

BRYMPTON PARISH COUNCIL

The Parish Office, Abbey Community Centre, The Forum, YEOVIL, BA21 3TL

YOU ARE SUMMONED TO A FULL COUNCIL MEETING TO BE HELD AT 7.30PM ON WEDNESDAY, 27TH MAY 2020 ONLINE AT ZOOM.US. MEETING ID: 814 2217 0144 PASSWORD: Forum

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Gender Equality, Crime & Disorder, Biodiversity, Health & Safety and Human Rights.

Recording, including filming, audio recording, taking photographs, blogging, tweeting and using other social media websites is permitted at Council meetings which are open to the public – however, anyone wishing to do so **must** speak to the Chairperson prior to the meeting as there are rules which must be followed.

Unless specifically specified otherwise, all decisions made by the Council, fall use the General Power of Competence, as adopted by the Council on 22nd August 2012, and confirmed at its meeting held on 15th May 2019. This gives the Parish Council "the power to do anything that individuals generally may do" as long as they do not break other laws and is a 'power of first resort' (Localism Act 2011).

Elizabeth James

Elizabeth M James, Clerk
21st May 2020

WELCOME BY CHAIRMAN

OPEN SESSION FOR BRYMPTON PARISHIONERS

Due to the current government coronavirus response, the Parish Council will be meeting online. Members of the public are encouraged to submit their questions or comments under 'Public Participation' in advance of the meeting to the Chairman and these will be made available to all Councillors. Members of the public may also link in to observe the meeting using the details above.

REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

County and District Councillors may give short verbal reports on matters affecting Brympton. As these reports do not form part of the meeting, minutes will not be produced.

AGENDA

1. APPOINTMENT OF CHAIRMAN, TOGETHER WITH APPOINTMENT OF VICE-CHAIRMAN, APPOINTMENTS TO COMMITTEES & WORKING PARTIES FOR THE FORTHCOMING MUNICIPAL YEAR AND CO-OPTION OF COUNCILLOR

Standing Order 5 states that the appointment of a Chairman for the forthcoming municipal year would be the first item of business, with other appointments also made at this time. However, due to the exceptional circumstances, it is considered that the Standing Orders for these appointments and also co-option to the vacancy, should be suspended until the next physical meeting.

2. REVIEW OF STANDING ORDERS

The Standing Orders of this Parish Council state that at the May Annual Parish Council meeting a working party should be formed to consider the following items and report back to full Council:

- Consideration of the recommendations made by a Committee.

- Review of delegation arrangements to Committees, sub-Committees, staff and other local authorities;
- Review of the terms of reference for Committees;
- Review and adoption of appropriate standing orders and financial regulations;
- Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
- Review of representation on or work with external bodies and arrangements for reporting back;
- Review of inventory of land and assets including buildings and office equipment;
- Confirmation of arrangements for insurance cover in respect of all insured risks;
- Review of the Council's and/or staff subscriptions to other bodies;
- Review of the Council's complaints procedure;
- Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
- Review of the Council's policy for dealing with the press/media;

It is recommended that the Standing Order 5 vi be suspended at this time.

However, an additional Standing Order and protocol for virtual meetings should be approved at this meeting. The additional Standing Order has been prepared in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations"). A draft copy of the Standing Order and protocol has already been circulated to members and members are asked to RESOLVE to approve them.

3. TO RECEIVE ANY APOLOGIES FOR ABSENCE

4. TO RECEIVE ANY DECLARATIONS OF INTEREST

5. DELEGATION OF AUTHORITY

Owing to the pandemic and cancellation of the March 2020 meeting, members are asked to re-confirm the arrangements put in place to cover the emergency. In light of the Coronavirus (Covid-19) pandemic and government advice, the following motion was individually circulated to all Councillors on 23rd March 2020 and sufficient affirmative emails were received, such that the motion would have passed at an ordinary meeting.

