

MINUTES of the meeting of the Parish Council, held at Primrose Lane School, Wyndham Park, Yeovil on **Tuesday 24th April 2018** (7.07pm – 8.15pm)

PRESENT:

BRISMORE WARD (6)

Mr Alf Hill (Chairman)
Mrs Iris Coton (arrived 7.09pm)
Mr John Snell
Mr Colin Rose

COMBE WARD (2)

LYDE WARD (7)

Mrs Pat Hamaton
Mr Steve Hawker
Mr Royston Spinner
Mr Simon Hodder

In Attendance: Barbara Appleby – Parish Clerk,
County Councillor Tony Lock

OPEN SESSION FOR YEOVIL WITHOUT PARISHIONERS AND MEMBERS OF THE PUBLIC

None present.

488/18 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Council to receive apologies for absence and consider the reason given LGA 1972 s85(1)

Business apologies were received from Mike Lock, Pauline Lock, and Jamie Lock and personal apologies from Angela Le Neveu, Roger Brown

489/18 CO-OPTION OF COUNCILLOR

One application had been received, however due to a previous commitment the candidate was unable to attend. It was agreed to defer co-option until the 29th May 2018 pc meeting.

490/18 DECLARATIONS OF INTEREST

- 499/18a - Allotments – Royston Spinner – Personal
- 494/18 c i – Planning – John Snell – Pecuniary

491/18 MINUTES

To approve as a correct record the minutes of the meeting held on 27th March 2018.

RESOLVED: that the minutes of the previous meeting held on 27th March 2018 be signed as a correct record.

4492/18 CRIME, DISORDER AND COMMUNITY SAFETY: NONE

493/18 REPORTS:

a. **SOMERSET COUNTY COUNCILLOR:** Apology received from CC Andy Kendall. CC Tony Lock gave a report on current SCC matters.

b. **SOUTH SOMERSET DISTRICT COUNCILLORS:**

The delay in determining 18/00116/FUL- Land Adjacent Hillview Yeovil Marsh Road Yeovil Without Yeovil BA21 3QQ was mentioned. (Decision expected 12th April 2018)

c. **PARISH REPRESENTATIVES: NONE**

d. **CLERKS REPORT: NOTED** - The clerk verbally informed councillors of the two meetings that were due to take place on 2nd May 2018. (report attached to the end of the minutes).

479/18 CHAIRMAN'S ANNOUNCEMENTS: NONE

494/18 PLANNING

a. APPLICATIONS FOR CONSIDERATION

	Application No	Proposal	Location	Ward
i	18/00708/FUL	Formation of vehicular access to existing hardstanding to front of property	177 Ilchester Road, Yeovil BA21 3BQ	Adjacent parish - Yeovil
Yeovil Without Parish Council comments: Recommend approval				
ii	18/01193/FUL	Rear extension	3 Redwood Road, Yeovil, BA21 5XB	Lyde
Yeovil Without Parish Council comments: Recommend approval				

b. APPLICATIONS CONSIDERED (UNDER STANDING ORDER 3bxvii PRIOR TO THIS MEETING: NONE

Having declared an interest John Snell left the meeting at 7.25pm and returned at 7.30pm

c. PLANNING APPLICATIONS RECEIVED AFTER THE PUBLICATION OF THE AGENDA:

	Application No	Proposal	Location	Ward
i	18/01078/FUL	The erection of 2 No. dwellings with associated parking, landscaping and access (revised application)	Land adjoining Pear Tree Cottage, Yeovil Marsh	Brimsmore
Yeovil Without Parish Council comments: Recommend approval				
ii	18/01066/FUL	Single story extension to rear of the property	43 Raleigh Road, Yeovil, BA21 5FE	Lyde
Yeovil Without Parish Council comments: Recommend approval				

d. DECISIONS ON APPLICATIONS: NOTED

	Application No	Proposal	Location	SSDC Planning Decisions
i	18/00244/FUL	Alterations and conversion of garage to provide ancillary accommodation	30 Trent Close, Yeovil, BA21 5XQ	Refused
Yeovil Without Parish Council comments: - Refusal				
SSDC planning officer comments - I have written to the owner today and outlined that they have two options; 1. Submit an appeal or 2. Rebuild as per approved plans 16/04652/FUL. I have asked for the owner to confirm their intentions within the next 7 days. Should they decide to submit an appeal then it is unlikely that the Council will proceed with any action until the appeal has been determined.				
ii	18/00388/FUL	The erection of a summerhouse	7 Southfield Drive, Yeovil, BA21 3FJ	Permitted with conditions
Yeovil Without Parish Council comments: Recommend approval				

