

Minutes of Annual Meeting of Long Sutton Parish Council
Held at the Hall on Tuesday 3rd May 2016 at 7.00 pm

Present: Councillors, Mr R W Fry (Chairman) Mr T P Shire, Mr G Farenden, Mr J Foy, Mr J A Ellerbeck and Mr M Turpin. County Councillor Mr D Ruddle, District Councillor Mr S Pledger and 14 members of the public.

Presentation by Mr Martin Tidman of Wessex Water

The Chairman introduced Mr Martin Tidman, a Principal Planning Engineer with Wessex Water.

Mr Tidman gave a PowerPoint presentation regarding the foul/surface water drainage in Long Sutton. He said that there has been a history of flooding and internal back up in LS dating back to 2002. Infiltration has also been identified in the Knole sewers. Drainage is not simple and there are lots of Agencies involved who all meet approximately every 3 or 4 months. They have set up more than 60 Operation Mitigation Action Plans of which LS is one. In conjunction with the Environment Agency they are committed to identifying infiltration and carrying out sealing works.

Councillors and members of the public were given the opportunity to ask questions of Mr Tidman. He said that he would get back to the PC regarding the answers to some of the questions raised e.g. when the sewer was last jetted and would also provide the PC with a copy of his presentation.

He also said that it is important that sewerage issues such as backing up, flooding and smell complaints are reported to Wessex Water so that they have a full history of problems in the village. The contact number is 0345 6004600.

Mr Tidman was thanked for attending the meeting.

The PC then proceeded with its meeting.

Public Observations/Question Time: It was reported that Knole has again been sprayed with weedkiller and objection was received regarding the resultant effect. Dist Councillor Pledger agreed to speak to Streetscene regarding this.

Apologies for Absence: Councillors Mr P A F Godfrey, Mr D R C Agnew and Mr N E Pomeroy.

1. Election of Chairman

It was proposed Mr Ellerbeck, seconded Mr Farenden and unanimously resolved that Mr Fry be re-elected as Chairman.

2. Election of Vice-Chairman

It was proposed Mr Fry, seconded Mr Shire and unanimously resolved that Mr Ellerbeck be re-elected as Vice-Chairman.

3. Declarations of Interest

There were no declarations of interest.

4. Minutes of meeting held on 5 April 2016 (previously circulated) were unanimously approved as a true record and signed by the Chairman.

5. Matters Arising

Complaints previously made against the PC and some of its members: These have now all been withdrawn.

6. County Councillor's Report

Mr Ruddle had to leave the meeting due to another commitment and said that he would be emailing his annual report.

7. District Councillor's Report

Mr Pledger having had to leave the meeting, Mr Ellerbeck reported on his behalf that at the recent Area North meeting, District Councilor Pledger declared an interest and withdrew during discussion of the planning application regarding development at the back of Long Sutton House. The Chair was taken by Councillor Ruddle. It was agreed that a decision on the application should be deferred pending the organising of a site meeting.

8. Planning

Application No: 16/01252/FUL: Proposed demolition of rear conservatory and single storey extension and erection of replacement single storey rear extension and two storey side extension. The Ramptops, 3 Knole Causeway.

It was proposed, seconded and unanimously resolved that the application be approved.

Application No: 16/01323/FUL: Proposed new vehicular entrance. Land OS 4910 Grove Lane, Knole.

It was proposed, seconded and unanimously resolved that the PC would like any decision on the application deferred pending further information from the applicant as to the reason for the requirement for an additional access. The PC would also like all neighbours informed of the application as it is understood that this has not been the case. Concern has also been expressed regarding the nature of traffic that would be using the access and possible contamination on the road.

Application No: 16/01251/FUL: Erection of an extension to dwellinghouse. Tarsset House, Shute Lane. Permission granted by SSDC.

An email has been received regarding commencement of the works at the Crouds Lane Site in accordance with the original permission.

9. Appointment/Confirmation of members to existing committees:
Village Hall (3): Mr Farenden, Mr Ellerbeck and Mr Turpin.

10. Appointment/Confirmation of Working Groups/Officers:

Planning: Mr Ellerbeck, Mr Godfrey and Mr Shire

Environment/Tree Warden: Mr Shire and the Community Warden Mr Craig Howe

Highways: Mr Foy

Crime & Safety: Mr Shire and Mr Gould

Footpath Officers: Mr Foy. PPLO Mr R Sheppard

Accounts: Member/Committee to carry out internal review: Mr Ellerbeck, Mr Agnew and Mr Fry.

Community Warden Scheme: Mr Ellerbeck

Parish Website: Mr Godfrey

11. Review of delegation arrangements/terms of reference for committees

Mr N Gould has now been appointed as Parish Community Safety Officer, having the responsibility of community civil contingencies. Mr Ellerbeck reported that terms of reference for this position have been discussed with SSDC and he proposed that the PC accept these and that they be forwarded to Mr Gould. This proposal was seconded by Mr Foy and unanimously resolved.

