

MINUTES of the meeting of the Parish Council, held at Primrose Lane School, Wyndham Park, Yeovil on **Tuesday 31st July 2018 (7.00pm – 8.58pm)**

PRESENT:

BRISMORE WARD (6)

Mr Colin Rose (Chairman)
Mrs Iris Coton
Mr Alf Hill
Mrs Amy Grieves
Mr Graham Oakes
Mr John Snell

COMBE WARD (2)

Mr Roger Brown
Mr Mike Lock (left 8.51pm)

LYDE WARD (7)

Mrs Pat Hamaton
Mr Steve Hawker
Mrs Pauline Lock (left 8.51pm)
Mr Royston Spinner (left 8.51pm)
Mr Jamie Lock (arrived 7.26pm – 8.51pm)

In Attendance: Barbara Appleby – Parish Clerk,
6 parishioners

OPEN SESSION FOR YEOVIL WITHOUT PARISHIONERS AND MEMBERS OF THE PUBLIC

No comments were made.

525/18 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Personal apologies were received from Simon Hodder.

Not present: Angela Le Neveu

526/18 DECLARATIONS OF INTEREST

Amy Grieves – personal and prejudicial Interest – 533/18 f
Mike Lock – personal 533/18 f personal and pecuniary 522/18 a
Pauline Lock – personal 531/18 a (St Peter's) & 533/18 f personal and pecuniary
Jamie Lock – 533/18f personal and prejudicial
Royston Spinner – 533/18f personal and prejudicial
Steve Hawker – 531/18 a (St Margaret's) personal

527/18 MINUTES OF THE MEETING HELD ON 26th June 2018

UNANIMOUSLY RESOLVED that the minutes of the parish council meeting held on 26th June 2018 be signed as correct record of the meeting.

528/18 CHAIRMAN'S ANNOUNCEMENTS – NONE

529/18 CRIME, DISORDER AND COMMUNITY SAFETY: NONE

530/18 REPORTS:

- a. SOMERSET COUNTY COUNCILLORS** – CC Tony Lock – gave a brief report concerning the current challenges SCC were facing and confirmation of correspondence concerning street lighting on Thorne Lane.
- b. DISTRICT COUNCILLORS** – DC Graham Oakes informed members of the change of leadership at District Council – DC Val Keitch had been elected as the **new SSDC Leader**.
- c. PARISH REPRESENTATIVES - None**
- d. CLERKS REPORT** - the Clerk report was noted – attached to end of the minutes.

531/18 GRANTS:

Applications received from:

- a. St Margaret's Hospice (not specified – project cost £33,134)
- b. St Peter's Church, Westfield Community Centre (£20,000)
- c. Friends of Primrose Lane Primary School (£2,245)
- d. Yeovil Marsh Church Hall (£6,500)

RESOLVED: In accordance with Schedule 1 of the Localism Act 2011 – General Power of Competence following grants were awarded; -

- St Margaret's Hospice £1,000
- St Peter's Church - £3,000
- Friends of Primrose Lane Primary School - £1,000
- Yeovil Marsh Church Hall - £1,500

A review of YWPC grant policy will be completed in the near future.

532/18 PLANNING

a. APPLICATIONS FOR CONSIDERATION

| Application No | Proposal | Location | Ward |
|------------------------------------------------------------|--------------------------------------------------------------|--------------------------------------|-----------|
| 18/01691/FUL | The erection of a single storey extensions to both dwellings | 5 & 6 Coppits Hill, Yeovil, BA21 3PN | Brimsmore |
| Yeovil Without Parish Council comments: Recommend approval | | | |

