

Minutes of Meeting of Long Sutton Parish Council
Held at the Hall on Tuesday 5th January 2016 at 7.30 pm

Present: Councillors, Mr R W Fry (Chairman) Mr T P Shire, Mr P A F Godfrey, Mr J Foy, Mr G Farenden, Mr J A Ellerbeck, Mr M Turpin and Mr N E Pomeroy. County Councillor Mr D Ruddle a member of the Police and 9 members of the public.

The Chairman wished everyone a happy New Year.
He also reminded everyone that the PC's meeting are recorded.

Public Observations/Question Time

A member of the public said that he and his wife were interested in purchasing a property on Shute Lane but would need to add a small extension and he enquired if the PC would have a problem with this. The Chairman said that the PC could not really consider this until an application came before the Council in its official capacity.

Apologies for Absence: Councillor Mr D R C Agnew and District Councillor Mr S Pledger.

1. Declarations of Interest

Mr Foy declared a personal interest in item 6.2 on the agenda - To pass a resolution in respect of a site visit regarding Planning Application No: 15/05090/FUL.

The Clerk (Proper Officer) confirmed that she had granted all Councillors a dispensation in order to discuss the Precept for 2016/17 at item 8.2 on the agenda.

2. Minutes of meeting held on 1 December 2015 - the Clerk reported that the words "in addition to the cost of the wreath" had been added to the end of item 9.2 of the draft minutes previously circulated.

It was proposed Mr Godfrey, seconded Mr Farenden and unanimously resolved that the minutes were approved as a correct record. These were then signed by the Chairman.

3. Matters Arising

Village Hall Solar Panels: It was agreed that a vote of thanks be recorded to Mr Farenden for the huge amount of work he had undertaken in connection with this project which had successfully been completed.

4. County Councillor's Report

Mr Ruddle reported that they are looking into turning the Somerset Rivers Authority into a precepting body but he does not believe that will happen this year. He understands DEFRA will provide some funding but at the moment the County Council are fully committed.

5. District Councillor's Report - Mr Pledger was unable to attend the meeting.

6. Planning

6.1 Applications for consideration:-

Application No: 15/05132/FUL Conversion of outbuilding into a two bedroom annexe, the erection of a garage and proposed two storey rear extension to dwelling. The Old Vicarage, Knole Causeway.

Mr Godfrey reported that he had been invited by the applicant to pay a site visit and was accompanied by Mr Farenden. Quite a lot of necessary renovation work to the house has

already been carried out by the applicant. He outlined the details of the application to the Council.

It was proposed, seconded and resolved by a majority (Voting 7 for 1 abstention) that the PC has no objection to the application subject to the annexe being tied to the house.

Application No: 15/05324/FUL Proposed erection of a single storey detached garage at Farrington House, The Green.

It was reported that this was a repeat of a previous permission which had expired. The Planning Department does however wish to see a wall board on site of the stone being used.

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

Application No: 15/05701/FUL Conversion of outbuilding for use as an annexe. Spring Villa, New Street.

Following details of the application being presented to the PC the Chairman invited the adjoining neighbours, who were present, to address the Council. They informed the PC of their objections to the application and said that this would have a serious detrimental effect on their property. Among matters raised was a serious concern regarding flooding and foul water drainage.

Following discussion, it was proposed, seconded and unanimously resolved that the PC does not support the application on the grounds that the annexe does not meet the definition of an annexe and is not sympathetic to the adjoining property. The area is also subject to flooding and there is concern that the existing foul water drainage, which is already subject to capacity issues, is insufficient to accommodate the outflow from an additional dwelling. There is no evidence that this has been addressed.

Application No: 15/05733/CPO Downslade Quarry: Deposit of demolition waste and topsoil for the restoration of the former Quarry to agricultural use.

Following clarification regarding aspects of the application by the applicant and the applicant's agent, it was proposed, seconded and unanimously resolved that the PC has no objection to the application.