It was agreed that Allotments should be discussed next on the agenda as there were members of the public present who had expressed an interest in acquiring an allotment.

12. Allotments/Farm Business Tenancies

A Mr & Mrs Davis who were present at the meeting have both indicated their interest in acquiring an allotment. They also said that they had a friend who was interested in having an allotment. Mr Ellerbeck explained to them the procedure regarding the provision of allotments.

There was discussion regarding the situation of the allotments. It was explained that allotment land cannot be sold without the permission of the Secretary of State.

13. Review of appropriate Standing Orders and Financial Regulations.

New Standing Orders were approved in October last year. Mr Agnew, Mr Ellerbeck and the Chairman are to review Financial Regulations.

14. Review of representation on or work with external bodies and arrangements for reporting back

It was agreed that all communication should be through the Parish Clerk.

15. Review of inventory of land and assets including buildings and office equipment

It was confirmed that the PC's assets consist of the War Memorial, the Pump House and allotment land. Office equipment recently purchased was a laptop and a printer.

16. Confirmation of arrangements for insurance cover in respect of all insured risks

There was discussion regarding insurance cover as provided by the invitation for renewal recently received, with particular reference to the War Memorial, Pump House, street furniture etc. The Clerk reported that she had recently contacted Aon who confirmed that the office equipment would be covered under Contents but if cover was required for the meeting recorder this would have to be insured separately. It was agreed not to proceed with insuring the recorder but that all other aspects regarding insurance were satisfactorily covered.

17. Nomination of Assets of Community Value

Consultation has yet to take place with SSSC regarding suitable assets which could be nominated. Among discussion the red telephone box at Knole was raised as a possible community asset.

18. Parish Foul Drainage Arrangements

Disappointment was expressed that more members of the public were not present for Mr Tidman's presentation. It was felt that this had covered the pertinent points.

19. Village Hall and Recreation Ground:

19.1 Cricket Club Grant of Lease/Project Funding

It is understood from the Treasurer of the VH that he has emailed the Charity Commissioners regarding the granting of a Lease but has not had anything back yet. It is also understood that not all members are in favour of the granting of a Lease although the matter has not been discussed in any depth by the VHC. If the CC do not get a Lease then this will prevent them obtaining the necessary funding to carry out their projects. It was agreed that Mr Farenden should look into the matter further to see if there is a way around the problem.

19.2 Update Re: Single Fire Door, rear of stage - This matter is being dealt with by Mr Pomeroy.

19.3 Update regarding replacement of VH windows - This matter is being dealt with by Mr Pomeroy.

19.4 Village Hall Maintenance to include funding and budgeting - The Chairman reported that an extensive list of maintenance projects for 2016-18 onwards has been received from Mr Pomeroy amounting to approximately £35,000. The major items being central heating, refurbishment and hall lighting. The PC contribute £2,000 a year towards the maintenance and running costs of the Hall. Mr Ellerbeck said that he believes the VH should manage its finances sufficiently and budget in order to cover these sort of projects. It is a question of prioritising.

19.5 Any Other Village Hall matters

Mr Ellerbeck asked if the PC paid hire charges for the VH as he had received a bill for the First Aid Courses which had been organised. It was confirmed that the PC had paid no hire charges since becoming Sole Managing Trustee.

20. Finance:

20.1 Balances and Accounts for Payment

Balances at 31st March 2016

Reserve A/c	18,175.53
Current A/c	10,403.52
Lengthsman A/c	6,160.22
Petty Cash	<u>19.21</u>
	34,758.48
Less Unpresented Cheque – Lengthsman A/c	<u>1,428.94</u>
	<u>£33,329.54</u>

Estimated Balances at 03.05.16

Business Reserve A/c		£18,173.99
Add Interest Feb 29	0.77	
Interest March 31	0.77	1.54
		<u>£18,175.53</u>

Current A/c		10,403.52
Less Alcs pd April meeting		<u>565.00</u>
		9,838.52
Add Allotment/FBT rents		<u>360.00</u>
		<u>£10,198.52</u>

Lengthsman A/c		4,616.48
Less Pd April meeting		<u>85.62</u>
		4,530.86

Add High Ham Reimbursement for materials	114.80	
Aller " " "	6.00	
Long Load " " "	39.00	
Pitney " " "	<u>39.00</u>	198.80
		<u>£4,729.66</u>

The Clerk reported that the Precept/Grant for 2016/17 should by now have been credited to the PC's Current Account but statements have not yet been received.

A/cs for payment:

Aon Insurance Renewal Premium	1316.18
Clerk's Salary	300.00

Lengthsman A/C:

CW's fee for April (£591.95) + weed killer (£19.50) 611.45

It was agreed that in this instance the fee should be paid from the PC's Current Account pending the balance held in the Lengthsman's account being divided up between all the Parishes on a pro rata basis. Mr Ellerbeck, the Chairman and Mr Agnew will work out the sums to be repaid. The PC's allocation for 2016/17 can then be transferred to the Lengthsman A/c and all fees paid from that account thereafter.

