

BRYMPTON PARISH COUNCIL

MINUTES OF THE MEETING OF BRYMPTON PARISH COUNCIL HELD ON WEDNESDAY 24TH MARCH 2010 AT THE PARISH ROOM OF THE ABBEY COMMUNITY CENTRE (7.30 p.m. - 10.25 p.m.)

Present:

Mrs E Glaisher (Chairman)
Mr P Dutton
Mr G Pritchard

Mr R Meecham (Vice-Chairman)
Mr E Galjaard
Mr P Seib

Mr S Crabb (County Councillor)
PCSO Jason Helyar

John Richardson (District Councillor)

PUBLIC OPEN SESSION

During the public open session Mr Hook, Parish Tree Warden, gave an update on the Tree Warden Service.

116/09 APOLOGIES FOR ABSENCE AND TO CONSIDER ACCEPTANCE OF THE REASONS

An apology for absence by reason of business commitments was received from Mr Amor. An apology for absence by reason of holiday was received from Mr Graham. Apologies for absence by reason of sickness were received from Mrs Jagger and Mr Shutler. These apologies were accepted and approved.

117/09 DECLARATIONS OF INTEREST

Mr Meecham declared a personal interest in items concerning the District Council, as an employee of South Somerset District Council. Mr Seib declared that, as a District Councillor, he may be asked to consider matters at the District tier, which have already been considered by Brympton Parish Council. When this happens he will have to reconsider the matter at the District Council level, taking into account all relevant evidence and representations made at that time. Similarly, as a District Councillor and Portfolio Holder for Economy, Planning and Transport he declared a Personal Interest in any agenda items affecting the relationship between Brympton Parish and South Somerset District Council. Mr Pritchard declared a personal interest in agenda item 13(a) as an acquaintance of Mr Land.

118/09 MINUTES OF THE MEETING HELD ON 24th FEBRUARY 2010

It was RESOLVED to confirm the minutes of the meeting held on 24th February 2010.

119/09 CRIME, DISORDER and COMMUNITY SAFETY

(a) PCSO Helyar gave an update on crime and disorder within the parish. A further fuel theft had taken place and a meeting is to be arranged with local companies regarding this. Anti-social behaviour had taken place at The Forum was now a public priority. 19 crimes had taken place since the last meeting but were not classed as major crimes.

(b) Newsletter from Chief Superintendent Nikki Watson - NOTED.

(c) The crime statistics for the Brympton beat up to 31st January 2010 were noted.

120/09 CHAIRMAN'S ANNOUNCEMENTS

Mrs Glaisher advised that a letter of resignation had been accepted, with great regret, from Mr C Legg.

121/09 REPORTS FROM:

(a) SOMERSET COUNTY COUNCILLOR,

Mr Crabb advised that he would make a grant of £4,200 to the Parish Council towards the path required from King Arthur Drive to Abbey Manor Park. A further grant might become available should a project run by Ilchester Council cost less than £3,000. Mr Crabb advised that he had received no news on a crossing at Bunford Lane. Mr Crabb also advised that he is working on the adoption of roads within the parish.

(b) DISTRICT COUNCILLORS,

Mr Richardson advised that the new Joint Chief Executive, Mr Mark Williams, had commenced his employment at SSDC. He advised that the Council is trying to reduce its CO₂ emissions. Mr Richardson declared an interest by reason of his work but advised the Council to investigate the new photovoltaic cell scheme and it was agreed that the Clerk would investigate further.

(c) PARISH REPRESENTATIVES ON OUTSIDE BODIES and MEETINGS/WORKSHOPS ATTENDED BY COUNCILLORS

SALC - Mr Meecham gave a verbal update on the Area South SALC meeting held on 8th March. Items discussed had included: Members Code of Conduct, Officers Code of Conduct, Power of Well Being, Appointed Councillors, Model Standing Orders, Staffing Committee, Electronic banking, Grit/salt bins and SALC affiliation fees. It was noted that the Council is legally not obliged to advise SSDC of the precept required until February, currently SSDC request that this be submitted by 1st January. It was noted that a Staffing Committee is now required to comply with legal requirements and this would be arranged for the first meeting of the 2010-2011 municipal year.

Planning Cluster Workshop - Mrs Glaisher, Mr Dutton and Mrs Jagger had attended the Yeovil planning cluster workshop and Mrs Glaisher had attended the cluster workshop held at Ilminster. An update was given by Mr Dutton and it was noted that the preferred options draft will be issued in the summer, followed by a public consultation.

