

Minutes of Meeting of Long Sutton Annual Parish Council Meeting
Held at the Hall on Tuesday 7 May 2019 at 7.00 pm

Present: Councillors: Mr G R Cox (Chairman), Mr T Brand (Vice Chairman), Mr R Fell, Mrs E Elliott, Mr M Turpin, Mr G Stoddart-Stones and Mr N Rousell

2 members of the public.

County Councillor Mr D Ruddle

Apologies from District Councillor Mr G Tucker

Public Observations/Question Time:

A young volunteer, who is working towards Gold Duke of Edinburgh award by litter picking in the village, came to speak to the Parish Council about the progress so far.

The meeting opened at 7:10 pm.

1. Election of Chairman: Cllr T Brand was proposed by Cllr G R Cox and Cllr G Stoddard-Stones. Cllr Brand was elected, and a declaration of office was signed and received.

2. To receive apologies for absence: None

2. Election of Vice-Chairman: Cllr G R Cox was proposed by Cllr T Brand and seconded by Cllr M Turpin. Cllr Cox was elected.

3. Casual Vacancy: It was agreed to wait for a period before advertising for a Councillor to fill the vacant seat on the Parish Council. Agenda item and advertise in July 2019. It was noted that a letter needs to be sent to Mr Tim Shire who served as a Councillor for many years, to thank him for his commitment and valuable contribution to the community.

4. Declarations of interest: None

5. Minutes of meeting held on 2 April 2019: it was resolved that the minutes are a true record of the meeting held on 2 April 2019 and were signed by the Chairman.

6. Matters arising from the minutes: A matter of community safety was raised, the issue of vandalism concerning a gate from a property on Martock Road. It was suggested to invite the Police to attend the next Parish Council meeting, if possible.

7. County Councillor's Report:

Cllr Ruddle mentioned that it is Somerset day on 11 May 2019. Somerset County Council (SCC) have improved their services and now have a good understanding with Young Carers. 98% of children were successful with their first choice of primary school. SCC are tightening up on utility companies and road works. SCC have invested £1 million into the local rail network. SCC meeting next week.

Cllr Cox requested that Cllr Ruddle keep the Parish Council informed as to when the planning application for the Quarry at Batts Lane (18/02799/CPO) is to be presented at committee to permit adequate representations from the Parish Council and the public.

Cllr Ruddle left at 7:40 pm.

8. District Councillor's Report

Cllr Tucker send apologies. Cllr Cox read a short report on behalf of Cllr Tucker; 'Thank you for the election result in the Turn Hill ward, I will do my best to represent the Parish Council. There is little to report, I will continue to raise the needs of the four local parishes, and work closely regarding economic support, community development and regeneration, and planning.'

9. Planning Applications: No new planning applications received

A previous planning application for Long Sutton House was discussed. The application was refused in July 2018, with a six-month window for an appeal which has now lapsed. It was resolved that the Parish Council should write to the Head of Planning and Enforcement services regarding enforcement action on the subsequent building that has taken place at this property without the appropriate permission. Cllr Cox and the clerk to liaise on the wording of the letter.

It is vital that references to previous planning applications need to be correct on this correspondence. Planning permission had previously been granted on the understanding that the applicant agreed to signing a Section 106 clause which would connect the proposed building to the main house. The applicant chose not to.

Application No: 18/02799/CPO Quarry Batts Lane: The County Councillor has been asked to keep the Parish Council updated as to when the application will be heard at SCC.

10. Appointment/Confirmation of members to existing committees

10.1. **Village Hall:** Cllr Brand, Cllr Stoddart-Stones and Cllr Dowse.

10.2 Appointment/Confirmation of Working Groups/Officers

Planning: Cllr Cox

Highways: Cllr Turpin

Footpaths Officer: Cllr Elliot

Accounts: Member/Team to carry out an internal review: Chairman, Vice Chairman and one other Cllr Brand, Cllr Cox and Cllr Stoddart-Stones.

Community Warden/Lengthsman Co-ordinator: Cllr Fell and Cllr Rousell

Parish Website: It was resolved that Mrs R Coombes (parishioner and Village Hall committee secretary) to be Webmaster for LSPC, working with Cllr Cox and the Parish Clerk

11. Review of Insurance Provision: The Insurance provision has been reviewed and it was resolved that the cover in place is appropriate.