This council resolved that:

(a) Should the council be unable to meet for whatever reason, the Clerk be given delegated authority to progress all ongoing matters and projects and authorise all regular payments and incur expenditure in line with the council's agreed budget.

(b) Any decisions taken under resolution (a) above will be taken, whenever possible, in consultation with the Chairman and Vice Chairman of council. A record of all decisions

and expenditure incurred under delegated authority will be kept and reported to members when the council next meets.

(c) The provisions outlined in resolutions (a-b) above will override any requirements to the contrary in the council's standing orders, financial regulations or terms of reference.

(d) In the interest of staff, volunteer and public safety the community office will be closed to the public, except by appointment, whenever government advice deems this to be appropriate.

(e) The Clerk, in consultation with the Chairman and Vice Chairman, may incur expenditure from the project earmarked reserve where such expenditure will help the community's efforts to support those in need of assistance or prevent social isolation.

(f) Should government allow councils to meet virtually (online), the council will take all reasonable steps to facilitate this.

(g) This delegated authority ceases upon the first meeting of the council following the removal of Government restrictions.

Members were reminded that the authority to decide the council's response to planning applications is covered by the current Standing Order 15 b xiv and xv.

As the Council can now hold virtual meetings, the delegation has now ceased. A list of all decisions made were circulated electronically to Councillors.

6. MINUTES OF THE MEETING HELD ON 26th FEBRUARY 2020

To confirm as a correct record the minutes of the previous meeting held on 26th February 2020.

7. PLANNING

(a) APPLICATIONS CONSIDERED (UNDER STANDING ORDER 15(b)(xvi)) BEFORE THIS MEETING

In accordance with Standing Order no. 15(b)(xvi), the following application was considered before this meeting:

Application No.	Address	Proposal	Brympton Parish Council Recommendation
20/00407/OUT	Land at Malvern Court, Yeovil, BA21 3RX – adjacent to parish	Outline application with all matters reserved save for access for the erection of 1 No. dwelling	APPROVAL
20/00714/HOU	40 Alvington Fields, Yeovil, BA22 8AY	Kitchen/dining room rear single story extension	APPROVAL
20/00793/FUL	High Leaze Farm, Brympton Avenue, Yeovil BA22 8TE	Partial demolition of an existing agricultural building and the erection of a new agricultural workshop/storage building.	APPROVAL

(b) DECISIONS ON APPLICATIONS

Application No.	Address	Proposal	SSDC Decision (unless otherwise stated)
SCC/3507/2018	Y P H Waste Management Ltd Artillery Road, BA22 8RP	Planning application for the storage and transfer of waste	APPROVED (by Somerset County Council), with conditions

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(c) APPLICATIONS FOR CONSIDERATION

To consider the application below and any new application detailed on the District Council website up to the date of the meeting.

Application No.	Address	Proposal
20/01275/FUL	Land at Barracks Close Brympton	Erection of three buildings, comprising of 11 individual units with a flexible Class B1 (b) and (c), Class B2 and Class B8 usage with associated roads and parking Details are attached with the agenda, together with a report prepared by Councillors Attrill and Weston – please view the plans and read before the meeting.

(d) NOMINATIONS FOR THE PLANNING WORKING GROUP TO CONSIDER FORTHCOMING PLANNING APPLICATIONS

8. CLERK'S REPORT

(a) COMMUNITY GOVERNANCE REVIEW

Members will recall that, at its meeting held on 25th September 2019 (min. no. 136/19), it was agreed to request a meeting with Yeovil Town Council only, to agree the parish boundary to align with the County and District boundaries and prepare a recommendation to be put to the District Council. Yeovil Town Council have now advised that, since East Coker Parish Council, West Coker Parish Council and Yeovil Without Parish Council do not wish to take part in a Community Governance Review, the Yeovil Town Council could not support a Community Governance Review. Members are reminded, therefore, that, without the support of Yeovil Town Council, the earliest date for a Community Governance Review to take place would be December 2023.

