

Minutes of Annual Meeting of Long Sutton Parish Council
Held at the Hall on Tuesday 2nd May 2017 at 7.30pm

Present: Councillors: Mr J A Ellerbeck (Vice-Chairman in the Chair), Mr P A F Godfrey, Mr G Farenden, Mrs H Ibbotson, Mr T P Shire and Mr J Foy. County Councillor Mr D Ruddle, PCSO Fiona Wilson, District Councillor Mr G Tucker (7.50pm) and 4 members of the public.

Apologies for Absence: Chairman Mr R W Fry and Councillor Mr M Turpin.

Public Observations/Question Time

Query was raised regarding a planning application. Mr Ellerbeck said that this could not be answered until the plans had been viewed, later in the meeting.

PCSO Fiona Wilson said there was nothing specific for the LS area but that there had been several vans broken into and tools taken. If anyone requires advice regarding crime prevention/security, they will be happy to give assistance.

Mr Ellerbeck asked if she could obtain details of Neighbourhood Watch co-ordinators for LS. She said that she would make enquiries as to whether they are happy for their details to be passed on.

If people witness acts of vandalism being carried out then she said that they should contact the Police at that time as they cannot do anything if they are not made aware of the situation.

1. Election of Chairman

Mr Ellerbeck said that Mr Fry would be willing to continue as Chairman if elected. In Mr Fry's absence, it was proposed Mr Godfrey, seconded Mr Foy and unanimously resolved that Mr Ellerbeck be elected as Chairman. Mr Ellerbeck said that he was willing to act as Chairman for this meeting only.

2. Election of Vice-Chairman: It was agreed that the election of Vice-Chairman should be left until the next meeting.

3. Casual Vacancy

It was confirmed by the DC that there have been no requests for an election and that the PC may fill the vacancy by co-option. No applications have as yet, been received.

4. Declarations of Interest

There were no declarations of interest.

5. Minutes of meeting held on 4 April 2017 - It was unanimously resolved that these be signed by the Chairman as a true record.

6. Matters Arising: There were no matters raised

7. County Councillor's Report

Mr Ruddle said that there was nothing at County Hall to report due to the forthcoming elections.

He said that it had been an honour to have served and whatever happens, he is still around if the PC needs any advice. He is still a District Councillor and on the Town Council at Somerton, if he can be of assistance at any time.

Mr Ellerbeck thanked Mr Ruddle for all his support.

8. District Councillor's Report - Mr Tucker having not yet arrived, the meeting proceeded to the next item on the agenda.

9. Planning

Application Nos: 17/01479/FUL & 17/01480/LBC The Carrying out of various internal and external alterations to include replacement windows and garage doors. Stuckey's House, The Green.

It was proposed, seconded and unanimously resolved that there was no objection to the applications.

Application No: 17/01639/FUL Installation of estate fencing and gates. Long Sutton House, Shute Lane.

It was proposed, seconded and unanimously resolved that there was no objection to the application.

Application No: 17/01474/FUL Part change of use of building from traditional flagstone manufacture and cider making to self storage (Use Class B8) for a single user. Downslade Quarry, Hermitage Road, Upton.

It was proposed, seconded and unanimously resolved that there was no objection to the application provided it is restricted to one user.

Application No: 17/01453/COL Application for a proposed Certificate of Lawfulness for the conversion of agricultural building into 1 No. dwelling. Land at Vedal Drove.

Following discussion, it was agreed that the decision regarding the appropriateness of a Certificate of Lawfulness is a matter between the Planning Authority and the Applicant.

Application No: 17/01215/FUL The construction of an anaerobic digestion plant to include associated equipment and on-site infrastructure for the purpose of generating renewal energy from grass silage and straw and upgrading and improvement of the existing access farm track. New Spittles Farm, Ilchester Mead.

(Notification of this application had been sent by the DC as it is adjacent to LS Parish and details had to be viewed on line.)