Permissions granted by SSDC:-

Application No: 15/04720/FUL Erection of a link extension between dwelling and garage, proposed new windows and doors to barn, conversion of garage to living accommodation and the erection of a detached car port. Batts Barn, Batts Lane.

Application No: 15/04998/S73A To vary condition No.62 (approved plans) of 14/05217/FUL for change in roof material. Land at South Barton, Martock Road.

It was agreed that communication with the Planning Department should be through the Proper Officer.

It was reported that SALC are to hold a Planning Training event on 9th March 2016.

6.2 To pass a resolution regarding a site visit in respect of:

Application No: 15/05090/FUL Change of use of agricultural storage barns to domestic storage and workshop for LS House. Change of use of barn to holiday/ancillary cottage. Change of use of root cellar to Laundry, domestic store, home office and holiday/ancillary cottage with basement. Erection of 2 holiday let/ancillary cottages. Change of use of barn to holiday let/ancillary cottage with store and potting shed. Change of use of agricultural land to domestic use. (Part retrospective application) LS House, Shute Lane.

Mr Ellerbeck suggested that Standing Order 24 should be amended to clarify the position with regard to site visits. The Chairman also proposed that guidelines be drawn up with

regard to site visits and Mr Ellerbeck agreed to draft some guidelines. The proposed amendment to be covered later in item 9.

It was proposed, seconded and unanimously resolved that a site visit should be made in respect of Application No: 15/05090/FUL by all Councillors where possible. The application itself is to be considered at an extra-ordinary meeting on 12th January 2016 at 6.30 pm

7. Village Hall and Recreation Ground:

It was agreed that Cricket Club Funding should be discussed first.

7.1 Cricket Club Project Funding

The Chairman reported that he had met with the Chairman of the Cricket Club who have some ambitious plans regarding the recreation ground and pavilion.

Their representative was invited to outline these plans to the PC to improve facilities in conjunction with the VHC for which grants would be sought. They would however like security of tenure to be granted for a period of 10 years.

It was proposed, seconded and unanimously resolved that any decision should await the outcome of discussion by the VHC. It was suggested that it might be useful if the VHC co-opted a member of the Cricket Club.

7.2 Report on Solar Panels Installation for VH.

Mr Farenden reported that the installation was completed on time and is producing electricity.

It is understood that insurance of the panels is £60. This would be met by the VHC under their Policy.

7.3 Single Fire Door, rear of stage: Matters regarding this are still ongoing.

7.4 Trustee's Annual Return and Report to Charity Commissioners. The Chairman said that he had completed the Annual Return but had not yet completed the Trustee's Report.

7.5 Any other Village Hall Matters

Other VH matters raised and discussed were regarding hinge's on toilet doors, quote regarding a PA system and the tennis courts.

Concern was expressed regarding liability to the PC and VHC that funding may be sought from various bodies for pieces of equipment for which we are not liable at the moment.

Mr Farenden said that when the grant of £33,000 for the solar panels was applied for, this included a contingency fund to bring the Hall up to Band D which will require work to the windows and the door. The cost of the solar panels was £29,400.

It was proposed by Mr Ellerbeck that anything left over after bringing the Hall up to Band D should be used to reduce the PC's indebtedness. It was however agreed that as income from the sale of electricity could be delayed, the income stream should be established before making any decisions on returning any funds. It was confirmed that up to date quotes would be obtained for the work to be carried out.

Mr Pomeroy reported that they are painting one of the shower rooms in the Pavilion but are getting donations from forthcoming coffee mornings to go towards the VH.

8. Finance:

8.1 Balances and Accounts for Payment

Business Reserve Alc	18,171.73
Add Interest Nov 2015	0.77
Interest Dec 2015	0.77
	<u>£18,173.27</u>

Current A/c		42,611.51
Less Payments Dec meeting		<u>30,002.98</u>
		<u>£12,608.53</u>

Lengthsman Alc		12,056.95
Less Pd Dec meeting		<u>1,378.02</u>
		<u>£10,678.93</u>

A/cs for payment:

Cosmic – Website Annual Support Contract		288.00
Clerk’s Salary		300.00
HMRC - Tax on Clerk’s Salary (3rd quarter)		225.00

Lengthsman A/C:

CW’s fee for December	1,495.78	
Chipper hire	<u>10.00</u>	1,505.78

It was proposed Mr Godfrey, seconded Mr Ellerbeck and unanimously resolved that the above accounts be paid.

