

**Minutes of Meeting of Long Sutton Parish Council**  
**Held at the Hall on Tuesday 6<sup>th</sup> June 2017 at 7.30pm**

**Present:** Councillors: Mr J A Ellerbeck (Chairman), Mr P A F Godfrey, Mr M Turpin, Mr T P Shire and Mrs H Ibbotson and 15 members of the public. District Councillor Mr G Tucker (8pm).

**Apologies for Absence:** Councillors Mr R W Fry and Mr J Foy and County Councillor Mr D Ruddle.

**Public Observations/Question Time:** No matters were raised.

**1. Election of Chairman**

Mr Ellerbeck said that due to the absence of Mr Fry, he was prepared to continue as Chairman for another month. This was unanimously accepted by the PC.

**2. Election of Vice-Chairman** - With the agreement of the PC, this was postponed until the next meeting.

**3. Casual Vacancy**

**Co-option of Councillor:**

The Chairman said that due to the resignation of Mr George Farenden there are in fact two vacancies on the Council, but the PC is only looking to fill one vacancy this evening. The other vacancy will be advertised in the normal manner. Having taken advice, he said that it is in order for the PC to hold a paper ballot if that is the wish of the Council.

There are two applications for the vacancy, namely Mr Rupert Cox and Mr Nick Gould, both of whom were invited to address the Council and give details of how they feel they could contribute to the PC and the community. They then answered various matters and questions raised by Councillors.

Following this, Mr Cox was proposed by Mr Shire and Mr Gould was proposed by Mrs Ibbotson.

It was proposed Mr Turpin, seconded Mr Godfrey and unanimously resolved that a paper ballot should take place.

The ballot papers were counted by the Clerk and shown to the Chairman. These resulted in the following:

Mr Cox 3 Votes, Mr Gould 1 Vote and 1 abstention.

The ballot papers were then destroyed by the Clerk.

It was proposed Mr Godfrey, seconded Mr Turpin and unanimously resolved that Mr Cox be co-opted onto the Council.

Mr Cox having signed a Declaration of Acceptance of Office was invited to join in the meeting.

**4. Declarations of Interest** - There were no declarations of interest.

**5. Minutes of meeting held on 2<sup>nd</sup> May 2017** - It was proposed Mr Godfrey, seconded Mr Shire and resolved that these should be signed by the Chairman as a true record.

**6. Matters Arising** - No matters were raised.

**7. County Councillor's Report** - Mr Ruddle has sent his apologies and will not be present.

**8. District Councillor's Report** - Mr Tucker having not yet arrived, the meeting proceeded to item 9 on the agenda.

**9. Planning**

**Application No: 17/01425/FUL Change of use from A1 (shops and retail outlets) to A1/A3 (food and drink), plus repair and extension of external store and various general repairs, decoration and alterations to include reinstatement of signage and installation of defibrillator. LS Stores, Martock Road.**

**Application No: 17/01426/LBC Internal and external alterations to include part change of use from shops and retail outlets (Use Class A1) to a mixed use of shops and café (Use Class A1/A3), alterations and extension of external stores and greenhouse, reinstatement of signage and installation of defibrillator. LS Stores, Martock Road.**

The above two applications were dealt with together as one is the Full application and the other Listed Building Consent and both fundamentally say the same thing. Mr Godfrey presented the application to the Council. He said that it was not simple as there is a lot involved. Three members of the public have submitted written comments to the DC. There have been some recent changes but there were only physical drawings of what was originally proposed. He however outlined details of the changes that have been made as a result of comments received.

The Chairman invited members of the public to address the PC with any comments or concerns they wished to make. Among matters raised was concern regarding changes in the plans that had occurred in the last few hours.

The applicant was also invited to address the PC and he said that these changes had been submitted to take account of comments made by the public and the Conservation Officer.

The Chairman invited members of the PC to give their views and clarification on various matters was sought from the applicant and also from an adjoining neighbour.

The PC then went back into meeting, following which it was proposed Mr Godfrey, seconded Mrs Ibbotson and unanimously resolved that the PC support the application subject to the following:

1. None of the outbuildings to be used for residential use.
2. The generator to be for emergency use only.
3. Not to extend the A3 (café) area greater than the cross-hatched area on the plan.
4. Further consideration should be given by the LPA to the provision of toilet facilities.

**Application No: 17/01640/LBC Demolition of part of side boundary wall to provide vehicular access to dwelling. Thatch Cottage, Hermitage Road.**

It was proposed Mr Cox, seconded Mr Turpin and unanimously resolved that the PC have no objections to the application.

**Application No: 17/02204/FUL Application for siting of 2 large and 1 small storage container units and for 1 portacabin welfare unit to provide an office workspace and a meeting room located on top of the existing welfare unit. Pumping Station, Horsey Lane, Muchelney.**

It was agreed that the PC have no comment to make.