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

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

d. DECISIONS ON APPLICATIONS: NONE

e. PLANNING CORRESPONDENCE/INFORMATION:

i. **APPEAL DECISION – 17/04424/FUL** – The erection of a boundary fence (Retrospective) – 59 Birchfield Road, BA21 5RW - Appeal allowed and planning permission granted (YWPC Comments – Recommend Approval) – **NOTED**

ii **BOYER PLANNING – PRIMROSE LANE COMMUNITY CONSULTATION**

<https://www.boyerplanning.co.uk/primrose-lane> - It was agreed that Boyer planning would be informed that the parish council were disappointed in not being contacted about the community consultation as adjacent parish (NB Mudford Parish Council had not be contacted either).

iii **ADVICE OF APPEAL – 18/00244/FUL** – Alterations and conversion of garage to provide ancillary accommodation, 30 Trent Close BA21 5 XQ, Appeal start date 9th July 2018. - **NOTED**

533/18 FINANCIAL MATTERS

a. RECEIPTS AND PAYMENTS JULY 2018 - NOTED

b. APPROVAL OF PAYMENTS

Councillors checked the invoices against the payments for July 2018. The balances of the bank accounts and the invoices for payment were correct, the payments presented were approved. (**Cheque No's- 2438 – 2442 – July 18 expenditure £3,485.96**).

c. CLERKS & COUNCILS DIRECT SUBSCRIPTION RENEWAL

UNANIMOUSLY RESOLVED to renew the subscription at a cost of £24.

d. QUARTERLY BANK RECONCILIATION AND BUDGET REVIEW

The Chairman signed the quarterly bank reconciliation; no comments were made on the quarterly budget review.

e. YEOVIL WITHOUT PC PHONE LINE AND BROADBAND

Delegation of provision of provider had been given to the Clerk and Chairman (Min 518/18 d). Members NOTED the appointment of Onecom Ltd as the provider and the details of the council essentials unlimited plan (shown below) at a cost of £34 ex VAT per month, payment by monthly direct debit approved.

Council Essentials Unlimited Plan

- 1 x Analogue line – 01935479975
- 1 x Fibre Optic Unlimited broadband – 01935479975
- 1 x Caller Display - 01935479975
- 1 x Free Pre-configured router
- Unlimited calls to landlines, **mobiles** and 0300 numbers
- Care Level 2 (24-hour response from end of next working day with BT Openreach)
- Dedicated UK based free account manager available on a local rate number
- Annual review with your dedicated business account manager

f. LAND AT YEOVIL MARSH, ORCHARD CLOSE

Having declared an interest Amy Grieves left the meeting.

Following representation from residents at the parish council meeting held in July 2017, the parish council has continued to register an interest in the escheat land held by the Crown Solicitor, Burgess and Salmon. At the time of the meeting held on 31st July 18 the parish council held one letter from a Yeovil Marsh resident asking the parish council to consider the purchase of this land. During the meeting it was indicated that a petition from villagers had been brought to the meeting, however at the time of discussion the petition had not been handed to the Clerk or the Chairman and could not be verified.

RESOLVED

- i) That Yeovil Without parish council would start the crown solicitors process and as per Burges-salmon letter Ref: TW03/RO01/31932.6112/WILLI dated 15th June 2018 and pay the upfront fee of £750 plus VAT.

This resolution was made against the advice of the clerk – having spoken with Burges-Salmon prior to the meeting, the decision was not time critical and that further evidence of support from the community would be best practice.

- ii) A consultation event would take place with local residents at the earliest convenience in August to establish community support and preferred use of the land.

Amy Grieves returned to the meeting

534/18 OTHER MATTERS

a. HIGHWAYS – Issues highlighted by residents: -

- i. **Stone Lane** – increased number of cars speeding – unfortunately there is not a suitable location to erect Yeovil Without's speed indicator device, no complaints have been made to Mudford PC (Stone Lane is the boundary line for the two parish councils). Local councillor will make further enquires. **NOTED**

