

# KINGSTON ST MARY PARISH COUNCIL

## MINUTES OF ANNUAL PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL ON MONDAY 14 MAY 2007 AT 7.30 PM

### **1 ELECTION OF CHAIRMAN and Declaration of Acceptance of Office**

The outgoing Chairman, J W Fitton took the chair. Cllr Barrie was nominated as Chairman, there were no other nominations.

#### **Resolved**

That Cllr Barrie should become Chairman. Cllr Barrie was not present at the meeting, however he had advised the Clerk prior to the meeting that he was happy to accept the position if nominated.

It was also resolved that Cllr Barrie should sign the Declaration of Acceptance of Office within the next 7 days.

### **2 ELECTION OF VICE-CHAIRMAN**

Cllr Stokes was nominated as vice-Chairman

#### **Resolved**

That Cllr R Stokes should become vice-Chairman, he accepted the post. Cllr Stokes chaired the meeting in Cllr Barrie's absence.

### **3 ATTENDANCE AND APOLOGIES**

#### **Councillors**

R M Stokes (Chairman)	D S Bradley
J L Clarke	R J L Flood
S B Harris	C Miles
K J Taylor	

The Clerk - Mrs T J Canavan, D/Cllr Guerrier, PC Andy Davies, John Fitton, Harry Masterton-Smith and 4 members of the public attended the meeting.

Apologies were received from Cllrs W R I Barrie and C G Hancock

### **4 DECLARATION OF ACCEPTANCE OF OFFICE – All Councillors did this in the Clerk's presence as required by the Code of Conduct. Cllr Hancock had declared his acceptance of office prior to the meeting.**

### **5 REGISTRATION OF INTERESTS – All Councillors completed the relevant form as instructed by TDBC's Parish Liaison Officer. All forms are to be returned to TDBC.**

### **6 ELECTION OF COMMITTEE MEMBERS AND REPRESENTATIVES**

#### **Resolved**

That the following Cllrs take responsibility for the posts as below:

6.1 Planning Advisory Group	Cllrs Clarke and Miles
6.2 Village Hall	Cllr Miles

6.3 Link Up	Cllr Harris
6.4 KSM PFMC Representative	Cllr Hancock
6.5 SALC	Cllr Bradley
6.6 Parochial Church Council	Cllr Miles

## 7 MEMBERS RESPONSIBLE FOR COMMITTEE PAPERS AND OTHERS

### Resolved

That the following Cllrs take responsibility for the posts as below:

7.1 TDBC Papers	Cllrs in rotation
7.2 Education	Cllr Flood
7.3 Quantocks	Cllr Clarke
7.4 Police	Cllr Barrie
7.5 Finance/Member Auditor	Cllr Harris/Cllr Flood

## 8 MEMBERS OF THE PUBLIC WITH RESPONSIBILITIES

The following members of the public had agreed to hold these responsibilities:

8.1 Footpaths and Rights of Way	Eric Lovell
8.2 Tree Wardens	Eric Lovell and Stephen Phillips
8.3 Internal Auditor	Terry Waymouth

The Chairman then proposed that the Council moved to item 12 on the agenda.

## 12 SPEEDWATCH SCHEME/ VANDALISM & ANTI SOCIAL BEHAVIOUR IN THE PARISH – PC Andy Davies outlined the Speed watch Scheme:

- It is run by for the community
- 6 volunteers are needed to run the scheme
- Volunteers need to be over 18 years of age
- It can be operated on an ad hoc basis
- 1 person holds the speed gun whilst 1 person writes down the registration number of the driver caught speeding
- Letters are then sent to the offenders
- The scheme's set up costs are £800 which have to be paid for by the Parish.

PC Andy Davies reported that Norton Fitwarren PC was also planning to participate in the scheme. Therefore sharing of training and the cost of the speed gun was a possibility.

The relevant literature was passed to the Chairman.

PC Davies also went on to report that he was out with his speed gun in Kingston St Mary the previous week and did not catch anyone speeding.

PC Davies advised that he was unable to give up to date crime figures as the boundaries have been altered by the Police.

He is aware of the incidents of vandalism, anti-social behaviour and burglary in the Parish. He advised that any future incidents must be reported to the Police.

Members of the public were then allowed to make comments / ask questions.

### Resolved

That as the speed watch scheme had financial/budgetary implications, that needed approval, it should be placed on the next meeting's agenda.  
That an item is placed in Link Up advising members of the public to report all incidents of vandalism/ anti-social behaviour to the Police.