It was unanimously agreed that LSPC has no comment to make.

Applications Nos: 17/01425/FUL and 17/01426/BC relating to LS Stores have just been received. Mr Ellerbeck will consult with the Planning Officer regarding an extension for delivery of the PC's comments. A request was received from a member of the public, to view the plans.

Application No: 17/01119/FUL Erection of new general purpose agricultural building. Upton Bridge Farm, Langport Road. Permission granted by SSDC.

District Councillor, Mr Tucker, having arrived, he was invited to give his report.

He said that, at the Area North meeting in April, there were no planning applications presented for discussion from LS.

The last meeting did have a focus on the Countryside Service, recreation and play facilities. In April South Somerset moved from the Section 106 method of collecting contributions from developments to the Community Infrastructure Levy System. It could prove harder for rural parishes to attract funding under CIL.

At the full Council meeting in April, reports were received on the progress of transformation, how the Council will meet its obligation to have a Section 151 Officer, detail of the commercial income regeneration fund and the capital programme for the year 2017/18.

For those who have expressed concern over the loss of the Nat West Bank in Langport, Mr Tucker said that there is to be a presentation to the Langport Business Group in late May from Glastonbury informing of their story in attracting the Nationwide BS to the town. The next meeting of AN has a focus on the arts and entertainment. Finally, he reminded not to forget to vote on Thursday.

10. 10.1 Appointment/Confirmation of members to existing committees:

Village Hall (3) Mr Farendon, Mr Godfrey, who said he is willing to sit on the committee but not to take on any significant role and Mr Foy.

10.2 Appointment/Confirmation of Working Groups/Officers:

Planning: Mr Godfrey, Mr Shire and Mr Ellerbeck.

Environment/Tree Warden: Mr Shire

Highways: Mr Foy

Crime & Safety: Mr Ellerbeck.

It was agreed that Mr N Gould should remain as the Community Safety Officer but the PC would appreciate a report on a regular basis.

Footpath Officer: Mrs Ibbotson

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

Community Warden Scheme: Mr Ellerbeck

Parish Website: Mr Godfrey

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

The only committee is the Village Hall Committee for which there is operating instructions.

12. Review of appropriate standing orders and financial regulations

It was agreed that the Standing Orders adopted by the PC on 5 January 2016 are still in order. The Financial Regulations are, however, out of date and require to be reviewed. This will be carried out by Mr Ellerbeck, Mr Fry and the Clerk in due course.

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

There is no representation on external bodies.

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

The assets for which the PC is responsible are the War Memorial, the Pump House and the Allotment land. The PC is also responsible for the village stone signs and has a laptop, printer and recorder.

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

The PC's Insurance Policy is due for renewal on 1st June. There was discussion regarding the cover in respect of the assets detailed above which was felt to be adequate. The Clerk is however to check that the village signs are covered under "Street Furniture".

16. Review of the Council's policy for dealing with the press/media

This is in accordance with the PC's Standing Orders.

17. Village Hall and Recreation Ground:

17.1 Future of the VH and Cricket Club Lease:

Mr Farenden said that as Chairman of the VHC he has a vested interest and if there is talk of a 20 year lease for the Cricket Club then we should be looking at the future 20 years for the Hall which is getting older and maintenance is constantly rising. In this connection he requested the PC consider raising its £2,000 annual contribution to £4,000 to meet the standing charges. He said the VHC works hard to raise money for maintenance.

There was a great deal of discussion on this subject. Mr Ellerbeck said that the long term liability lies firmly with the PC and he proposed that a working group is formed by the PC which has elements of the PC, the VHC and some users, to look at the long term future of the Hall. Mr Shire suggested that a structural survey be undertaken. Mr Farenden reminded the Council of a possibility to have a full survey of the facility and the usage undertaken for a cost of £7,000 which can be raised by way of grants with the assistance of SSDC.