- ii. Lighting pollution on Thorne Lane, Brimsmore Estate – SCC contacted by resident, CC Jane Lock has been in contact with county concerning this matter. Min. 530/18 refers.
NOTED
- iii. Hedge Mudford Road – SCC have advised that they will not be cutting this hedge, it has been agreed the parish ranger will cut the hedge that runs along the footpath and SSDC will flail the hedge height and roadside, additional cost for this service may be passed on to the parish council - **NOTED**

535/18 CORRESPONDENCE:

- a. **SCC – CHAIRMAN’S AWARDS FOR SERVICE TO THE COMMUNITY NOMINATION – RESOLVED** that the Vice Chairman will submit a nomination.
- b. Any further correspondence received since preparation of the agenda which does not require a financial decision. **NONE**

536/18 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 536/18a be heard with the Public and Press excluded

Having declared an interest Councillors Pauline Lock, Mike Lock, Royston Spinner and Jamie Lock left the meeting.

537/18 CONFIDENTIAL MATTERS

a. YEOVIL MARSH ALLOTMENT LAND

Members **NOTED** the email from Mogers Drewett and the progress to-date concerning the sale of the land.

538/18 QUESTIONS AND ITEMS ARISING AFTER THE PREPARATION OF THIS AGENDA, SUCH MATTERS ARE FOR NOTING OR DEFERRAL TO A FUTURE NEXT MEETING:

Review of meeting dates deferred to September meeting.

539/18 DATE OF NEXT MEETING:

25th September 2018 – Primrose Lane Primary School, Wyndham Park, Parish Council Meeting commencing at 7 p.m.

APPENDIX A - Items circulated between 1st August and 18th September 2018.

| | | |
|----|--------------------------------------------------------------------------|----------|
| a. | Wyndham Park Street Fayre Photos | 02/07/18 |
| b. | Yeovil Marsh Caravan Site – Fire Service response | 16/07/18 |
| c. | Town and Parish meeting – notes and powerpoint presentation | 18/07/18 |
| d. | 6am waste collections | 24/07/18 |
| e. | Change of chairman’s email address | 25/07/18 |
| f. | Somerset Rivers Authority end of year report | 25/07/18 |
| g. | Briefing notes county lines | 25/07/18 |
| h. | Speeding concerns at the northern end of St Michaels Avenue and Tower Rd | 27/07/18 |

CLERKS REPORT: NOTED

| Subject | Meeting Date | Venue | Attendees |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------|----------------------------------------------------------|
| Wyndham Park Street Fayre | 30 th June 2018 11am – 2pm | Wyndham Park Community Hub | The Clerk (9:15pm – 3:15pm) & Chairman (11am – 12ish) |
| A successful event with over 350 people attending – The Clerk help set up and clear up after the event, along with making and serving candy floss to hundreds of people. Free food ran at by 12.20 (a contribution of a £1 at future events may help control this). The event was mainly funded by other organisations Yeovil Without contributed £35.08 and the Clerks time. | | | |
| Crematorium and Cemetery Committee Meeting | 18 th July 2018 6pm | Council Offices Brympton Way | The Clerk |
| Minutes to follow. | | | |
| WP Community Hub Steering Group meeting | 23 rd July 2018 | Wyndham Park Community Hub | The Clerk |
| Review of community event, groups that are meeting at the hub. Way forward to enable WP Community Association to take more responsibility. Future events Halloween and Christmas – craft making etc. Next meeting will be held in September. | | | |

FINANCE cont.

533/18 a.

