Playgrounds) Ltd.'s invoices for the hall footpath chicane.

**1586.4 – Transparency Code grant.** Laptop would be insured under the Council's insurance policy with BHIB.

Clerk would research appropriate laptop protective carry-case, for authorisation at the Council's May 13<sup>th</sup> meeting.

Clerk would enquire as to whether Teapot Creative's outstanding hour of training (from Transparency Code grant) could be 'banked' for use by the next Clerk. The Village Hall Committee had been notified of Teapot's free one hour website training slot available for their use, (in addition to the free one hour of training for the Council's future use).

**1622.2 – Defibrillator Installation.** Following payment to SWAS for the defibrillator rental, a portion of the recently received 2019 precept money would be transferred into the Business Account, so that interest could be accumulated. Clerk would make contact with SWAS to confirm both their lead time for delivery of the defibrillator, (post-receipt of payment), and also whether the electricity spur should be installed prior to the defibrillator's arrival at the Village Hall. Clerk to disseminate this information, once acquired, to the Chairmen of both the Council and the VHC, in order that the electricity spur could be installed within the appropriate timescale. The allocation of responsibility, between the Council and VHC regarding malicious or accidental damage necessitating replacement of the equipment, had been raised at the Hall Committee AGM.

**1646.3 – Chapel House, Burial Area.** Formal response from the Baptist Union's local representative was still awaited. Mr McKeown advised he would liaise with Louise Webb, in order to ensure that the Baptist Union's enduring legal responsibility for the oversight and maintenance of these burial areas was formally re-established.

**1621.1 – Clerk's Contract.** The Personnel Committee's members expressed general acceptance of the Clerk's Contract Version 2 as drafted by Mr Townrow, and would notify him by May 5<sup>th</sup> of their opinions regarding those items being queried (as highlighted in red). Mr Townrow then would finalise the Contract (version 3), so that it could be signed by the Chairman & the Clerk at the May 13<sup>th</sup> meeting. (*no response yet forthcoming from Personnel Committee*).

**1744.2 – Initiating Westley Harris verge-cutting.** Clerk confirmed Westley Harris had agreed again this year to undertake the verge cutting in Curry Mallet, around mid-May, and had kept the cost the same as 2018. (£310 + VAT).

**1752. Village Hall Issues.**

**1. Lease.** Return to the Council of the engrossed copy, now bearing the Duchy's seal and signature, was awaited from SSDC Legal Services; thereafter the Clerk would arrange for its secure storage at Porter Dodson, together with the warranties for the Play Area equipment.

The Chairman & Mr Townrow had attended the Village Hall Committee's AGM, and had brought clause 6.15 of the lease to the Committee's attention; this clause made specific reference to the tenant "granting a licence to The Bell Inn for overflow parking". The Chairman & Mr Townrow would meet on May 9<sup>th</sup> with representatives from the Hall Committee to establish how the terms of this licence could be implemented, given the commercial benefit accruing to the pub from the availability of such parking.

**New Hall Trust Deed.** Following the Duchy's signing of the new Lease, the draft Deed would be amended to reflect the new lease's commencement date and the prevailing annual rental amount; the Council's Chairman & Clerk would then sign the Trust Deed, to enable it to be submitted by the Hall Committee to the Charity Commission.

### 1753. Village Play Area Project.

- 1. Annual Inspection.** The Play Inspection Company had emailed the Clerk with a revised cost estimate of £55.00 excl. VAT per annum with their initial inspection likely during July 2019; based on this estimated cost, all members agreed to use this company. Clerk would provide comprehensive details required to register with the company, and would report back on the final quote.
- 2. Quarterly Inspections.** Unbeknown to the Council, the first quarterly inspection had been undertaken on 11<sup>th</sup> March by SSDC. Their subsequent report was scrutinised by the Council, and the Clerk was requested to contact SSDC to have the report revised both to include the wording 'satisfactory inspection', and also to evidence the signature of the officer who undertook the inspection.
- 3. Pedestrian Access Chicane.** Now notified to Duchy Land Steward, with photographs.
- 4. Play Equipment 'Matting':** Mr Townrow reported that he had advised the VHC, at their AGM, of the shared responsibility between themselves and the Council, for the maintenance and upkeep of the equipment and surrounding matting, given that material damage could arise both from misuse by people hiring the hall and also from carelessness in driving the mower over the corners of the matting.
- 5. Safety & Responsibility Signage.** Mr McKeown would liaise with JAAMS Design to progress the one A3 general sign as specified under min. 1701.3 (suggested spend limit of £150.00 excl. VAT); the laminated 'contact details' sign would be reprinted and replaced by Mr McKeown, as an A4 notice within an A3 laminate (to obviate further water ingress rendering the current sign illegible). The Clerk would contact the volunteers undertaking the weekly Play Area inspections, for provision of their Log Book so it could be submitted as part of the Internal Audit process. *(Update: Log Book acquired by the Clerk).*

