

**YEOVIL WITHOUT
PARISH COUNCIL**



**Yeovil Without Parish Council
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Yeovil
Somerset
BA22 8DZ**

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All members of Yeovil Without Parish Council are summoned to attend:

Date: 18th March 2020

Time: 7.00pm

Venue: Primrose Lane Primary School, Cunningham Road, BA21 5FH

Yeovil Without Parish Council will be discussing all the items listed overleaf:

The Agenda specifies the business that it is proposed to transact (Local Government Act 1972 Sch.12 para 10 (2)(b)) and the Council cannot lawfully decide any matter which is not specified in the Agenda (Longfield Parish Council v Wright (1918) 88 LJ Ch 119)

Meetings are open to Press and Public – If you would like any further information on the items to be discussed, please contact the Clerk on 01935 479975 or clerk@yeovilwithoutparishcouncil. This Agenda was issued on Thursday 12th March 2020.

**Barbara Appleby
Parish Clerk**

YEOVIL WITHOUT PARISH COUNCIL WARDS AND MEMBERSHIP

SUMMERLANDS (3)	BRIMSMORE (2)	COMBE (3)	LYDE WARD (7)
Iris Coton	Amy Grieves	Roger Brown	Pauline Lock - Chairman
Alf Hill	John Snell	Mike Lock	Graham Oakes – Vice Chairman
Margot Woodward		Sharon Hackett	Jamie Lock
			Royston Spinner
			Rob Stickland
			Simon Hodder
			Colin Rose

Equality Act 2010

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 of Council Meetings

The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

Any member of the public wishing to record or film proceedings must let the Chairman of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive. This permission does not extend to private meetings or parts of meetings which are not open to the public.

Members of the public exercising their right to speak during the time allocated for Public Comment who do not wish to be recorded or filmed, need to inform the Chairman who will instruct those taking a recording or filming to cease doing so while they speak.

Powers

Unless specifically specified otherwise, all decisions made by the Council, use the General Power of Competence, as adopted by the Council on 20th November 2012, and confirmed at its meeting held on 14th 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).

Public Open Session

This section (at the Chairman’s discretion may last up to 15 minutes) is not part of the formal meeting of the Council and minutes will not be produced. Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 1972 s 100

PUBLIC OPEN SESSION

AGENDA

1. APOLOGIES FOR ABSENCE

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

2. DECLARATIONS OF INTEREST

Members are asked to declare any interests, including Disclosable Pecuniary Interests (DPI) and any personal interests (and whether or not such personal interests are also "prejudicial") that they may have in agenda items that accord with the Yeovil Without Parish Council's Code of Conduct (31st July 2012), and to consider any requests from members for Dispensations that accord with Localism Act 2011 S33 (NB this does not preclude any later declarations).

3. MINUTES OF THE LAST MEETING

To confirm as a correct record the Minutes of the previous meeting held on 19th February 2020

4. CRIME, DISORDER AND COMMUNITY SAFETY

4.1 PCSO report (if in attendance)

4.2 To raise areas of concern within the parish:

5. CHAIR'S ANNOUNCEMENTS -

- Emergency First Aid Training 24th March 2020 - 09:30am – 4.30pm at the Parish Room, Abbey Manor Community Centre.
- Leader of SSDC Val Keitch will be attending the 15 April 2020 parish council meeting.

6. REPORTS

6.1 Somerset County Councillors

6.2 District Councillors

6.3 Parish Representatives (Westlands Leisure Centre & St Margaret's Hospice)

6.4 Clerks report:

Subject	When	Venue	Attendees
Wyndham Park Hub Steering Group	2 nd Mar 2020	Wyndham Park Hub	The Clerk and other partnership organisations

7. PLANNING

7.1 Planning applications received for consideration:

Application No.	Proposal	Location	Ward
i 20/00322/HOU	Single storey extensions to front and side of dwelling – AMENDED PLANS (reduced with of proposed extension	7 Winston Drive, Yeovil, BA21 3BH	Combe
YWPC comments original submission - " Recommend Approval on the condition the front extension stays in line with the building line of No. 5, to the extent that it does not exceed beyond the measurement (1.57m) of the adjacent front extension (No. 5) and that the proposed extension does not obstruct the window/light to No. 5 and No. 9."			

https://www.southsomerset.gov.uk/forms/planning/planning-documents?ref_no=20/00322/HOU

7.2 Planning applications considered under SO 15b xv prior to this meeting to comply with planning officer deadlines

7.3 Planning Applications received after the publication of the agenda

7.4 Planning Decisions and Observations

Application No	Proposal	Location	SSDC Planning Decisions
i 19/03088/HO U	Erection of a two storey extension to rear of dwellinghouse and installation of a first floor side window within the eastern elevation	161 Combe Street Lane Yeovil BA21 3PQ	Permitted with Conditions
https://www.southsomerset.gov.uk/civica/Resource/Civica/Handler.ashx/Doc/pagestream?cd=inline&pdf=true&docno=9209958 YWPC comments - RECOMMEND APPROVAL			
ii 19/01901/FUL	The erection of 9 No. dwellings along with associated access, parking and landscaping.	Land North Of Combe Street Lane Yeovil	Refuse Permission
https://www.southsomerset.gov.uk/civica/Resource/Civica/Handler.ashx/Doc/pagestream?cd=inline&pdf=true&docno=9198605 YWPC comments - Comments reflect the views of residents in the immediate area and highlights matters that need further consideration (full comments shown at shown at the end of the agenda page 8)			