Permissions granted by SSDC:

Application No: 17/01189/S73 S3 Application to vary condition 02 and 04 (approved drawings) of 14/03683/FUL to allow the substitution of plans for amendments to the design of dwelling and addition of garden room. Land at Vedal Drove.

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

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

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

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

He said that there was no Area North Meeting in May, due in part to there being no planning applications to consider and two reports due which it was felt could be considered at a later date.

Since the last meeting of LSPC he had not been asked for input on any planning applications that directly impact on the village.

Before the next Full Council meeting in June, reports will be received on the progress of transformation. He said this really is an enormous change to the way the authority has previously undertaken its work and duties. There is a lot of uncertainty with staff at present as to who it is intended will be better placed to share workloads between departments.

He has received a consultation report on Playing Fields in the district and sought help with the accuracy of the summary for LS's facilities. Councillors gave assistance in this respect. Finally, he reminded not too forget to vote on Thursday.

## **10. Village Hall and Recreation Ground:**

### **10.1 Future of the VH and Cricket Club Lease**

The PC have agreed to form a steering group to look into the future of the VH.

The Chairman said that he only knew yesterday that the whole of the VHC had resigned. He was sorry to hear that they did not feel that they had received the support of the PC. Everything will have to be done as a matter of urgency to obtain members for the Committee by way of advertising, contact etc.

Mr Cox declared an interest as a member of the Cricket Club.

The Chairman said that the VHC have the day to day running under the auspices of the PC who are ultimately responsible.

The Committee consists of 3 Councillors and 3 members from the public. A Treasurer, Secretary and Chairman are required and also other volunteers. He said that he had one volunteer to serve on the Committee, Mr Chris Vigar.

Mr Cox suggested that perhaps the Field and the Hall could be managed separately.

Due to Mr Farenden's resignation a third Councillor on the Committee is required and Mr Shire agreed to do this. Mr Turpin said he was willing to do as much as he can but could not commit for work reasons.

The Chairman said that the Cricket Club Lease is still a work in progress.

### 10.2 Maintenance

There was discussion regarding the quote of £2473 received for work to the lighting in the Hall which was felt to be expensive and as to whether the work could be done in stages. The Chairman said that there were things in the electrical report recently received which would need to be carried out on an urgent basis. He will forward Councillors a copy of the report.

### 10.3 Any Other Village Hall matters

The Chairman said that he had amended the VH Operating Instructions slightly under Financial, Section 12 to take account that they now use electronic banking. It was proposed Mr Godfrey, seconded Mr Cox and unanimously agreed that the Instructions as amended should be signed by the Chairman.

Regarding the bookings for the Hall, although these are going to be electronic, they will still have to be managed and a Booking Clerk will be required.

## 11. Finance:

### 11.1 Balances and Accounts for Payment

|                                       |               |                          |
|---------------------------------------|---------------|--------------------------|
| <b>Unity Trust Account</b>            |               | 51,723.13                |
| <b>Less</b> A/cs paid last meeting    | 1977.13       |                          |
| Paid out of meeting;                  |               |                          |
| AJM Electrical -VH Inspection         | 1200.00       |                          |
| Sums due to Parishes in the CW Scheme | 3120.39       |                          |
| Cosmic – VH Booking system            | 84.00         |                          |
| Direct Debit – PWB Loan               | 1793.57       |                          |
| Clerk's Salary by SO                  | <u>300.00</u> | <u>8,475.09</u>          |
|                                       |               | 43,248.04                |
| <b>Add</b> Tengore Solar Payment      |               | <u>1,809.60</u>          |
|                                       |               | <b><u>£45,057.64</u></b> |

The Insurance premium paid was £66.04 less than quoted at the last meeting as the PC signed up (agreed out of meeting) to renew for 3 years.

### A/cs for payment

|   |        |
|---|--------|
| CW's fee for May £687.94, Weed killer £5.32 and chipper hire for VH £40 | 733.26 |
| Pinnacle Accountancy Services - Internal audit fee                      | 132.00 |

It was proposed the Chairman, seconded Mr Cox and unanimously resolved that the accounts be paid.

There was discussion regarding the excess income from the solar panels at the Hall which it is understood the VHC felt should have been used towards the upkeep of the VH. At the moment it comes into the PC funds. The Chairman said that he personally felt that it should be used to pay off the loan. The PC had already paid for items at the VH such as the

electrical inspection. There was no discussion or decision made by the PC regarding this view.

It was felt that a survey of the Hall and Pavilion should be carried out in order to assess the position. Mr Shire agreed to obtain some quotes regarding this.