YWPC - RECEIPTS AND PAYMENTS TRANSACTIONS GENERAL FUND - 31st July 2018

| | | | | | |
|-------------------------------------------|---------------------|--------------|----------------|--------------------------------------------------|---------------------|
| General Fund Balance b/f | 26/06/2018 | £ 148,656.83 | | | * VAT Payments |
| RECEIPTS | | A/C | Ch. No. | PAYMENTS | |
| NW Business Reserve Interest | £ 3.96 | Reserve | Petty Cash | Wyndham Park event - sundries | £ 14.63 |
| HMRC VAT refund | £ 7,033.34 | Reserve | 2438 | Mendip YMCA (WP youth provisor | £ 534.57 |
| Allotment rent plot 14b | £ 15.00 | Reserve | 2439 | Paul Hart | £ 594.00 * |
| | | | 2440 | Microshade Business Consultants Ltd | £ 180.00 * |
| | | | 2441 | Clerks Emoluments | £ 77.87 |
| | | | 2442 | PAYE | £ 485.26 |
| | | | DD | NEST | £ 99.63 |
| | | | SO | Democratic Services | £ 1,500.00 |
| TOTAL RECEIPTS RECEIVED | £ 7,052.30 | | | TOTAL PAYMENTS | £ 3,485.96 |
| General Fund Totals after deposits | | | | General Fund Totals + deposits - payments | |
| Current Account | £ 500.00 | | | Current Account | £ 500.00 |
| Business Reserve | £ 94,928.82 | | | Business Reserve | £ 91,457.49 |
| Nationwide | £ 60,242.30 | | | Nationwide | £ 60,242.30 |
| Petty Cash | £ 38.01 | | | Petty Cash | £ 23.38 |
| Total b/f plus receipts | £ 155,709.13 | | | General Fund Balance c/f to Aug 2018 | £ 152,223.17 |

| YEovil WITHOUT PARISH COUNCIL RESERVES AND BALANCES | | | 31st July 2018 | |
|-----------------------------------------------------|---------------------|---------------------|--------------------------------------------|----------------------|
| GENERAL FUND AND RESERVES | | | EARMARKED RESERVES as per 2018/2019 BUDGET | |
| | 26/06/18 | 31/07/18 | | |
| Nat West Current Account | £ 500.00 | £ 500.00 | ELECTIONS | £ 3,000.00 |
| Nat West Business Reserve | £ 87,876.52 | £ 91,457.49 | GRATUITY | £ 1,820.00 |
| Nationwide | £ 60,242.30 | £ 60,242.30 | WYNDHAM PARK | £ 15,000.00 |
| Petty Cash | £ 38.01 | £ 23.38 | 5 year plan - Year 1 & 2 outstanding | £ 11,098.00 |
| TOTAL GENERAL FUND | £ 148,656.83 | £ 152,223.17 | Grant subject to conditions | £ 1,000.00 |
| Outstanding Commitments | £ - | £ - | TOTAL | £ 31,918.00 |
| Earmarked Reserves | £ 31,918.00 | £ 31,918.00 | | |
| GENERAL FUND BALANCE | £ 116,738.83 | £ 120,305.17 | CREMATORIUM RESERVES | As at 31/3/18 |
| | | | Crematorium (in SSDC a/c) | £ 379,986 |

Yeovil Without Parish Council - 2018/2019 Budget

| Actual 17/18 | INCOME 2018 -2019 | Estimated Total Income | Actual Jun 18 | Precept - Band D £ 26.94 |
|-----------------|-----------------------|------------------------------|------------------|-----------------------------|
| £ 53,620.00 | GENERAL PRECEPT | £ 63,494 | £ 63,164 | Tax Base |
| £ 16,486.00 | BURIAL PRECEPT | £ 17,430 | £ 17,430 | £ 2,991.88 |
| £ 1,040.00 | SSDC GRANT | £ 330 | £ 330 | |
| £ - | CREMATORIUM FUNDS | £ - | £ - | |
| £ 12,100.00 | CREMATORIUM RENT | £ 12,100 | £ - | |
| £ 648.42 | ALLOTMENTS | £ 460 | £ 270 | |
| £ 262.12 | INTEREST | £ 500 | £ 11 | |
| £ 4,881.39 | VAT REPAYMENT | £ 7,000 | £ 7,033 | |
| | GRANTS | £ 3,260 | £ - | |
| £ 2,034.69 | OTHER INCOME | | £ - | |
| £ 91,072.62 | Total Receipts | £ 104,574 | £ 88,239 | |