(b) LUFTON KEY SITE

(a) Following the meeting held on 26th February 2020 (min. no. 262/19), it had been AGREED to write to the District Council and ask whether, should Persimmon Homes agree to provide some dog bins, would the District Council empty them. The District Council has advised that they would not do so as responsibility lies with Persimmon.

(b) CIL payment (min. no. 265/19c), – the CIL payment has yet to be paid to the Parish Council.

(c) **#GBSpringClean 2020** – this event has been cancelled.

(d) **Speakers** for meetings will be re-arranged when possible.

(e) The **VE Day** commemoration, due to be held on 8th May 2020, was cancelled. The grant of £2,000 remains with the Town Council until a decision is made on a replacement event.

(f) **Higher Ream** - the Working Party has been discussing various options for new equipment at Higher Ream and a consultation will take place with parishioners.

(g) Any updates received prior to the meeting for report.

9. KINGFISHER COMMUNITY CENTRE

Further to min. no. 241/19, a working party met with SSDC to discuss how best to move the project forward. SSDC advised that they would first ask whether the Abbey Community Association would like to take over the Kingfisher Community Centre, but SSDC have advised that the offer was declined. Therefore, the SSDC Officer concerned has asked the SSDC legal team to look into the possibility of SSDC writing the lease with just the Academy and Brympton PC being signatories. This would enable the Parish Council to move the project forward, take over the building and initially run the hall, but with a Community Association to be formed, with charitable status, as quickly as possible. The legal team are also looking into whether SSDC may have to be some kind of trustee. Advice has been sought from SALC and the County Secretary would support this action. Advice is also being sought from the Community Council.

Members are asked whether they would support this and, should this be agreed, are asked to consider the appointment of a solicitor, recommended by SALC and the Community Council, to protect the interests of this Council.

10. GRANTS

(a) St James Scouts

At the meeting held on 27th November 2020 (min. no. 188/19(c)) it was AGREED to grant "replacement camping canvas and equipment to a value of £900. It was AGREED to offer to purchase the items required directly if required." The sum of £900 was earmarked for this purpose.

Two of the three items have now been purchased and the final item has been ordered, with delivery due once the factory is back in production. The amount that will have been spent is £771.58, leaving a balance of £128.42 from the original £900. The Scouts have asked whether they could receive the remaining balance to put towards a Jamboree kit and members are asked to agree this.

(b) Girlguiding Yeovil Division Senior Section

At the meeting held on 26th February 2020 (min. no. 261/19) with regard to the Girlguiding Yeovil Division Senior Section, it was AGREED that £70 could be paid immediately if required but that a further sum could be awarded if the Section were prepared to wait until the 2020-2021 financial year. The applicant advised that they would be prepared to wait to this financial year. The original sum requested was £250.00 and a copy of the request is given at appendix A for consideration. Members are asked to consider this request further

(c) Yeovil Rivers Community Trust

The Yeovil Rivers Community Trust has submitted an application for this financial year, which is attached at appendix A, for the sum of £2,000.00

As the Trust received £2,100 in the financial year 2019-2020 the Trust was requested to supply copies of its accounts for that year and these are attached to the agenda.

Within the budget for 2020-2021 the sum of £4,000 was placed for POGC grants (this sum does not include the £200 earmarked sum for the Good Fellowship Club on 27th November (min. no. 188/19(b)). The sum of £5000 was also reserved in this budget for environmental projects.

Members are asked to consider this request further.

11. INTERNAL AUDIT FOR 2019-2020

The Internal Auditor carried out the annual internal audit in March 2020 and has raised no concerns. The Internal Auditor had signed page 3 of the Annual Governance and Accountability Return for the year ended 31st March 2020.

12. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDED 31 MARCH 2020 - SECTION 1, ANNUAL GOVERNANCE STATEMENT

Members are asked to consider the statement and questions from the annual governance statement, attached to the agenda, and agree a yes or no response to each question.

13. ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2020 - SECTION 2, ACCOUNTING STATEMENTS

Members are asked to resolve to approve the Accounting Statement 2019-2020 as attached to the agenda. An explanation of variances, where necessary, is attached to the agenda.

1. APPOINTMENT OF INTERNAL AUDITOR

Mr T P Colgan has acted as internal auditor for the Parish Council at no charge to the Parish Council. Mr Colgan is entirely independent of the Council and Clerk. Mr Colgan has intimated that he is willing to act as the Council's internal auditor for 2020-2021, at no charge, and members are asked to agree this appointment. Mr Colgan has intimated that this will be the last year he wishes to undertake this position.

15. TRANSFER OF MONEY FROM NATWEST TO NATIONWIDE

The Council holds an account with the Nationwide Building Society alongside the two accounts with NatWest. The money held by both Nationwide and NatWest is protected by the Financial Services Compensation Scheme to a value of £85,000. Members may wish to consider depositing a further £15,000.00 with the Nationwide where the interest rate is 0.20%, against the NatWest interest rate of 0.05%. This would increase the Nationwide balance to almost £85,000.

16. FINANCE

(a) Members are asked to note that the Standing Order for meeting room hire for both Council meetings and Coffee mornings was cancelled as from the May payment. Overpayments will be used to cover the cost of additional meetings during the year.

(b) The payments below, as notified previously, for the 2019-2020 financial year were paid in accordance with the delegated powers:

Payee	Ref	Amount	Reason for expenditure
SSDC	2368	£160.00	Enhancement of The Forum - put under Yeovil in Bloom budget
Plusnet	DD	£66.60	Telephone & broadband
Jamprint Ltd	2369	£418.00	Printing of Newslink
Corporate expenditure	2370-		Councillors allowance +
	2374	£619.00	HMRC
Mrs E M James	2375	£60.30	
Democratic Services	SO	£1,346.80	Democratic services
ACA	SO	£108.33	Office rent
ACA	SO	£57.50	Meeting room + coffee
Mrs E M James	2376	£395.75	Two items for Scouts Grant

(c) The following payments have been made for the 2020-2021 financial year to date:

Payee	Ref.	Amount	Reason for expenditure
GeoXplore Ltd	2377	£ 126.00	Mapping service
Mrs E James	2378	£ 174.00	Webinar & POGC purchase
Plusnet	DD	£ 72.22	Telephone & broadband
ACA	SO	£ 108.33	Office rent
ACA	SO	£ 57.50	Meeting room hire
Democratic services	SO	£1,346.80	Democratic services
Zurich Municipal	2379	£ 515.03	Insurance
Mrs E James	2380	£ 134.00	Expenses
ACA	SO	£ 108.33	Office rent
Democratic services	SO	£1,346.80	Democratic services
Plusnet	DD	£ 69.60	Telephone & broadband

(d) The following amounts have been received for the 2020-2021 financial year to date:

SSDC	BCG	£63,500	Precept
NatWest	BCG	£ 5.92	Interest
Nationwide	BCG	£ 10.29	Interest

(c) Bank Reconciliation Statements – The bank reconciliation statements for 31st March 2020 and 30th April 2020 have been forwarded to the Chairman.

17. QUESTIONS AND ITEMS ARISING AFTER THE PREPARATION OF THIS AGENDA, SUCH MATTERS ARE FOR NOTING OR DEFERRAL TO A FUTURE MEETING.

Should Councillors wish to raise an item, please contact the Clerk prior to the meeting if possible.

18. MEETINGS FOR THE FORTHCOMING MUNICIPAL YEAR

Meetings are normally held on the 4th Wednesday of each month, with the exception of the December meeting. Council are asked however, to agree the third Wednesday in August to enable the Clerk to take annual leave.