7.5 Planning Correspondence and Information:

- i. **20/00540/TPO** – Application to carry out tree works to Oak Tree – 2015 Tree Preservation Order – 10 Hillrick Crescent, BA21 3FL - information only

8. OTHER MATTERS

8.1 LAND AT ORCHARD CLOSE UPDATE AND NEXT STEPS

8.2 ANNUAL RISK ASSESSMENT

No comments or new risks have been identified by members. The Council delegates the carrying out of its risk assessment to the Clerk Min No.236/16 27th September 2016. The full council must specifically review and minute the review of the risk assessment. Please find circulated with the agenda YWPC risk assessment for adoption.

8.3 REPORTS ANNUAL PARISH MEETING

Please can members forward to the Clerk any reports reflecting members responsibilities to which they have been appointed, in order that they can be included in the Annual Parish meeting agenda. **Reports to be submitted by 1st April 2020**

8.4 STATEMENT OF INTERNAL CONTROL - the council is required to carry out a review of internal control, which is attached to the agenda. Members to consider and approve YWPC statement of internal control. Pages 7 & 8

8.5 REVIEW OF FINANCIAL REGULATIONS

YWPC adopted financial regulations are adequate for how the council conducts its financial transactions at present.

However, there is a need to look at online banking, and that if online banking is progressed it is recommended that the latest model financial regulations are considered for adoption, following review of these by council.

In the first instance online banking with the council's current bank should be explored. In the event that NatWest are unable to provide suitable online banking for the council's needs, then to look at other banks that can provide this service.

Members are asked to consider approving the exploration of online banking service for YWPC that meets the financial criteria for parish councils.

9. FINANCE

9.1 GRANT APPLICATION RECOMMENDATIONS

To consider the Grant Steering Group recommendations for award are summarised below – further information is on page 10 of the agenda

Goodfellowship Club - £600
Girl Guides – Senior Division - £250
Yeovil Opportunities Group - £3,000

9.2 INCOME AND EXPENDITURE MAR 20

9.3 RENEWAL OF THE NATIONAL ALLOTMENT SOCIETY MEMBERSHIP

YWPC have been members of NAS for the last 3 years. Since last year Yeovil Marsh Allotment holders have also become members, which could now result in a conflict of interest, if both parties are seeking advice.

It is recommended that YWPC to not renew their local authority membership of NAS, to enable Yeovil Marsh Allotment holders the opportunity to gain advice and guidance in matters.

9.4 COMBE STREET LANE BUS SHELTER

The insurance claim for the damaged bus shelter has been paid out. The damage shelter requires removing and disposing of and installation of a post, bus flag and timetable case, along with any damage to the footpath made good.

Quotes are in the process of being obtained. Members are asked to consider delegating the matter to the clerk to organise these works and approve expenditure up to the limit of the insurance funds received.

9.5 PARISH RANGER SCHEME PROPOSED HOURLY CHARGE INCREASE

Members are asked to consider the letter received from SSDC (circulated with the agenda)

The proposed increases shown below:

2020-2021 increase:	Increase %	Increase £
£13,236 (budget)	3.34%	£454 above budget
Actual increase on costs	8.82%	£1,110 (actual increase)
2021-2022 increase:	13.51 %	£1,850
Overall increase on 19/20 costs	23.53%	£2,960

The 2020-2021 increase seems fair, the hourly rate has not changed since 2013.

However the 2021-2022 cost appear high in comparison.

Members are asked to consider if they wish to respond to SSDC in regards to the 2021 – 2022 increase.

Members may wish to appoint a working group in May 20 to consider reviewing the role hours and tasks, along with the consideration that if there was a reduction in the days worked over the year a cost saving could be made to mitigating the increase.

For example reduction of 6 days (67.4 hours) over the year, it would give a cost saving of £1,415.40, bring the total figure inline with the 2020-2021 expected expenditure.

9.6 HUNDREDSTONE BUS SHELTER – VE DAY PLANTER

Members are asked to consider approving expenditure for the purchase of a galvanised bespoke VE planter to be placed below the window of the Hundredstone Bus Shelter and funds to fill and plant. Quotes in the process of being obtained and hopefully

received by the meeting date. Members to consider delegation to the clerk if approved and setting maximum limit. Example of planter below and picture of bus shelter.



10. CORRESPONDENCE/INFORMATION RECEIVED

10.1 COVID 19 – EXTENDED DELEGATION

In the event of emergency legislation being passed and restricting people's activity council are asked to consider extending the delegation of Council decisions to the Clerk and consultation with the Chair and Vice Chair during any period of restricted activity declared by the Government in respect of the COVID-19-virus.