e. PLANNING CORRESPONDENCE/INFORMATION: NONE

495/18 FINANCIAL MATTERS

a. INCOME AND EXPENDITURE APRIL 2018 - NOTED

b. APPROVAL OF PAYMENTS

Councillors checked the invoices against the payments for April 2018. The balances of the bank accounts and the invoices for payment were correct, the payments presented were approved. **(Cheque No's- 2415 – 2423 – April 18 expenditure £4,911.29)**

c. BANK RECONCILIATION, FINAL BUDGET COMPARISON REPORT

The Chairman signed the final quarterly bank reconciliation for 2017/2018. The Budget report was **NOTED**, no comments were made on the comparison report.

d. YEOVIL MARSH CHURCH HALL – additional parking

RESOLVED: to contact the proposer if the land would be available for purchase, opposed to renting the land.

e. GENERAL DATA PROTECTION REGULATION (GDPR)

RESOLVED: (1) note that four councillors and the Clerk will have completed training by the time the new GDPR regulations come into force on 25th May 2018. **(2)** note the statement regarding appointment of a Data Protection Officer by all public authorities, made by the ICO on 11th April 2018. **(3)** Approve the appointment of Microshade Business Consultants Ltd as the Council's named Data Protection Officer to comply with the GDPR. **(4)** note that Microshade Business Consultants would supply the following services at a cost of £150 for one year.

- Receive a Data Protection policy which your Council will need to formally adopt by 25th May 18;
- Have a named Data Protection Officer (DPO), required by law, which we will register with the ICO;
- Receive advice on undertaking a Data Protection Audit of your Council;
- Receive template Privacy Notices for the services you deliver;
- Receive a GDPR checklist to achieve compliance.

f. REPORTING UNDER FINANCIAL REGULATION 3.4 The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report the action to the Council as soon as practicable thereafter.

The following items were purchased due to being required before the next parish council meeting.

- New workstation desk – previous desk 10 years old and beyond repair - supporting leg shelf developed a crack making the current desk unstable. Cost £69.95 inc VAT
- Wireless Door Bell – to raise awareness at pc meetings that someone requires to be let in to the meeting room area – school bell only rings in the reception office and not in the hall. Cost £8.99 inc VAT
- Instruction of Symonds and Sampson to peg out the allotment land as shown in the proposed plan and as stated in our Heads of Terms of Sale.

NOTED

496/18 OTHER MATTERS

a. ADOPTION OF ALLOTMENT RULES

RESOLVED: to adopt the presented allotment rules for distribution to all allotment tenants.

b. TO CONSIDER RECOMMENDATIONS FROM THE APRIL CREMATORIUM AND CEMETERY COMMITTEE MEETING THAT REQUIRE YWPC APPROVAL: -

- i. **C&C Committee Recommendation:** That the "delivery only" fee is reduced from £700 to £495 to remain competitive.

RESOLVED: to approve the reduction of the "delivery only" fee to £495

- ii. C&C Committee Recommendation: agreed the Urgent Decision-making process, for YWPC to agree their urgent decision-making process.
RESOLVED: that the Clerk would consult with the Chairman regarding any urgent decision that needed to be made for the Cemetery and Crematorium.

497/18 CORRESPONDENCE:

- a. Any further correspondence received since preparation of the agenda which does not require a financial decision. **NONE**

498/18 OPPORTUNITY TO RAISE CIRCULATED ITEMS LISTED IN APPENDIX A: NONE

EXCLUSION OF PRESS AND PUBLIC

The Council will be requested to pass a resolution excluding the press and public from the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted.

RESOLVED: that Item 499/18a and b be heard with the Public and Press excluded

499/18 STAFF IN CONFIDENCE AND CONFIDENTIAL MATTERS

The clerk left the meeting at 8:06pm and returned at 8.10pm

a. CLERKS PAY REVIEW

RESOLVED: that the Clerks spinal salary point would be increased from SP32 to SP33 with effect from 1st April 2018, this increase would also include any uplift that was announced in the forthcoming NJC 2018/2019 pay award.

b. YEOVIL MARSH ALLOTMENT LAND UPDATE - NOTED

500/18 QUESTIONS AND ITEMS ARISING AFTER THE PREPARATION OF THIS AGENDA, SUCH MATTERS ARE FOR NOTING OR DEFERRAL TO A FUTURE NEXT MEETING:

501/18 DATE OF NEXT MEETING: 29TH May 2018 – Primrose Lane Primary School, Wyndham Park. Annual Parish Council Meeting commencing at 7pm.