Dist Councillor Tucker was asked for his input. He stated that he was not familiar with the survey suggested by Sarah Kelly of SSDC but has had some experience of rebuilding village halls. He offered to be part of the working group. Mr Ellerbeck proposed that a steering group be formed to look at the long term future of LSVH for the next 20 years. This was seconded by Mr Godfrey and unanimously approved.

Regarding the increase in the PC's annual grant to the VHC of £2,000, it was agreed that the PC needs to look at the budget for the Hall and see the accounts before a decision is made.

Mr Ellerbeck said that the Cricket Club Lease is still a work in progress.

17.2 £500 spending limit: The operating instructions for the VH specify that any spend over £500 requires prior approval by the PC and Mr Farenden requested that this be removed. He said that the VHC work hard to raise money and feel that they should be able to spend the money that they raise.

Mr Ellerbeck said that it was incumbent upon the VHC to budget and that they should be able to forecast forthcoming expenditure and circulate by email and that the £500 limit should therefore remain.

Discussion culminated in it being proposed Mr Godfrey and seconded Mrs Ibbotson that any spend over £500 should be signed off by 3 Parish Councillors. A vote resulted in this proposal being rejected by a majority (the Chairman using his casting vote). The £500 limit will therefore remain.

17.3 Maintenance

Mr Farenden reported that small amounts of maintenance have taken place but nothing major.

There is new outside lighting but the gutter across the drive has not be renewed and it is likely they will have to find someone else to do this work.

A clean-up day was held and there were 20 volunteers from the village who assisted with the picking up of litter etc.

They had engaged with the lads who are often around the hall area and they had also joined in with the clean-up.

Mr Farenden said that the electrical report received had only revealed minor bits and pieces requiring attention, nothing major.

17.4 Any Other Village Hall matters: No other matters were raised.

18. Finance:

18.1 Balances and Accounts for Payment

| | | |
|--|--------------|--------------------------|
| Unity Trust A/c Balance B/F | | 33,733.22 |
| Add Precept & Government Grant | | <u>19,135.00</u> |
| | | 52,868.22 |
| Less Accounts paid last meeting | 757.75 | |
| Clerk's Salary paid by SO | 300.00 | |
| Paid out of meeting: | | |
| PC contribution to VH dog waste bin | <u>87.34</u> | <u>1,145.09</u> |
| | | <u>£51,723.13</u> |

Accounts for Payment

| | | |
|---|--|----------|
| CW's fee for April to include weed killer £19.0 and Moss Killer for the VH £75.60 | | 656.94 |
| Aon UK - Insurance Renewal Premium | | 1,346.23 |
| CCS Subscription | | 40.00 |

It was proposed Mr Farenden, seconded Mr Shire and unanimously resolved that the accounts be paid.

The Clerk said that there is a payment set up on line to AJM Electrical in the sum of £1200 for the inspection of the VH. This has only so far been authorised by one Councillor. The payment is in accordance with the Quote from AJM forwarded to members by Mr Farenden on the 5th April.

It was also resolved by a majority (Mr Farenden abstaining), that the VHC should be billed for the materials used by the Community Warden in carrying out work for the VHC.

Regarding the sums due to the Parishes in the Lengthsman Scheme. Approval is still awaited from Aller who do not have a meeting until 8th May. Distribution will then be made.

18.2 Audit of Accounts for Year ending 31st March 2017

The Clerk gave Councillors copies of the accounts which are currently with the Internal Auditor. The Annual Governance Statement together with the Accounting Statement will be on the agenda for approval by the PC at the next meeting prior to publication.

18.3 Workplace Pensions

Mr Foy reported that as the Clerk earns less than £10,000, she does not have to join a Scheme there is a letter that the PC can download and sign and the Clerk then has to reply in writing that she does not wish to join a Pension Scheme. A declaration has to be completed within 6 months of the staging date.

19. Allotments/Farm Business Tenancies

Mr Ellerbeck reported that all the Tenants have now signed up to FBT Agreements with an increase of rent from £60 per acre to £85 per acre.