It was proposed by the Chairman, seconded Mr Ellerbeck and proposed that the accounts be paid.

First repayment on PWB Loan of £2,033.63 due 25 May 2016.

It is understood that there is a penalty on early repayment of the loan during the first year.

20.2 Online Banking: Mr Ellerbeck reported that he had partially completed the application form for the transfer of the PC's accounts from NatWest to Unity Trust Bank and he outlined the procedure in respect of online banking. The proposed signatories to be the Clerk, Mr Ellerbeck, Mr Godfrey, the Chairman and Mr Foy.

At the present time the PC does not pay any charges as its accounts are kept in credit but under Unity Trust there is a monthly charge of £6. Mr Ellerbeck confirmed that there is still the option to pay by cheque.

It was proposed Mr Ellerbeck, seconded Mr Foy and unanimously resolved that Unity Trust should act as the PC's Bankers and the accounts should be transferred from NatWest accordingly.

20.3 Audit of Accounts for Year ending 31st March 2016

The Clerk provided Councillors with copies of the accounts which are to be taken to the Internal Auditor, Pinnacle Accountancy, on the 9th May with a view to these being approved by the PC at its meeting on 7th June.

21. Community Warden Scheme

Mr Ellerbeck informed the PC of the work carried out by the CW during the last month. It was confirmed that he has agreed to paint the seat on the village green.

22. Members Code of Conduct

In view of the recent amendment to the PC's Code of Conduct in respect of Dispensations the Clerk reported that she had enquired from SSDC if Councillors were required to complete a new Registration of Interests Form. This is not however necessary unless Councillors have amendments to be made to the forms which they previously submitted.

23. Parish Website

In Mr Godfrey's absence, the Clerk reported that the website continues to operate without problems. An invoice for annual maintenance was recently received from Cosmic in error as a similar invoice had been paid earlier this year, for which Cosmic apologise. The maintenance year runs from 1st August 2015 to 31st July 2016. Last year's invoice was sent out late. Mr Godfrey has agreed with Cosmic that next year's maintenance should be reduced from 4 hours to 2 hours thereby halving the cost to £120.

Mr Foy reported that he has taken over the football side of the website and would be grateful for any historical information etc.

24. Neighbourhood Watch/Community Safety/Civil Contingencies:

It was reported that Mr Gould is the nominated contact for Neighbourhood Watch in the Parish.

First Aid Course: This was very well received and Mr Ellerbeck said that he is happy to arrange another course around the end of September.

A comprehensive report has been received from Mr Gould, the Community Safety Officer regarding Defibrillator(s) and various Community Resilience matters.

Regarding the Village Celebration for the Queen's 90th Birthday to be held on the Village Green, led by the WI, Mr Gould has offered to undertake the risk assessment for insurance purposes. An email has been received from the WI asking if the PC's insurance could be used for this purpose. The PC therefore agreed it was happy for the PC's insurance to be used subject to the risk assessment and Mr Gould is to be requested to carry this out.

Parish Emergency Plan: This is in need of updating and Mr Gould has suggested that this be carried out section by section and sent to the PC for amendment/approval. The PC agreed that Mr Gould should be requested to go ahead with this.

25. Representative Reports and any other matters regarding:

25.1 Highways

25.1.1 Speeding – Langport Road - Mr Foy updated the PC on the recent speed device and said that he has the matter in hand regarding speeding at Langport Road.

25.1.2 Update on other highways matters. Mr Foy is try and find out where the finger post at Hardings Hill has gone. He has not yet heard anything from Chris Weeks of Highways regarding any of the other outstanding matters.

The Chairman said he had occasion to meet with Chris Weeks recently and he brought up the subject of parking at Cross Lane. He was told that there was no way that they would put yellow lines there as these could not be enforced.

25.2 Footpaths - Nothing to report.

25.3 Environment - Nothing to report.

26. Correspondence

A CRISP Factsheet has been received via the Village Agent.

Notice of MP David Warburton's surgeries has been received. It was agreed that this should go on the website as there is not sufficient space on the notice boards to accommodate this

27. Date of next meeting – 7th June 2016. The Trustee's AGM of the VH to take place at 7pm followed by the normal PC meeting.

28. Any Other Business/Items for next meeting

The Chairman said that it had been brought to his attention that the gate between the Village Hall and the School was in a bad state. It is thought this is the responsibility of the School.

Mr Shire said that the notice board at Langport Road is in a bad state of repair and needs replacing. He is to ask the Community Warden to obtain a price for this. It was however thought that a slightly larger board than the present one was required, but permission regarding this would first have to be obtained from the owner of the property on which the board presently stands.

The meeting closed at 10.15 pm