12. Village Hall and Recreation Ground: The Village Hall is very well run. Refurbishments are progressing, and the VH&RGC appreciate having the delegated powers previously approved by the Parish Council, to continue with the current momentum.

13. Review of Parish Website: Cllr Cox and the Parish Clerk met with Mrs Coombes (to review the Parish Website. Mrs Coombes has some excellent ideas to update the content and appearance. It was resolved that Cllr Cox and the Parish Clerk have delegated authority of expenditure up to £200 to make any necessary alterations to the website if required. It is noted that there is a support contract in place, and the website provide has been contacted by the Clerk to provide further details.

14 Finance:

i. Balances and Accounts for Payment

It was resolved to authorise the payments listed below:

balances 01/05/2019			
Unity trust account 01/04/2019			£32,590.90
Precept received			£18,520.00
payment not debited for Timeback accounts March			£4.50
			£51,115.40
less accounts paid last meeting		£831.56	
Mrs L Newby - clerk's salary for April paid by SO 1 May 2019		£300.00	£1,131.56
			£49,983.84
Accounts for payment May 2019			
HMRC re clerks salaries		£75.00	
SALC fees		£237.40	
BHIB Insurance		£1,125.14	
Pinnacle accountancy Internal Audit		£132.00	
Timeback accounts payroll March		£4.50	
Timeback accounts payroll April		£4.50	
Mr C Howe fee for April		£590.63	
		£2,169.17	£2,169.17
Balance after authorised payments			£47,814.67

- 14.2 Agreement of Annual Governance Statement. Page 4 of the Annual Governance and Accountability Return (AGAR) was read to Councillors by the Clerk and the statements agreed. Signed by the Chairman and the Clerk.
- 14.3 Audit of Accounts for year ended 31 March 2019. It was resolved to agree the figures on page 5 of the AGAR, which was signed by the Chairman and the RFO (clerk).

It was resolved by the previous Council (as part of its budget setting process) to early settle the loan for the solar panels. A figure is to be obtained in mid-June to be discussed at the July Parish Council meeting.

15. Representative reports and any other matters regarding:

15.1 Community Safety

Monthly police report received with 184 crimes investigated in Area North, 21 arrests and 24 reports of antisocial behaviour.

15.2 Community Warden Scheme

It was resolved that payment for the Community Warden would now be by standing order on 25 monthly starting May 2019

15.3 Highways:

Traffic Calming – SID update from High Ham & Aller

Further conversations required with David Maher (Aller PC) regarding training requirements for the SID and the fees for training one person, presently quoted as £217. It is important that the correct device is purchased, as the data collected is to be used to support police enforcement units being in place more frequently.

15.4. Environment –

Volunteer litter picking The Parish Clerk met with the young volunteer litter picking in the village, for Duke of Edinburgh award. Further information should appear in the next parish newsletter.

15.5 Footpaths

i. Hammocks Drove progress

Matter is still not concluded. Cllr Turpin now in receipt of the S30 agreement. Property owner wants the definitive map updated before finger posts in place. SCC will inform when definitive map has been updated to allow the Parish Council to arrange for the finger posts.

ii. Footpath L21/32 Knole from Orchard Farm

Response received from SCC with an update, that the matter is still ongoing and efforts will now be increased to progress the issue. Parish clerk to seek updates on a monthly basis.

14. Correspondence not previously distributed None.

15. Date of next meeting – Tuesday 4 June 2019, immediately after the Village Hall AGM which is at 7pm.

15. Any Other Business/Items for next meeting –Parish Clerk to review Parish Council Standing Orders and Financial Regulations to be approved at June meeting.

Community Shop - Cllr Cox has been asked to arrange the subscription of the Community shop steering group to the Plunkett Foundation membership, which was resolved at the last Parish Council meeting.

Phone Box, Knole – Cllr Turpin reported that the phone box housing the defibrillator in Knole has been repainted and refurbished. Signage has been replaced at a cost of £30 (to be reimbursed), along with a ‘thank you’ to be arranged by Cllr Turpin. Well done and thank you to Tony Ellerbeck and his team.

The meeting closed at 8.25pm

Signed as a true record:

Cllr Tim Brand
Chairman

4th June 2019