#### **11.2 Audit of Accounts for Year ending 31<sup>st</sup> March 2017**

Copies of the accounts had previously been provided to Councillors by the Clerk and she reported that these have now been internally audited by Mr Williams of Pinnacle Accountancy Services. No matters have been raised and Mr Williams has completed the Internal Audit Section of the Annual Return. Approval of Sections 1 and 2 of the Return are now required by the PC

##### **11.2.1 Approval of Annual Governance Statement**

The Chairman went through the Annual Governance Statement, following which it was proposed Mr Godfrey, seconded Mr Turpin and resolved that the PC approve the Annual Governance Statement. This was confirmed by the signature of the Chairman.

##### **11.2.2 Approval of Accounting Statements**

The accounts having been internally audited, it was proposed Mr Shire, seconded Mr Turpin and resolved that the PC approve the Accounting Statements. This was also confirmed by the signature of the Chairman.

Mr Cox abstained from voting on the above matters as he had only just been co-opted onto the PC.

#### **11.3 Workplace Pensions**

A letter, signed by the Chairman on behalf of the PC, offering the opportunity to join a Pension Scheme, has been sent to the Clerk and she has replied saying that she does not wish to join a Pension Scheme.

### **12. Allotments/Farm Business Tenancies**

The Chairman reported that the new FBT Agreements signed by the Tenants and Memoranda of the increase in rent to £85 per acre to those Tenants who already held existing FBT Agreements have now been received from Greenslade Taylor Hunt.

Mr Godfrey requested that thanks to the Chairman be recorded for a good job done.

### **13. Community Warden Scheme**

The CW has continued with vegetation management during May and during wet weather carried out drainage work.

He has carried out tree work, including thinning a couple of maples by the tennis courts. He has also removed deadwood in one of the ash trees on the verge at Martock Road.

He can carry out work to the finger post at Upton Cross because he can park down the road and access on the verge but the sign at Knole he cannot do without traffic lights.

He says that Mr George Montague of SCC has agreed to provide the finger posts for the new footpath once the footpath is officially confirmed.

Mr Shire will contact Sun Traffic regarding the traffic lights.

### **14. Parish Website**

Mr Godfrey reported that there are no issues.

## **15. Neighbourhood Watch/Community Safety/Civil Contingencies**

### **15.1 Defibrillator Training**

The Chairman reported that this is to take place on Saturday and he requested a volunteer to meet the lady doing the training. Mr Shire agreed to do this.

### **15.2 Report on any other of the above matters**

The Chairman informed Councillors of the report received from Mr Gould, the Community Safety Officer:

#### **Neighbourhood Watch:**

Alerts are forwarded to the Council Webmaster for publication.

This last month saw a lot of increased activity of persons who are known to the Police, attempting access to outbuildings and other locations in the Parish. Information is relayed to the Police in those circumstances and residents alerted within the confines of the Data Protection Act.

#### **Civil Contingencies:**

During the Autumn, there is planning for a live multi agency exercise based around the operation of 'Places of Safety' on a multi-site basis across several District Councils within Somerset.

Once the exercise is formally confirmed, if the PC wished to participate, refresher training for Parish Volunteers and Council would be required. One element of the exercise would be based in LS and operated by other agencies.

The Chairman will email Mr Gould regarding this.

## **16. Representative Reports and any other matters regarding:**

### **16.1 Highways and Environment:**

**16.1.1 Wessex Water and the foul sewer system:** As previously reported it is understood rectification work will be carried out in this financial year.

**16.1.2 Triangle Shute Lane:** The work has not yet been carried out.

**16.1.3 Work to lower end of Village Green:** It is not known if Mr Foy has heard anything from Chris Weeks of Highways regarding match funding for the work to be carried out. Mr Shire said that he had not heard back from Dobles with a quote and will make other enquiries.

**16.1.4 Junction of Shute Lane/B3165:** Nothing to report.

**16.1.5 Update on other highways matters.** No report has been received from Mr Foy.

**16.2 Footpaths: Proposed new Footpath at Hammocks Drove.** Mr Turpin confirmed that he has all the necessary documentation for completion.

## **17. Correspondence**

CCS Workshop on 13<sup>th</sup> July at Edington - Managing your Community Building. This will be put on the next agenda. The Clerk will endeavour to provisionally book two places.

The LS Primary School PTFA have decided not to hold a Firework event this year. It is felt that although the hedge work at the field looks fabulous, it does expose the field somewhat and when it comes to fireworks they wouldn't want to risk anything happening.

**18. Date of next meeting** - 4<sup>th</sup> July 2017

**19. Any Other Business/Items for next meeting**

The Chairman will draft a letter to Mr Farenden following his resignation from the PC/VHC.

The meeting closed at 10.20 pm

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