122/09 CLERK'S REPORT

(a) The Noise - Mr O'Brien of YTFC has confirmed that YTFC will run the football events at The Noise. Ilchester Majorettes will give a display. It was agreed that the offer of a dog agility and obedience display would be accepted provided that SSDC approved.

(b) A meeting with Chief Executive of SSDC & Clerks of Quality Councils and Market Towns took place on 8th March and a further meeting will be held on 17th May 2010 which will be attended by the Assistant Director (Finance).

(c) Annual Parish Meeting - Monica Carrier, Manager of the South Somerset Citizens Advice Bureau will give a brief talk on its work.

(d) Quantum Theatre performance - members NOTED that the temporary licence has been received and that toilets have been booked from Yeovil Plant Hire Ltd. It was further NOTED that the grant from SSDC had been increased to £610 as no VAT could be reclaimed by the Parish Council.

(e) Higher Ream - Mr Boarder, SSDC Play Inspector, had inspected the multi-unit at Higher Ream for possible finger traps. Mr Boarder had advised there is a finger trap but that it was not considered too much of a risk as this is in the middle of the platform away from any of the entry/exit points where fingers are more likely to get caught. The panels could be replaced with stronger timber panels (for example exterior plywood cut to size and painted) if the gaps increase in the future. It was further noted that SSDC will charge for only two maintenance checks for 2009-2010.

(f) Sunday Bus Service, Abbey Manor Park - A copy of the response from SCC regarding the lack of bus service to the Abbey Manor Park area on Sundays and Public holidays had been received. It was noted that no funding was available to expand services in the foreseeable future but that the request would be kept on file.

(g) Youth Club - Somerset Rural Youth Project had advised that Harriet French had left the area due to work commitments and therefore no youth activities were taking place at Oak Tree Park. Should a volunteer come forward to run a youth project the SRYP will be pleased to support the volunteer to sustain the work.

123/09 CORRESPONDENCE

(a) Mr C Legg - to note that Mr Legg tendered his resignation as Councillor on 15th March 2010 - the vacancy has been advertised in accordance with LGA 1972.

(b) SCC - Minerals Core Strategy consultation, details circulated prior to the meeting - NOTED.

(c) SCC - Somerset Heritage Centre - it was NOTED that that the current Somerset Record Office in Taunton will relocate to the new Somerset Heritage Centre at Langford Mead, Norton Fitzwarren, Taunton, during Autumn 2010.

124/09 PLANNING

(a) DECISIONS ON APPLICATIONS

Members NOTED the approval, with conditions, of planning applications 06/04559/OUT and 10/00173/FUL. At 9.05 p.m. the meeting was closed for public discussion regarding application 06/04559/OUT. The meeting re-opened at 9.15p.m.

(b) APPLICATIONS CONSIDERED (UNDER STANDING ORDER NO. 79) BEFORE THIS MEETING

In accordance with Standing Order no. 79, Councillors NOTED and APPROVED the recommendation made for the following applications:

10/00724/S73 - Application to remove condition No 2 of decision notice 06/04241/FUL dated 21/12/06 to allow garage to be used as incidental to the enjoyment of the dwelling. (GR 352459/118227)

D'Evercy, Thorne, BA21 3PZ

Recommendation: The original recommendation made by the Parish Council in December 2006 to application 06/04241/FUL was:

"Approval, subject to a condition that will preclude it from being converted to a separate dwelling at a later date."

If Condition 2 is removed by this new application then the Parish Council would request that a condition is imposed to clarify the usage - namely 'use as a garage, a workshop, a storeroom and/or for recreational purposes only' thereby eliminating the option of it being

(c) PLANNING APPLICATIONS FOR CONSIDERATION

10/00827/FUL - the installation of an external door to the community centre office (GR 353354/116924)

Abbey Community Centre, The Forum

The Clerk advised that she had taken advice on from SALC regarding this application, to clarify whether any member need declare an interest. Advice from SALC was that there was no interest to declare by anyone other than the Council representative on the Committee. As Mr Legg had resigned and no new representative appointed, there were no interests to declare. Mr Seib raised some concerns over this advice as he had spoken to the Head of SSDC Democratic Services who considered that Councillors did have a personal and prejudicial interest. Notwithstanding the advice from the Clerk that the Council could comment on the application, it was agreed that in view of the conflicting advice no comment would be made on this application.