The Chairman thanked PC Andy Davies on behalf of the Parish Council.

**9 APPROVAL OF MINUTES** of the Parish Council meeting held on Monday 16 April 2007

**Resolved**

The Minutes were approved and signed as a true record.

**10 DECLARATIONS OF INTEREST** in any Agenda item – nil.

**11 MEMBERS OF THE PUBLIC** -The Chairman will allow questions from members of the public. The issue of the new double yellow lines from the Swan Pub to the Post Office was raised. It was decided to discuss this matter under item 13.2

**13 HIGHWAYS/FOOTPATHS**

13.1 Footpath opposite the Swan to the Post Office

The Clerk reported that the only outstanding issue was the replacement of the existing phone box with a new one. This was being delayed as BT is negotiating with TDBC, the owners of the land, regarding access to the new site.

**Resolved**

The Clerk is to contact Dan Martin of Somerset County Council asking for the current position with TDBC and an up to date timetable for the replacement of the phone box.

13.2 White Lines on road between the Swan Pub and Post Office

Cllr Harris reported that he had received a number of complaints regarding the new white lines, as these are difficult to distinguish from the old lines especially when the sun shines. Ideally the old lines should be burned off.

**Resolved**

The Clerk is to contact Somerset Highways requesting that the old white lines are burned off.

The Clerk is also to request that the white lines around the village green are re-done.

The new double yellow lines were then discussed. It was reported that a small number of people are parking on the double yellows which makes it particularly hazardous for those drivers coming out of Meadow Close.

**Resolved**

That an item is placed in Link Up reminding people not to park on the double yellows, giving the reasons why.

13.3 Pinch point at Mill Cross/ Speeding through the Village.

Mr Masterton-Smith reported that he had not yet received a response from

Somerset County Council to his correspondence.

**Resolved**

The Clerk is to contact Neil Pincombe, of Somerset County Council, chasing a reply.

It was reported that the issue of speeding will be looked at as part of the Parish Plan

13.4 Parking outside the Village Hall

The Clerk reported that she had contacted the current Chairman of the Village Hall Committee regarding the problems related to parking outside the village hall. The Village Hall Chairman was present at the meeting and advised that the issue will be discussed at the Committee's next meeting. He is going to propose that the existing diagonal lines are removed and that 3 disabled parking bays, parallel to the village hall, are introduced.

**14 PARISH PLAN**

Harry Masterton-Smith gave an update. The Plan Committee is currently working on the questionnaire to be sent to all residents.

The Committee is also making contact with the various groups and organizations within the Parish, including the pre-school, primary school and the PCC.

The Committee needs to involve the TDBC planners in the whole process and get their support.

Mr. Masterton Smith enquired when the results of the Housing Needs Survey would be available. He also asked if anyone had a copy of a previous questionnaire circulated in 1991.

**Resolved**

The Clerk will contact the Community Council for Somerset regarding the Housing Needs Survey report.

Cllr Bradley will locate a copy of the 1991 questionnaire.

**15 SITE FOR SHOP/POST OFFICE/ VILLAGE HALL**

John Fitton gave an update as he had spoken to Mr Dormer whilst still Chairman of the PC.

Mr Dormer will need to consult with the Village Hall Committee. He will present them with more detailed proposals.

Mr Dormer will finance the scheme and then let the premises to the Parish at a pepper corn rent. In return he would like to develop two additional units on the Hill Farm housing development. He has already spoken to the TDBC planning department.

The PC is interested in developing the scheme, but would like to see further details. Also, it is important that residents are consulted through the Parish Plan.

**16 CODE OF CONDUCT, REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS.**

16.1 Code of Conduct –

**Resolved**

To formally adopt, with immediate effect, the mandatory Model Code of Conduct

as is applicable to Parish Councils of 2007 with the specific inclusion of paragraph 12 (2) – “Effect of prejudicial interests on participation”. A copy had been circulated with the agenda for members’ information and TDBC will be running training events.

**16.2 Review of Standing Orders** – The Clerk advised that it had been recommended by SALC that the Standing Orders are amended to take into account the revised Model Code of Conduct. The recommended amendments had been circulated with the agenda. However, the PC’s Standing Orders, whilst adequate, are based on old NALC guidance. It is therefore unclear which specific standing orders need to be amended.