ADDITIONAL INFORMATION

10. GRANT APPLICATION

(b) Girlguiding Yeovil Division Senior Section

1. Name of group	Girlguiding Yeovil Division Senior Section
3. Name of project	Senior Section New Programme
4. Amount requested £250.00	or whatever you can spare.
5. Briefly describe the project/scheme	Senior Section is for girls aged 14-18 years. Last year the programme about Old Guiding changed - it now allows for girls to explore many activities to which they will earn a badge when the criteria is complete. They also require a handbook and teaching Aids.
6. How will the project/scheme benefit the residents of Brympton?	Girlguiding Yeovil Division is Division based and therefore all members live all around town. These girls will grow up to appreciate their area and community they live in, some will take up posts such as the Mayor Aids other within the school/community help such as cake making at Christmas.

Due to an increase of membership fees to C.Ho. Finance we shall at the moment fund raising will take place.

Members are asked to note that 5 of the girls live within the Brympton area and they meet at the Guide Hut in Everton Road

(c) Yeovil Rivers Community Trust

Ponds and Backwaters Project, Larkhill Development Open Site, Lawrence Way, Abbey Manor

We intend to create one new pond alongside the Preston Brook which is also being restored at carefully selected points through the creation of three backwaters to promote enhanced flora and fauna diversity, improved resilience to climate change, e.g. surface water flooding potentially arising from surrounding residential developments. The pond will be planted with a range of native aquatic wild flower species, a small area of wetland/bog will also be created as will a margin of wildflower meadow to provide amenity value as well as additional resources for pollinators. Preston primary School students will help to select and plant the meadows and pond plants as a ecology project. Extensive interpretation of the network created will be provided as will a dipping platform and access for all categories of user. Community involvement in the design, selection of native plant species, and implementation, e.g. seeding, plug planting and creating bug banks and wildlife refuges, will be integral to the project as will volunteering and educational outreach opportunities during and post-project. There will be some need for minor tree and vegetation management to enable the construction works, i.e. coppicing/pollarding, canopy lifting and reduction and minor scrub clearance. The works will be carefully integrated into the surrounding greenspace which contains small areas of woodland, scrub and some trees with veteran features. The project will look to act as a catalyst for future projects to link these habitats into an enhanced network to provide

further social and environmental benefits and on-going monitoring, educational surveys and projects and citizen science opportunities will be promoted.

6. This project will provide an enhanced community facility through creating new wildlife habitats which will offer a rich educational resource for nearby primary schools as well as significantly improved amenity value for the wider community. Pupils from local schools will use the new habitats for a range of projects. Brownies/cubs/guides, interest groups and the wider community will benefit from the project which offers a safe and well managed biodiversity asset within an existing green space and for which a local need has been identified. The project will exploit the current network of foot/cycle paths to provide access to the features for a wide range of groups including those with limited mobility, the elderly, disadvantaged (adults and children), dog walkers and young children. It is anticipated that 300+ people will have improved access to the site.

The project will also offer opportunities for community engagement in design, implementation, maintenance and monitoring of the project features. Benefits for wellbeing, health and community cohesion will be generated at each stage of the project through volunteering and in the long-term through co-ordinated maintenance, conservation and educational activities organised by Yeovil Rivers Community Trust, Brympton Parish Council, SSDC and other community groups. These benefits will address the need to tackle low mobility and lack of opportunity for the young and elderly, developing skills and combating anti-social behaviours with younger people and providing benefits to enhance wellbeing generally. There will be benefits for biodiversity, new aquatic habitats for wildlife and enhanced habitats for pollinators and protected species. The project is designed to provide optimal ecosystem services benefits including for recreation, aesthetic and spiritual purposes.

1 Name of group	Yeovil Rivers Community Trust.
3 Name of project	Lawrence Way Pond and Backwaters
4 Amount requested	£2,000.00
5 Briefly describe the project scheme	Please see attached sheet. N.B. This application is for the new financial year 2020/21. This second application is for phases 2 + 3 of the project which cover the creation of the dipping platform, provision of an interpretation board and planting of the pond, backwaters + meadows.
6 How will the project scheme benefit the residents of Brympton?	Please see attached sheet.
7 Summary of Available income	