

MINUTES of the meeting of the Annual Parish Council, held at Primrose Lane School, Wyndham Park, Yeovil on **Tuesday 29th May 2018** (7.00pm – 8.47pm)

PRESENT:

BRISMORE WARD (6)

Mr Colin Rose (Chairman)
Mrs Iris Coton (Vice Chairman)
Mr Alf Hill
Mr John Snell
Mr Graham Oakes (arrived 8:10pm)
Mrs Amy Grieves

COMBE WARD (2)

LYDE WARD (7)

Mrs Pat Hamaton
Mr Steve Hawker
Mr Royston Spinner (7.00pm – 8.10pm)
Mr Simon Hodder
Mr Jamie Lock (7.00pm – 8.10pm)

In Attendance: Barbara Appleby – Parish Clerk,
County Councillor Andy Kendall

OPEN SESSION FOR YEOVIL WITHOUT PARISHIONERS AND MEMBERS OF THE PUBLIC

Present – candidate for co-option

502/18 ELECTION OF CHAIRMAN AND SIGNING OF ACCEPTANCE OF OFFICE

UNANIMOUSLY RESOLVED to appoint Colin Rose as Chairman for the forthcoming municipal year. The acceptance of office was signed.

503/18 ELECTION OF VICE-CHAIRMAN

UNANIMOUSLY RESOLVED to appoint Iris Coton as Vice-Chairman for the forthcoming municipal year.

504/18 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Personal apologies were received from Mike Lock, Pauline Lock, Roger Brown.

Not present: Angela Le Neveu

505/18 CO-OPTION OF COUNCILLOR

UNANIMOUSLY RESOLVED to co-opt Amy Grieves to the council and acceptance of office was signed.

506/18 DECLARATIONS OF INTEREST

No declarations were made.

507/18 MINUTES OF THE MEETINGS HELD ON 24TH APRIL 2018

UNANIMOUSLY RESOLVED that the minutes of the annual parish meeting and minutes of the parish council meeting held on 24th April 2018 be signed as correct records of these meetings.

508/18 ELECTION OF REPRESENTATIVES TO ASSOCIATIONS AND WORKING PARTIES

RESOLVED to appoint the following representatives for the year: -

- **Staff Working Group** – Colin Rose, Alf Hill and Graham Oakes
- **Allotment Working Group** - John Snell, Amy Grieves, Colin Rose and the Clerk
- **Financial Scrutiny Group** – Pat Hamaton. Colin Rose & Iris Coton (two required at any one time)
- **Wyndham Park Project Group** – Pat Hamaton, Simon Hodder and the Clerk

- **Disposal of Allotment Land Working Group** – Alf Hill, Iris Coton, Colin Rose and the Clerk
- **Planning Area South** – Chairman and Vice Chairman
- **Planning Applications** - John Snell, Mike Lock and Simon Hodder
- **Yeovil Sports Club Management Committee** – Royston Spinner and Jamie Lock
- **Yeovil Crematorium and Cemetery Committee** – Alf Hill, John Snell
- **Yeovil Crematorium Management Board** – Colin Rose and the Clerk
- **Woborns Almshouse Trustees** – Chairman
- **John Nowes Exhibition Foundation** – Iris Coton
- **Westfield Community Association Committee** – Iris Coton
- **Yeovil in Bloom** – Steve Hawker
- **Wyndham Park Youth Services** – Pauline Lock, Amy Grieves and the Clerk
- **Parish Environment Warden** – Mike Lock
- **Highways and Footpaths** – Mike Lock and Roger Brown (to be confirmed)
- **Crime and Disorder** – Angela Le Neveu – (to be confirmed)
- **Yeovil Christmas Lights Competition** – Pauline Lock, Iris Coton, John Snell and the Clerk
- **Parish Path Liaison Officer** – Judy Tanner (Volunteer)
- **Wyndham Park Community Association** – Iris Coton, Pat Hamaton and the Clerk

509/18 CRIME, DISORDER AND COMMUNITY SAFETY

- PCSO report - None
- 20 mph signage Tower Road

It was **agreed** that YWPC would further write to SCC portfolio holder concerning the need to improve the 20-mph signage in Tower Road and the lack of action taken regarding the email received 18th July 17. The email informed council that the matter would be taken up with Traffic Management and look at possible additional measure that could be put in place.