8.2 Budget/Precept for 2016/17

There was discussion regarding the budget for 2016/17 and clarification was given on various items. Community Safety has now been removed as a separate item and a sum added to Contingencies as the onus is now on smaller Councils to meet the shortfall on funding not provided by the CC/DC. It was proposed by Mr Farenden, seconded Mr Foy and passed with one abstention, that £160 be added to the Contingency Fund in order to keep the budget the same as the current financial year. (A copy of the budget is annexed to these minutes.)

It was then proposed by Mr Godfrey, seconded Mr Ellerbeck and unanimously resolved that a Precept of £18,300 is applied for, which together with the support grant of £550, totals the budget of £18,850. This is equivalent to a Band D Charge of £47.80 being a slight decrease in charge of -£1.35 (-2.75% to the Tax Payer) on last year

It was reported that the support grant payable from Central Government will be on a sliding scale for 2017/18 and 2018/19 and will then cease.

There was discussion regarding donations to be made to the PCC in this financial year and it was proposed Mr Foy, seconded Mr Godfrey and unanimously resolved that the following donations be made:-

Churchyard grass cutting	175.00	
Newsletter	260.00	
Church Tower Lighting	60.00	
Church Clock Repairs	<u>25.00</u>	520.00

8.3 PC IT Equipment

It was proposed Mr Ellerbeck, seconded Mr Foy and unanimously resolved that the PC approves the purchase of a Laptop PC plus the necessary software for the use by the Proper Officer up to the maximum of £500.

9. Adoption of New Standing Orders

Mr Ellerbeck proposed the PC adopt the new Standing Orders as written with the amendment to clause 24 previously sent by email to all Councillors. This proposal was seconded by Mr Godfrey and unanimously agreed.

10. Review of Allotment/FBT Agreements and Rents

It was confirmed that the Tenants had been informed that a review of the agreements and rents was to take place. The agreements have been rolled over for year on year and need to be regularised. Mr Ellerbeck, the Chairman and Mr Foy will review these.

11. Community Warden Scheme

Mr Ellerbeck said that he wished to approach SSDC who were involved when the Scheme was first set up to see if LS can be let off the hook with regard to the running of the Scheme as the Council is being penalised when it comes to applying for grants for items such as IT equipment because our balances are over £25k and also we are bearing the costs of the administration where as the other Parishes are benefiting from this. At the moment we have a contract with the CW until the end of the financial year.

He will report back to Councillors by email following his meeting with the other Parishes next Monday.

Mr Shire reported that he had received a telephone call regarding the signpost from Bineham to Knole which requires attention and he will ask the CW to deal with this.

12. Parish Website

Mr Godfrey said he had added a page for useful information. He has still to meet with the Chairman and Clerk regarding the Freedom of Information Act and to provide training to Mr Ellerbeck and Mr Foy.

13. Neighbourhood Watch/Community Safety/Civil Contingencies

13.1 Working Group to deal with the above.

The Clerk reported that she had received an email from Mr Gould regarding the Emergency Plan. He has said that there is quite a lot of information to hand over and has suggested a meeting to go through this.

It was however agreed that the PC would like to see the information first and would then arrange a meeting if necessary.

Mr Ellerbeck said that he is still doing Farm Watch but has not had any new messages for some time.

There was discussion regarding the distributing of the de-icing bags.

Somerset Levels & Moors updated information has been received and previously passed to Councillors.

The Police reports for Area North for November and December are as follows:

Nov: 136 investigated crimes, 29 arrests and 21 reports of ASB.