| Actual 17/18 | Budget 2018 -2019 | Actual Jun 18 | Comparison | | |
|-----------------|--------------------------------|------------------|--------------------|-----------|---------|
| | | | Budget v Actual | % | |
| £ 25,490 | STAFF COSTS | £ 27,500 | £ 6,373 | £ 21,127 | -77% |
| £ 1,002 | ADVICE/LEGAL ADVICE | £ 2,500 | £ 454 | £ 2,047 | -82% |
| £ 947 | OFFICE EXPENSES | £ 950 | £ 340 | £ 610 | -64% |
| £ 88 | MEETING ROOM | £ 300 | £ 31 | £ 269 | -90% |
| £ 1,687 | INSURANCES | £ 1,900 | £ - | £ 1,900 | -100% |
| £ 509 | SUBSCRIPTIONS | £ 500 | £ 55 | £ 445 | -89% |
| £ 910 | OFFICE EQUIPMENT | £ 500 | £ 300 | £ 200 | -40% |
| £ 20 | TRAINING/CONFERENCES | £ 500 | £ - | £ 500 | -100% |
| £ 20 | BANK CHARGES | £ - | £ - | £ - | #DIV/0! |
| £ 617 | AUDIT CHARGES | £ 750 | £ 387 | £ 363 | -48% |
| £ - | ELECTIONS | £ 3,000 | £ - | £ 3,000 | -100% |
| £ - | NEWSLETTER | £ 1,000 | £ - | £ 1,000 | -100% |
| £ 290 | WEBSITE DOMAIN | £ 400 | £ 235 | £ 165 | -41% |
| £ 9,020 | GRANTS | £ 10,000 | £ - | £ 10,000 | -100% |
| £ 6,075 | WYNDHAM PARK (WP) | £ 15,000 | £ - | £ 15,000 | -100% |
| £ 40 | WP COMMUNITY HUB | £ 5,000 | £ 20 | £ 4,980 | -100% |
| £ - | BRIMSMORE KEY SITE | £ 1,000 | £ - | £ 1,000 | -100% |
| £ - | PARISH IMPROVEMENTS | £ 12,515 | £ - | £ 12,515 | -100% |
| £ 947 | WP PARTNERSHIP | £ - | £ - | £ - | #DIV/0! |
| £ 16,486 | CEMETERY DEFICIT | £ 17,430 | £ - | £ 17,430 | -100% |
| £ 772 | ALLOTMENTS | £ 1,000 | £ 17 | £ 983 | -98% |
| £ 706 | JOHNSON PARK (Inspections) | £ 800 | £ - | £ 800 | -100% |
| £ 16,858 | JOHNSON PARK (Maintenance) | £ 1,000 | £ - | £ 1,000 | -100% |
| £ 1,251 | STREET FURNITURE & MAINTENANCE | £ 2,500 | £ 1,893 | £ 607 | -24% |
| £ 12,706 | PARISH RANGER | £ 14,000 | £ 2,264 | £ 11,736 | -84% |
| £ 7,855 | WESTLAND LEISURE COMPLEX | £ 8,345 | £ - | £ 8,345 | -100% |
| £ 1,000 | YEOVIL TOWN CENTRE MAINTENANCE | £ 1,000 | £ - | £ 1,000 | -100% |
| £ - | HIGHWAY SAFETY | £ 400 | £ - | £ 400 | -100% |
| £ 3,748 | YOUTH SERVICES | £ 7,000 | £ 1,622 | £ 5,378 | -77% |
| £ - | CONTINGENCIES | £ 10,000 | £ - | £ 10,000 | -100% |
| £ 7,033 | VAT | £ 5,500 | £ 1,419 | £ 4,081 | -74% |
| £ 116,078 | | £ 152,290 | £ 15,410 | £ 136,880 | -90% |