**Resolved**

To review, in time for a future meeting, Standing Orders in line with the latest “Model Standing Orders” booklet published by NALC (to be purchased by Clerk) and incorporate amendments as recommended by SALC (attached)

**16.3 Financial Regulations** – The Clerk had reviewed the Financial Regulations and had attached a report detailing recommended amendments. These took into account the recommendations of Cllr Harris’ Member Audit Opinion for the financial year 2006/07 (discussed under 21.3)

**Resolved**

To amend the Financial Regulations as recommended in the Clerk’s report.

**17 CONSULTATION**

**17.1 TDBC/ Sedgemoor DC/ West Somerset Council** – “Local Development Framework – Development Management Policies- Issues and Options Discussion Paper” Comments due by 21 June 2007.

This document is to be circulated between Cllrs Bradley and Flood for comment.

**17.2 Somerset Partnership NHS and Social Care Trust** – NHS Foundation Trust Application Consultation Document. Comments due by 15 July 2007

This document is to be passed to Cllr Barrie for comment.

**17.3 SALC** – The proposals for a new “Unitary Council” for the Somerset County Area. Consultation by the Secretary of State. Comments due by 18<sup>th</sup> June 2007

This item is to be deferred until the next meeting by which time Cllrs will have attended work shops arranged by Somerset County Council outlining the proposals.

**18 CORRESPONDENCE**

**18.1 Somerset Highways** – Surface Dressing Programme 2007 – Taunton Deane Area

**18.2 Somerset County Council** – Rights of Way Network Management

**18.3 Somerset County Council** – Taunton Deane Area Working Panel – notification of next meeting

**18.4 Somerset County Council** – Letter re Unitary Authority Bid (attached)

**18.5 TDBC** – Keep Somerset Local Petition

**18.6 SALC Training Events for Members** – Councillors to decide who shall attend

on which dates (details attached)

18.7 SALC – Items of Interest to Clerks and Councillors

18.8 SALC – Quantock Hills AONB Joint Advisor Committee – Election of 4 Parish Members (information attached)

18.9 Smoke Free Alliance Somerset – details of drop in sessions on how the smoke free legislation will affect businesses

18.10 Commission for Patient & Public Involvement in Health – A chance to have your say on health in Somerset

18.11 Mendip Housing – Details of Rural Housing Conference, Friday 15 June 2007

18.12 Big Lottery Fund – Details of the Playful Ideas Programme

18.13 Sedgemoor District Council – Adopted Statement of Community Involvement

Items of interest were noted and documents circulated as requested.

Cllr Taylor left the meeting at 8.50pm and returned at 8.52pm.

Matters arising from correspondence

- 18.1 – details should be placed in Link – up.
- 18.4 – to be placed on the next meeting's agenda.
- 18.5 – to be placed in the Post Office
- 18.8 – Cllr Clarke is going to stand
- 18.11 – the PC will not be attending.
- 18.12 – information to be passed on to the Playing Field Committee

## **19 PLANNING MATTERS**

### **19.1 Applications**

20/2007/010 – Conversion of building into two units for holiday lets (revision to 20/2006/026) at Swallows Barn, Parsonage Lane, KSM.

#### **Resolved**

Having considered the above application the PC does not object. However it would like to reiterate that the previous conditions should still apply. It is also disappointing that the site has not been developed for employment/educational opportunities.

20/2007/013 – Conversion of barn to dwelling at Lodes Lane, The Barn OS Field No 9138, Lodes Lane, KSM

#### **Resolved**

Having considered the above application the PC maintains its earlier view and supports the application.

20/2007/015T – Application to fell 3 Lawson cypress trees included in Kingston St Mary conservation area at Hawthorne Cottage, Meadows Close, KSM

#### **Resolved**

Having considered the above application the PC does not have any objections.

### **19.2 Waiting Decisions**

20/2007/011 – Erection of cattle shed on land at Pickney, KSM

It was noted that this application had now been granted permission.

**19.3 Granted permission**

20/2007/004 – Erection of an agricultural store building adjoining existing agricultural building at Tetton Farm, KSM

20/2007/008 – Single storey extension to south west elevation of Cedar Cottage, Parsonage Lane, KSM

20/2007/012T – Application to fell one apple tree and one lawson cypress tree and carry out tree work on one silver birch tree and two ash trees within Kingston St Mary conservation area at Brantwood, KSM.

**19.4 Refused Permission - Nil**

**19.5 Withdrawn - Nil**

**19.6 Other –** Members to consider correspondence from Philip White re 20/2007/011 (copy of letter attached)

The PC noted the correspondence.