APPENDIX A - Items circulated between 28th March 2018 and 18th April 2018

a.	Planning update - 18/00116/FUL: Land Adjacent Hillview Yeovil Marsh	04/04/18
b.	SCC Press Release - Wyndham Park Bus Gate	12/04/18

CLERKS REPORT: NOTED

Subject	Meeting Date	Venue	Attendees
Crematorium Board	10 th April 2018 10am – 11am	Council Offices Brympton Way	The Clerk
Update of planned works – overflow car park planning application pending consideration. New Chapel planning application is likely to be submitted in June, Peter Gubbins has requested a model is displayed in the council offices several weeks before the planning application is submitted. The build start date is now likely to be January 2019 starting with the Book of remembrance building.			
WP Community Association	16 th April 2018 at 7pm	Wyndham Park Community Hub	The Clerk and Pat Hamaton
Details of the Street Party community event on 30 th June 2018 which is being run by the association were discussed. Date for AGM agreed 16 th May 2018			
WP Community Hub Steering Group meeting	18 th April 2018 at 2pm	Wyndham Park Community Hub	The Clerk
Discussed the community event on 30 th June 18 and what will be going on in the hub.			
Crematorium and Cemetery Committee Meeting	18 th April at 6pm	YTC – Town Hall	The Clerk, the Chairman and Roger Brown
Agenda circulated with YWPC agenda			
Internal Audit – Rosie Darkin-Miller will be completing YWPC internal audit on 26th April 2018			
Highways - Parking issue Thornton Road cul-de-sac – currently referred to SCC traffic engineers to investigate any possible solution.			

495/18 a Income and expenditure.

YWPC - INCOME AND EXPENDITURE TRANSACTIONS GENERAL FUND - 24th April 2018

General Fund Balance b/f from	27/03/2018	£	80,860.96				* VAT Payments
<u>INCOME</u>			A/C	Ch. No	<u>EXPENDITURE</u>		
Natwest Buiness Reserve Interest	£	1.88	Reserve	2415	Viking Direct	£	138.30 *
Nationwide Interest	£	242.30	Nationwide	2416	Vision ICT (website hosting)	£	282.00 *
Precept	£	80,924.00	Reserve	2417	Mogers Drewett	£	400.20 *
Allotment Rent				2418	NSALG Ltd	£	66.00 *
Online payments - plots				2419	Symonds & Sampson	£	144.00 *
8a,8b,10a,10b,6b,4b,13b,9b,11a = 10x £15	£	150.00	Reserve	2420	Mendip YMCA (WP youth provision)	£	534.57
Cheque Payments - Plots				2421	Clerks Emoluments	£	201.47
6a,7,5b,11b = 4 x £15	£	60.00	Reserve	2422	PAYE	£	443.94
SCC youth club grant	£	1,630.00	Reserve	2423	SSDC (parish ranger)	£	1,207.68
				DD	NEST	£	93.13
				SO	Democratic Services	£	1,400.00
TOTAL RECEIPTS RECEIVED	£	<u>83,008.18</u>			TOTAL PAYMENTS	£	<u>4,911.29</u>

General Fund Totals after deposits

Current Account	£	500.00
Business Reserve	£	103,126.84
Nationwide	£	60,242.30
Petty Cash	£	-
Total b/f plus receipts	£	163,869.14

General Fund Totals + deposits - payments

Current Account	£	500.00
Business Reserve	£	98,215.55
Nationwide	£	60,242.30
Petty Cash	£	-
General Fund Balance c/f to May 2018	£	158,957.85

YEOVIL WITHOUT PARISH COUNCIL RESERVES AND BALANCES 24th April 2018

GENERAL FUND AND RESERVES

	27/03/18	24/04/18
Nat West Current Account	£ 500.00	£ 500.00
Nat West Business Reserve	£ 20,360.96	£ 98,215.55
Nationwide	£ 60,000.00	£ 60,242.30
Petty Cash	£ -	£ -
TOTAL GENERAL FUND	£ 80,860.96	£ 158,957.85
Outstanding Commitments	£ -	£ -
Earmarked Reserves	£ 39,418.10	£ 30,918.00
<u>GENERAL FUND BALANCE</u>	£ 41,442.86	£ 128,039.85

EARMARKED RESERVES as per 2018/2019 BUDGET

ELECTIONS	£	3,000.00
GRATUITY	£	1,820.00
WYNDHAM PARK	£	15,000.00
5 year plan - Year 1 & 2 outstanding	£	11,098.00
TOTAL	£	30,918.00
<u>CREMATORIUM RESERVES</u>		<u>As at 31/3/17</u>
Crematorium (in SSDC a/c)	£	336,768