Dec: 97 investigated crimes, 25 arrests and 23 reports of ASB.

13.2 First Aid Courses and Defibrillators

Mr Ellerbeck reported that there is no funding from the NHS for defibrillators. Mr Foy said that there are some grants available to certain bodies for these and he will obtain some information.

First Aid Courses for volunteers has not yet been put in the Newsletter.

14. Representative Reports and any other matters regarding:

14.1 Highways

Mr Foy updated the PC on matters discussed with Chris Weeks of SCC Highways at a meeting on the Wednesday following last month's meeting. Among matters discussed was the manhole cover at Shute Lane to which a patch repair has been carried out; parking at the end of Shute Lane which was said to be a Police issue; overgrown foliage at Crouds Farm and the ditch at Crouds Lane. The work to the Village Green is still scheduled to take place in this financial year. The visibility at the top of Shute Lane/Martock Road is said to be a planning issue.

It was reported that the grits require to be re-cut on Knole Causeway and the road to Bineham. The Community Warden is to be asked to attend to this.

It was also reported that there has been a complaint regarding the state of the laybys between Bineham and Knole and Mr Foy was asked to contact the Parishioner.

Mr Foy also reported that the recent rain had produced some localised flash flooding and he was looking into this.

He also reported that if the PC has any small projects they can fund they can employ SCC's contractors. At the moment their scheduled rates are low.

Complaint had been received regarding the heavy vehicles using Martock Road which were said to have been mounting the pavement near the shop and the suggestion of a weight restriction on Long Load Bridge.

It was reported that the County Council inspect the Bridge on a regular basis and must therefore be satisfied that it is capable of taking the weight of the vehicles using it. A weight restriction is not therefore likely to be imposed.

There was complaint regarding the condition of the wall adjoining the field at Martock Road and also the hedge bordering Walnut House which requires to be cut back from the pavement.

14.2 Footpaths: There was complaint regarding a stile at Knole. Mr Sheppard the PPLO will be asked to contact Mr Turpin.

14.3 Environment: Mr Shire reported that he is to attend a meeting at Lufton next Wednesday on environment issues.

15. Correspondence:

Information has been received from SALC that a company has been set up to procure audit services from 2017/18. No action has to be taken unless the PC wishes to opt out of the audit procurement arrangements. Any Council with a turnover of over £25,000 has to have an external audit.

SALC Allotment Training Workshop 19th January. Mr Ellerbeck agreed to attend.

Information has been received regarding a Pension Scheme for employees. This was taken by Mr Foy.

16. Date of next meeting - Extra-ordinary meeting 12th January 2016 at 6.30 pm to consider Planning Application No: **15/05090/FUL** next monthly PC meeting 2nd February 2016.

17. Any Other Business/Items for next meeting

Enquiry was made as to whether anyone had any information regarding the boarded up property at Martock Road.

The meeting closed at 10.45 pm

LONG SUTTON PARISH COUNCIL BUDGET
FOR THE FINANCIAL YEAR 2016/17

Clerk's Salary	£4600.00
PC Administration Expenses	£300.00
Chairman's Allowance	£100.00
Insurance	£1,500.00
Subscriptions	£300.00
Audit Fees (External & Internal)	£400.00
Contribution to Church expenses	£250.00
Training	£200.00
Parish Maintenance/Enhancement	£200.00
Parish Website	£280.00
Village Hall & Recreation Ground Donation towards Maintenance and Running Costs (In addition it was also agreed that the services of the Lengthsman to the value of £390 should also be Allocated to the Village Hall)	£2,000.00
LS PCC Parish Newsletter	£260.00
Lengthsman Scheme	£7,300.00
Contingencies	<u>£1,160.00</u>
TOTAL	<u>£18,850.00</u>

Precept re requested for the financial year 2016/17: £18,300 plus £550 Support Grant = Budget of £18,850.

Note

Precept requested for this financial year 2015/16 was £18,130 plus £720 Support Grant = Budget of £18,850.