**20 SUBMISSION TO LINK-UP**

**Resolved**

That the following should be included:

- Surface dressing programme 2007
- Details of elected Parish and District Councillors.
- If residents are concerned about any incidents of anti social behaviour etc. they should contact the Police.
- Reminder not to park on the new double yellow lines.

**21 FINANCIAL MATTERS**

21.1 To receive the Financial Risk Assessment Document prepared by the Clerk and to agree proposed improvements (copy attached).

The Clerk explained that the Risk Assessment follows the recommendations made by last year's external audit report and is taken from NALC guidance.

The risk assessment was examined and the Clerk answered questions.

**Resolved**

The proposed improvements were agreed. The Chairman signed the document.

21.2 To carry out Review of Effectiveness of the System of Internal Audit using pro forma in line with published guidance (documents attached).

The Clerk explained that this was now a requirement of the Annual Return. The PC carried out the review using the pro forma.

**Resolved**

That Terry Weymouth (Internal Auditor) should be provided with terms of reference as agreed by the full PC. The Chairman signed the pro forma.

21.3 Member Audit Opinion 1 April 2006 – 31 March 2007.

Cllr Harris presented his report that had been circulated with the agenda. Cllr Harris reported that the accounts were in order. He made a number of recommendations for implementation.

**Resolved**

That having considered the report the recommendations should be implemented.

21.4 Approve/Adopt accounts year 1 April 2006 – 31 March 2007 ready for Audit

The accounts were examined and Cllr Harris and the Clerk answered questions.

**Resolved**

That the Accounts should be approved and adopted.

21.5 Complete Annual Governance Statement re accounts.

The PC completed the Annual Governance Statement as required by the Audit Commission

**Resolved**

As the Statement needs to be signed by the elected Chairman, the Clerk will arrange for this to be signed by Cllr Barrie within the next few days.

21.6 Budget 2007/2008 – consider reducing the amount of new traffic calming funds applied in the year. The Clerk had attached a copy of the budget to the agenda. She explained that traffic funds of £3,200 had been applied in the year and that Councillors should consider reducing this as it means that the general funds figure is a negative number.

**Resolved**

To decrease the amount of new traffic calming funds applied in the year to £1,000. The Clerk will circulate copies of the updated budget in due course.

21.7 Approve letter to Allianz Cornhill in response to their letter of 14 April 2007 (copy of letters attached). The Clerk explained that Allianz Cornhill had asked for confirmation that the PC carries out a quarterly bank reconciliation and that all the recommendations of last year's external audit had been considered/acted upon.

**Resolved**

The PC approved the letter to Allianz Cornhill and agreed that it should be signed by the Elected Chairman, Cllr Barrie.

21.8 Receipts: The following income had been received  
Precept - £6,000

21.9 Payments:

**Resolved**

That the following payments should be made:

Allianz Cornhill Insurance (Cheque no. 080)	£ 366.47
Clerks salary (S/O)	£ 228.11

**22 VILLAGE GREEN** – Cllr Miles reported that he had received a number of

complaints regarding a resident of the Grange coughing and spitting on the village green whilst waiting for the bus.

Cllr Miles had also been contacted by John Fitton regarding the Millennium seat and that the PC should ensure that the seat and slabs are regularly cleaned and treated.

**Resolved**

Cllr Barrie to go to the Grange and speak to the resident concerned.  
The PC will keep an eye on the Millennium seat and take action as necessary.

**23 URGENT MATTERS RAISED WITH THE CHAIRMAN'S PERMISSION AND ITEMS FOR THE NEXT AGENDA**

- The Clerk had received a further letter from David Barnes regarding the water courses at Tainfield. The Clerk advised that she had contacted Mr Quick of Somerset Highways following the last meeting. Mr Barnes will be advised of developments.
- The following items will be discussed at the next meeting:
  - Speed watch scheme
  - Unitary Authority Bid

**24 MEMBERS OF THE PUBLIC** – When time allows the Chairman will allow questions from members of the public

- A member of the public asked where the Parish Plan document may be viewed. It was explained that the Plan was in its embryonic stage and that no document had been produced.

**25 DATES FOR FUTURE MEETINGS**

Mon 11 June 2007	Mon 9 July 2007	Mon 10 September 2007
Mon 8 October 2007	Mon 12 November 2007	Mon 10 December 2007

The meeting closed at 9.55 pm.

Signed .....

Date: .....