501/18 REPORTS FROM a. SOMERSET COUNTY COUNCILLORS, b. DISTRICT COUNCILLORS, c. PARISH REPRESENTATIVES, d. CLERKS REPORT

CC Andy Kendall gave overview of County and District matters, the Clerk report was noted – attached to end of the minutes.

502/18 CHAIRMAN'S ANNOUNCEMENTS – Details of the Yeovil Town council civic reception were given to the Chairman.

503/18 PLANNING

a. APPLICATIONS FOR CONSIDERATION

	Application No	Proposal	Location	Ward
i	18/00867/FUL	The erection of a replacement dwelling	132 Marsh Lane, Yeovil BA21 3BZ	Combe
Yeovil Without Parish Council comments: Recommend approval				
ii	18/01394/FUL	The erection of a front access ramp	50 Birchfield Road, Yeovil BA21 5RW	Lyde
Yeovil Without Parish Council comments: Recommend approval				
iii	18/01176/S73	Application to vary condition 02 (approved plans) on 17/02385/FUL to alter design and size of conservatory	10 Combe Street Lane, Yeovil, BA21 3PB	Combe
Yeovil Without Parish Council comments: Recommend approval				
	18/01149/FUL	To remove patio door on front of the house and replace with a bay window.	9 Springfield Place, Yeovil, BA21 3NA	Brimsmore
Yeovil Without Parish Council comments: Recommend approval				

	Application No	Proposal	Location	Ward
iv	17/04400/REM	The erection of 642 dwellings with associated landscaping and infrastructure works, access for local center and primary school, amendment to link road design between Eastgate Square and Tintinhull Rd, provision of sports and play areas, public open space and structural landscaping (Reserved matters of 05/00753/OUT) EIA development.	Brimsmore Key Site Land to the North of Thorne Lane, Yeovil	Brimsmore
Yeovil Without Parish Council comments: Recommend approval				
vi	18/01617/FUL	Erection of side and rear extensions to dwelling and a replacement porch.	41 Tower Road, Yeovil, BA21 4NG	Combe
Yeovil Without Parish Council comments: Recommend approval for the rear extension and replacement porch. REFUSAL for the side extension unless the existing garage is removed. YWPC are concerned that the new and old garage could later be joined impacting the adjacent property.				

b. APPLICATIONS CONSIDERED (UNDER STANDING ORDER 3bxvii PRIOR TO THIS MEETING):

	Application No	Proposal	Location	Ward
i	18/01099/FUL	Erection of a single storey rear extension	20 Larkspur Crescent, Yeovil, BA21 3HL	Brimsmore
Yeovil Without Parish Council comments: Recommend approval				

c. PLANNING APPLICATIONS RECEIVED AFTER THE PUBLICATION OF THE AGENDA: NONE

d. DECISIONS ON APPLICATIONS: NONE

e. PLANNING CORRESPONDENCE/INFORMATION:

- i. 18/01590/TPO – Application to carry out tree surgery works to trees within SSDC TPO (YEWI) 2010 – 89 Marsh Lane, Yeovil BA21 3BY – **NOTED**
- ii. Notice of planning application to be determined by area south committee on 6th June 2018, 3pm onwards - 18/00116/FUL - Change of use of land to caravan park for siting of additional residential park homes, construction of access road, parking spaces, hardstanding bases and associated landscape planting and infrastructure and demolition of existing structures - Land Adjacent Hillview Yeovil Marsh Road Yeovil Without.
It was **agreed** that comments from YWPC would be prepared and the Clerk would represent the parish at the area south meeting.