(d) PLANNING/DEVELOPMENT UPDATES

It was noted that a Section 106 Monitoring Officer had been appointed by SSDC.

(e) NOMINATIONS FOR PLANNING WORKING GROUP TO CONSIDER FORTHCOMING PLANNING APPLICATIONS

It was agreed that Mr Seib and Mr Pritchard would be members of the Working Party for the following month

125/09 HIGHWAY MATTERS

(a) It was NOTED that road safety improvements will take place at Cartgate Roundabout, Yeovil, comprising the provision of additional advanced warning signing to highlight the roundabout for traffic approaching the intersection on the A3088 (with associated "Slow" road markings where appropriate); and replacement of the existing advance direction signing to modern standards, using passively safe posts to minimise the danger to drivers in case of impact with them in an accident.

126/09 VILLAGE HALLS

(a) ABBEY COMMUNITY ASSOCIATION

(i) Following the resignation of Mr Legg, it was AGREED that Mrs Jagger be appointed as Council representative to the Abbey Community Association.

(ii) It was NOTED that the Community Association have been charging commercial users an additional £2 per hour for the hire of the hall but that these charges will be reviewed.

(b) JUBILEE HALL, THORNE COFFIN

The Trustees of the Jubilee Hall, Thorne Coffin, had requested that the Council consider making a grant to the Jubilee Hall, which will assist with the cost of altering the front of the hall 'garden' to create a level area which could be used more safely for tables and chairs for sales/BBQ's/teas or as overflow space from the hall. In accordance with its power under s. 133 of the LGA 1972, it was RESOLVED to grant £250 for this project.

127/09 SUBSCRIPTIONS 2010-2011

Members RESOLVED to approve the renewal of membership to:

Somerset Association of Local Councils - subscription £925.50; and
Community Council for Somerset - subscription is a minimum of £30.

128/09 STAFFING

(a) CLERK'S OFFICE

(i) It was agreed to defer consideration of quotations for the works required to the office as insufficient quotations had been received.

(ii) It was NOTED that a Building Regulation application had been submitted prior to the meeting at a cost of £150 to be reimbursed to the Clerk.

(iii) The current monthly rental cost of the Abbey Manor Park Surgery was NOTED and it was agreed that this would be outside of the Council's budget. It was AGREED to request that the Council be kept informed of developments as and when the surgery is vacated.

(iii) Members APPROVED the following wording for an exchange of letters between the Parish Council and the Abbey Community Association to formalize the use of the office, the wording being acceptable to the Association:

"The ACA have agreed that the Parish Council may have sole use of the office of the community centre. The ACA will charge £25 per week for the use of the office; this sum includes heating, lighting and any rates payable. This sum will be paid as 12 monthly payments, being:

Month 1 £112.00
 Months 2 - 12 £108.00 (total £1300)

The rent will be subject to a review after one year.

The Clerk may use the toilet and kitchen facilities of the Parish Room when there are users in the main hall.

The Parish Council will pay for all adaptations necessary for a separate access to the office.

The Parish Council will have its own insurance for all equipment stored in the office.

The Parish Council will keep the office in a clean and tidy condition.

The Parish Council will pay for a telephone to be installed which will include broadband. Should the Council wish to vacate the office the Association will be given the opportunity to take over the telephone line. "

It was agreed that the Clerk would check on the possibility of the broadband facility being used by members of the public in or adjacent to the community centre.

(b) STAFFING COMMITTEE

It was NOTED that SALC had advised that Council should set up a staffing committee for the next municipal year but that the Appeals panel remain as a working party. It was AGREED that a Committee be formed and the following terms of reference were agreed:

1. The Staffing Committee is a committee of the Full Council and shall operate within the terms of reference set by Brympton Parish Council.
2. Full Council to determine the appointment of members from time to time.
3. The quorum shall consist of 3 (three) members.
4. All committee meetings shall be open to the public, except that the committee may resolve to exclude the press and public to deal with confidential items as permitted by legislation.
5. Notes of a meeting may be taken by the Clerk, if present, or a member of the Committee.
6. The Committee shall be responsible for all matters relating to employees employed by Brympton Parish Council, Personnel Policies, Performance Management including assessment of sick leave, approving annual leave and other forms of leave, overseeing the recording of information relating to staff matters such as time keeping, redundancy policies, proposed changes to the terms and conditions of contracts, proposed changes to remuneration and employment.
7. The Clerk will be able to attend meetings of the committee and contribute except where the meetings deal with confidential matters relating to the Clerk. The Clerk will not have a vote.
8. The Committee to have a regular programme for Member Development to ensure that skills are updated to ensure the effective running of the Council.
9. The Committee to ensure that employees have appropriate training.