20. Community Warden Scheme

Mr Ellerbeck reported that the CW's hours have been received and he is on target and on task.

Mr Shire said that some of the signposts could do with some maintenance.

21. Parish Website

Mr Godfrey reported that this continues to run quite well. As per budget, he intends to update the web hosting package.

Cosmic are creating a web based Hall booking system for the VH at a one off cost of £70 and this will be integrated into the PC website in due course.

Regarding the Freedom of Information Policy, a reply has now been received from SALC. The model scheme is the one adopted by the PC in 2008 but it has to be indicated what documentation will be available and the cost, if any. Mr Godfrey, Mr Fry and the Clerk will meet to discuss this.

22. Neighbourhood Watch/Community Safety/Civil Contingencies

22.1 Defibrillator Training: Mr Ellerbeck reported that he has been in touch with Community Heartbeat and put in for two dates for training; the 27th May and the 10th June. He has also asked for paint for the Knole kiosk which they will supply free of charge.

22.2 Report on any other of the above matters:

Farm Watch: Mr Ellerbek reported that a tractor was taken the far side of Pibsbury.

23. Representative Reports and any other matters regarding:

23.1 Highways

23.1.1 Wessex Water - Pumping Station Crouds Lane and Triangle Shute Lane:

Mr Shire reported that he and Mr Fry met with representatives of Wessex Water. They have identified where the faults on the line are and are going to re-line in this financial year. Surface water was confirmed as a problem and development plans need to identify where surface water is intended to go.

Regarding the triangle, kerbing was felt to be a waste of time and it was suggested that the triangle itself should be raised which they will do free of charge.

23.1.2 Work to lower end of Village Green

Mr Foy reported that a meeting had been held on the Green. In view of the email recently received from a Parishioner, it was agreed to fit 125ml kerbing around the Southern part of the Green. He is to consult with Chris Weeks of Highways to see if any help with funding can be obtained or to carry out the work and Mr Shire will consult with Dobles.

23.1.3 Junction of Shute Lane/B3165

Following a complaint received regarding visibility at this junction, it has been confirmed by our County Councillor that this is not a planning enforcement issue. Mrs Ibbotson agreed to speak to the adjoining property owner.

23.1.4 Update on other highways matters.

Mr Foy reported that the results from the recent check at Martock Road indicated an average speed both up and down the hill of 37mph. This can now be included in a SID rotation. It was agreed that it would be preferred if this was on an existing piece of street furniture rather than a pole having to be erected as at Langport Road.

Mr Godfrey said that the nameplate sign at Shute Lane had been installed.

23.2 Footpaths: Proposed new Footpath at Hammocks Drove

Mr Ellerbeck reported that Mr Turpin had confirmed the matter was going ahead although the document was not signed up as yet. The Clerk said that she understood Mr Turpin was still trying to obtain a plan.

Mr Godfrey said that the footpath straight across from the junction of Shute Lane/Langport Road is closed. He will check the situation prior to the Clerk writing to the landowner.

23.3 Environment: Nothing further to report.

24. Correspondence

Lord-Lieutenant of Somerset – Somerset Remembers. 2018 marks the centenary of the First World War. As Armistice Day and Remembrance Sunday will fall on the same day in 2018, there will be many civic, town, village and parish service and the outline plan is to hold a County event, in Wells, on the early evening of Tuesday 6 November 2018 so as not to impact on these very important annual activities.

Crystal Clear Consulting – Enquiring if there are any groups in the community who would benefit from a short training course on tablets (specifically iPads but could extend to Android tablets).

25. Date of next meeting: 6th June 2017. This will be preceded by the Trustee's AGM of the Village Hall at 7pm.

26. Any Other Business/Items for next meeting

The Clerk reminded Councillors of the Classic Car rally on the Green on 13th May.

The meeting closed at 9.30pm