### 1754. Footpaths and Rights of Way Updates.

- 1.** The metal railings, at the top end of path L8/25, had become twisted and were in need of repair or replacement; photographic evidence of this damage had been taken and would be forwarded to the County Council's Rights of Way team for action.

### 1755. Finance.

- 1. The following payments were duly authorised and cheques prepared/ BACS transactions authorised.**
  - Play UK (Playgrounds) Ltd Footpath Chicane Installation; 2 invoices totalling £630.82 (+ £126.16 VAT)
  - S L Dowell; Clerk's Expenses for 2018/2019 £146.25 (no VAT)
  - S L Dowell; re under-payment of salary for May 2018 £102.43 (no VAT)
  - P McKeown; reimbursement for Weavo fencing & concrete (replaces #627) £113.73 (+ £22.75 VAT)
  - South-West Ambulance Service; defibrillator 4-year rental £1,800.00 (+ £360.00 VAT)
- 2. Update re VAT Reclaim (£1,258.25)** – still awaiting confirmatory response from HMRC.
- 3.** Beercrocombe Council repayment of newsletter printing costs for 2018/2019; deficient by £7.92; Mr McKeown would approach Beercrocombe PC regarding maintaining the historic 70;30 apportionment of overall costs.
- 4.** The following payment was duly authorised, in principle, subject to a satisfactory SSDC invoice being provided:
  - Second set of breathable hi-vis trousers for parish volunteers (from CRiSP grant residue) £24.85 + VAT

### 1756. Annual Return for 2019.

- 1. Internal Audit;** Steve Altria had accepted re-appointment as auditor for 2019; Mr Altria would be available throughout May and June to undertake the Audit (the precise date was yet to be confirmed), and he had provided a list of the documentation required..
- 2. Annual Governance Statement (section 1)** was reviewed line by line, duly approved by all members present, and signed by the Chairman and RFO.
- 3. The Assets Register and Risk Assessment & Management Methodology** schedules had been updated (in red), circulated to members and were formally agreed, as being accurate reflections of the affairs of the Council.

It was noted that the footpath chicane had not been included on the assets Register, due to acceptance by the VHC that this fixture was a hall asset and would be included on their insurance.

#### **1757. Items of report from members.**

The following updates, and suggested items for action by the incoming Council's membership, were provided.

1. At the VHC's AGM, Mr McKeown had recommended the installation of a tap on the outside wall of the Village Hall, (with internal stock-cock to avoid misuse). The VHC undertook to consider this suggestion.
2. Application had been made by Mr Townrow for renewal of the Environment Agency's herbicide spraying licence previously granted to him, on behalf of the Council, in April 2013. This licence gave authorisation for the spraying of specified ditches and drain gullies in the parish, to ameliorate the risks of flooding by surface water run-off. (*Licence approval subsequently granted*)
3. Mr Townrow had commenced preparing an Emergency Plan for the parish. A Complaints Procedure, relating to the workings of the Council, had been accessed from SALC by Mr Frazer and was approved.
4. Previously noted projects, regarding a safety ladder for accessing the Sheep Wash chamber (see min.1707.2) and the conducting of a Housing Needs Survey (see min.1622.2), were recommended for being progressed by future members of the Council.

**The next meeting of the Parish Council, the Annual Meeting, will be held on Monday 13<sup>th</sup> May, 2019, in the Village Hall at 7.30pm.**

**SLD (05/05/19).**