(c) SLCC REGIONAL CONFERENCE

Members RESOLVED to approve expenditure not exceeding £85 to cover the cost of attendance and travel to enable the Clerk to attend the SLCC Regional Conference at Plymouth on Tuesday, 18th May. It was NOTED that Odcombe Parish Council will be asked to pay one-third cost of attendance and travel. (Power: s.112, LGA 1972)

129/09 FINANCE

(a) REVIEW OF INTERNAL AUDIT FOR 2009-2010

Following a review, members RESOLVED to approve the review of the internal audit for 2009-2010. Members NOTED that Mr King had advised that he will no longer be able to undertake the Internal Audit for 2010-2011 and that the Clerk was currently sourcing a replacement Internal Auditor.

(b) REVIEW OF INTERNAL CONTROL AS AT 24TH MARCH 2010

Following a review members RESOLVED to approve the review of internal control as at 24th March 2010.

(c) BRYMPTON PARISH COUNCIL MEMBERS' ALLOWANCES SCHEME

In accordance with the Brympton Parish Council Members' Allowances Scheme elected members were asked to advise the Clerk in writing whether or not they wish to claim the allowance for 2010-2011.

(d) BANK RECONCILIATION STATEMENT

The bank reconciliation statement as at 28th February 2010 was noted and APPROVED.

(e) PAYMENTS

Members NOTED and APPROVED the payment of a direct debit for £59.77 paid to BT on 18th March 2010.

Members RESOLVED to approve the following schedule of payments:

<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
SSDC	01454	1,421.08	Additional litter picking
SSDC	01455	700.96	Tree planting
SSDC	01455	329.62	Tree planting and replacements
SSDC	01456	3,506.99	Contribution to LOSP Ranger
SDC	01456	1,194.41	Contribution to LOSP Ranger
SSDC	01457	1,929.71	Cemetery Deficit
Mrs E Glaisher	01458	12.20	Mileage allowance

<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
St James Scout Group	01459	110.50	Delivery of Newslink
HM Revenue & Customs	01460	986.68	PAYE & NI
Mr P Seib	01461	15.00	Cllr allowance
Mr Graham Pritchard	01462	20.00	Cllr allowance
Mrs E M James	01463	1,019.19	Clerks salary
Mrs E M James	01464	237.52	Expenses
Thorne Coffin Jubilee Hall	1465	250.00	Grant to hall

Members RESOLVED to approve the following expenditure for the municipal year 2010-2011:

<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
SALC	1466	925.50	Subscription
Community Council	1467	30.00	Subscription

(f) **RECEIPTS**

The receipt of £1352.70 being repayment of VAT was NOTED.

The receipt of a £610 grant from SSDC for the Quantum Theatre event was NOTED.

130/09 ITEMS TO BE DISTRIBUTED

South Somerset News - Spring edition

Community Council for Somerset - Thatch Winter/Spring edition

Agenda and reports for the Standards Committee meeting of 19th March 2010.

Clerks & Councils Direct

News from YDH Issue 11 Spring 2010

131/09 QUESTIONS AND ITEMS ARISING AFTER THE PREPARATION OF THIS AGENDA, WHICH THE CHAIRMAN AGREES TO TAKE AS URGENT. SUCH MATTERS ARE FOR NOTING OR DEFERRAL TO A FUTURE MEETING.

None

132/09 ITEMS FOR NEXT MEETING

Adoption of accounts and annual report of Internal Auditor

Review of insurance

Report on renewable energy - short report at the next meeting, the main report in May.

Quantum Theatre - ticket sales.

133/09 DATE OF NEXT MEETING

It was NOTED that the next meeting will be held on 28th April 2010 at the Function Room, Airfield Tavern, Bluebell Road, Yeovil, the meeting will follow after the Annual Parish Assembly which will commence at 7.30 p.m. The guest speaker will be Mrs Monica Carrier of the South Somerset Citizens Advice Bureau.