504/18 FINANCIAL MATTERS

a. RECEIPTS AND PAYMENTS MAY 2018 - NOTED

b. APPROVAL OF PAYMENTS

Councillors checked the invoices against the payments for May 2018. The balances of the bank accounts and the invoices for payment were correct, the payments presented were approved. **(Cheque No's- 2424 – 2431 – May 18 expenditure £5,642.64).**

c. INTERNAL AUDITORS REPORT AND CONSOLIDATION OF JOINT COMMITTEE ACCOUNTS

RESOLVED: (1) note the Internal Auditors report (2) note 5.131 Accounting for joint arrangements (governance and accountability for smaller councils 2018) (3) note the external auditor comments requiring YWPC to restate 2016/2017 figures and changed to I & E accounting basis – with the inclusion of YWPC share of the Crem/Cem income/expenditure will be over £200K.

d. ANNUAL RETURN FOR THE YEAR ENDED 31st MARCH 2017/2018

(i) Section 1 – Annual governance statement 2017/2018

Members considered the statement and questions from the annual governance statement 2017/2018 and a “yes” response was given to questions 1 – 8. It was noted that question 9 was not applicable.

(ii) Section 2 – Accounting statements 2017/2018

UNANIMOUSLY RESOLVED to approve the accounting statement for 2017/2018 (attached to the end of the minutes)

e. REVIEW OF DIRECT DEBITS AND STANDING ORDERS

RESOLVED (1) to reaffirm NEST and BT direct debits (2) approve the Standing Order of £1,500 payable to Barbara Appleby.

f. CLERKS EXTRA HOURS WORKED 12th Feb 2018 – 31st March 2018 – 10 hrs

RESOLVED (1) to note that the previous Chairman had ratified the additional 10 hours worked by the clerk **(2)** approved the payment of the extra hours worked in full.

g. STORAGE OF DATA

RESOLVED (1) to approve the expenditure of £199.00 (ex VAT) for the purchase of a secure cupboard for the storage of council documents. **(2)** note the purchase of laptop case (£28.99 ex VAT) and combination padlocks (£7.64)

505/18 OTHER MATTERS

a. GENERAL DATA PROTECTION REGULATION (GDPR)

RESOLVED (1) further to minute 495/18 e it was agreed to appoint Microshade on their amended offer of service at a cost of £150 (ex VAT) **(2)** privacy notices and data protection policy would be presented to council for consideration in the near future **(3)** to approve the expenditure of document disposal using the services of M & J Bowers Document Destruction & Recycling Services.

b. BOUNDARY COMMISSIONS FINAL RECOMMENDATIONS

RESOLVED – the Clerk would write to the Boundary Commission and express YWPC disappointment and concerns that a limited consultation has not taken place and comment on the unsuitability of some of the ward names.

c. COMBE STREET LANE BUS SHELTER

It was **NOTED** that the Combe Street Lane Bus Shelter had been damaged by a Tesco delivery van and that the repair was being progressed through their insurance company.

d. CREMATORIUM CONSULTATION (ADJACENT RESIDENTS) 31st May 18 – 6 pm NOTED

e. LAND TO THE REAR OF YEOVIL MARSH CHURCH HALL

Further to Min No.495/18 d it was **NOTED** that a response had been received and that the land was only available for lease.

506/18 CORRESPONDENCE:

a. **OPENING OF NEW WESTLANDS BOWLS AND CRICKET PAVILION** by Marcus Trescothick (Somerset CCC). **Sunday 3rd June 2018 arrive by 11.30. NOTED**

b. 2018 -2019 NATIONAL PAY AWARD

(1) To note 2018 – 2019 national pay award for SP 33 was £15.55 (2) Approval for payment of this award had been given at the previous meeting (Min 499/18a).

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

507/18 OPPORTUNITY TO RAISE CIRCUALTED 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 508/18a be heard with the Public and Press excluded

508/18 a. YEOVIL MARSH ALLOTMENT LAND UPDATE

Members **NOTED** the brief verbal update relating to agreement of Heads of Terms of sale.

509/18 QUESTIONS AND ITEMS ARISING AFTER THE PREPARATION OF THIS AGENDA, SUCH MATTERS

ARE FOR NOTING OR DEFERRAL TO A FUTURE NEXT MEETING: Planning applications site visits – a brief overview was given concerning ward members requesting site visits for planning applications.

510/18 DATE OF NEXT MEETING: 26th June 2018 – Primrose Lane Primary School, Wyndham Park commencing at 7pm.

APPENDIX A - Items circulated between 25th April 18 – 22nd May 18

a.	Wyndham Park Bus Table and Launch Date	09/05/18
b.	Race for life traffic restrictions	18/5/18
c.	Annual Town and Parish Meeting – 28 th June 2019	23/05/18

9. CLERKS REPORT: NOTED

Subject	Meeting Date	Venue	Attendees
WP Youth Club review	02/05/18 @ 4.00pm	Clerk's house	The Clerk
WP Community Association	16/05/18 @ 7.30pm	Primrose Lane School	The Clerk and Pat Hamaton
AGM – election of Chairman etc.			
WP Hub Steering Group	21/05/18 @ 10am	Wyndham Park Hub	The Clerk
Finalise responsibilities and arrangements for the community event on 30 th June 18			

YWPC - RECEIPTS AND PAYMENTS TRANSACTIONS GENERAL FUND - 29th May 2018

General Fund Balance b/f from	24/04/2018	£ 158,957.85				* VAT Payments
RECEIPTS			A/C	Ch. No.	PAYMENTS	
Natw est Buiness Reserve Interest	£	3.22	Reserve	2424	Viking Direct	£ 46.18 *
Allotment Rent				2425	Earth Anchors Ltd (3 x noticeboards)	£ 2,271.54 *
Online payments - plots	£	90.00	Reserve	2426	Mendip YMCA (WP youth provision)	£ 534.57
Plots 14a,4c,3b, 13a,4a, 5a				2427	Phil Hobbs (allotment project)	£ 20.28 *
Cash payments				2428	Primrose Lane Primary School	£ 30.00
Plots 12a, 12b, 9a,	£	45.00	PettyCash	2429	Darkin Miller Limited	£ 464.78 *
				2430	Clerks Emoluments	£ 242.16
				2431	PAYE	£ 526.94
				DD	NEST	£ 106.19
				SO	Democratic Services	£ 1,400.00
TOTAL RECEIPTS RECEIVED	£	138.22			TOTAL PAYMENTS	£ 5,642.64

General Fund Totals after deposits

Current Account	£	500.00
Business Reserve	£	98,308.77
Nationwide	£	60,242.30
Petty Cash	£	45.00
Total b/f plus receipts	£	159,096.07

General Fund Totals + deposits - payments

Current Account	£	500.00
Business Reserve	£	92,666.13
Nationwide	£	60,242.30
Petty Cash	£	45.00
General Fund Balance c/f to June 2018	£	153,453.43

YEOVIL WITHOUT PARISH COUNCIL RESERVES AND BALANCES 29th May 2018

GENERAL FUND AND RESERVES			EARMARKED RESERVES as per 2018/2019 BUDGET	
	24/04/18	29/05/18		
Nat West Current Account	£ 500.00	£ 500.00	ELECTIONS	£ 3,000.00
Nat West Business Reserve	£ 98,215.55	£ 92,666.13	GRATUITY	£ 1,820.00
Nationwide	£ 60,242.30	£ 60,242.30	WYNDHAM PARK	£ 15,000.00
Petty Cash	£ -	£ 45.00	5 year plan - Year 1 & 2 outstanding	£ 11,098.00
TOTAL GENERAL FUND	£ 158,957.85	£ 153,453.43	TOTAL	£ 30,918.00
Outstanding Commitments	£ -	£ -		
Earmarked Reserves	£ 30,918.00	£ 30,918.00		
GENERAL FUND BALANCE	£ 128,039.85	£ 122,535.43	CREMATORIUM RESERVE	As at 31/3/17
			Crematorium (in SSDC a/c)	£ 336,768

Section 2 – Accounting Statements 2017/18 for

YEOVIL WITHOUT PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	Restated 427,756	475,029	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	65,406	70,106	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	Restated 162,915	167,430	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	Restated 68,743	76,410	<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>
5. (-) Loan interest/capital repayments	NIL	NIL	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	Restated 132,619	146,207	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	Restated 454,714	489,949	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	Restated 108,464	82,922	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	Restated 300,081	278,643	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	NIL	NIL	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>