10.2 Any further correspondence/information/advice received since preparation of the agenda which does not require a financial decision

11. OPPORTUNITY TO RAISE CIRCULATED ITEMS LISTED BELOW :

	Subject	Date sent
a.	St Margaret's Hospice Visit	03.03.2020
b.	YWPC websites	04.03.2020

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

EXCLUSION OF PRESS AND PUBLIC

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

CONFIDENTIAL ITEMS

13. STAFFING ISSUES

Confidential report to be circulated separately at the meeting to members only

14. NEXT MEETINGS: 15th APRIL 2020 at Primrose Lane School:-

- **ANNUAL PARISH MEETING** commencing at 7pm
- **YWPC PARISH COUNCIL MEETING** commencing on conclusion of the annual parish meeting.

8.4 REVIEW OF INTERNAL CONTROL

YWPC - STATEMENT OF INTERNAL CONTROL YEAR ENDING 31/3/2020

1. Scope of Responsibility

Yeovil Without Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded and properly accounted for and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. The Purpose of the System of Internal Control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

3. The Internal Control Environment Council

The Council has appointed a Chairman who is responsible for the smooth running of its meetings and for ensuring that all Council decisions are lawful. The Council reviews its obligations, objectives and budgets and the level of precept required for the following year at its January Meeting.

Prior to or at the council meeting the following are checked:

- All documentation relating to the payments present to council for approval at the parish council meeting
- Cheque book and the prepared cheques
- Bank statements
- Monthly reconciliation of the bank statements against the reported balance as detailed on the previous months finance sheet.
- Petty cash
- Petty cash receipts
- Cheque number sequence - continuation and against payments
- Financial Sheet is balanced and correct
- Financial Sheet and bank statement signed and dated after completion of checks.

Clerk

The Council is presented with quarterly budget reviews and bank reconciliations for signature.

Financial Officer

The Council has appointed a Clerk of the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

Payments

All payments are approved by Council. Two Members of Council sign every cheque as detailed in financial regulations.

Standing Orders:

The majority of the **Clerks salary** is paid by Standing Order on 25th of the month, the remaining balance along with any expenses is paid by cheque at the monthly meeting. Approval of the Standing Order was given to ensure the Clerk is paid in a timely manner.

Direct Debits: Monthly

Monthly: Onecom (telephone bill), **NEST** pension contributions **Annual: ICO** (data protection fee)

Online annual subscription: Office 365 software subscription, paid online via the Clerk and reclaimed under expenses

Approvals

Nest and Salary Standing Order reaffirmed 29th May 18 minute 504/18 (e)

Onecom DD approval 31 Jul 18 minute 533/18 (e)

ICO data protection fee 19 Feb 20 minute 127.3

Office 365 annual subscription 31 Oct 17 minute 408/17 (e) & 26 Feb 19 minute 613/19 (c)

The reasons for the Standing Order, Direct Debits and online subscription are still valid and current. Reaffirmation May 20.

Risk Assessments/Risk Management

The Council annually reviews its risk assessments in respect of its activities and reviews its system and controls.

Internal Audit

The Council has appointed an independent Internal Auditor (Rosie Darkin-Miller, Darkin Miller Limited for the financial year 2019-2020, this being the final year of a 3 year contract. Consideration of IA appointment for 2020-2021 will be required. The IA reports to the Council on the adequacy of its systems, procedures, internal controls and risk. The council considers the report submitted by the IA and any comments made.

External Audit

The Council's External Auditors (PKF Littlejohn) submits an annual Certificate of Audit which is presented to the Council.

4. Review of Effectiveness

The review of the effectiveness of the system of internal control is informed by:

- The Council
- The Clerk/RFO who has responsibility for the design and maintenance of the internal control environment and managing risk
- The independent Internal Auditor who reviews the Council's systems of internal control
- The Council's External Auditors who make the final check using the Annual Return, a form completed and signed by the RFO, the Chairman and Internal Auditor

5. Significant Internal Control Issues: - comments from IA and EA

EA – The balance brought forward from the previous year of £491,669 (Section 2, Box 1) does not agree to the prior year balance carried forward of £489,949 (Section 2, Box 7). Box 1 should read £489,949. Please ensure amendments are corrected in the prior year comparatives when completing next year's AGAR. Section 2, Box 7 for the current year should also read £541,822.

(Spreadsheet amended to ensure correct bf figure from the joint crem and cem figures is in the correct column)

IA – No significant issues were raised.

Chairman

Clerk of the Council

Date: 18th March 2020

7.4 cont. Planning Decisions

19/01901/FUL	The erection of 9 No. dwellings along with associated access, parking and landscaping.	Land North Of Combe Street Lane Yeovil	REFUSE PERMISSION
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YWPC COMMENTS: This application has been considered under SO 15b xv to comply with planning officer deadlines. Comments reflect the views of residents in the immediate area and highlights matters that need further consideration.

1. Building line/in keeping with the existing properties:

The properties are not in keeping with existing building line or build as the proposed development will have two rows of houses vs the current line which is single properties. The property directly adjacent to the proposed development, will be overlooked and is most impacted by this and they have submitted a separate objection online.

2. Traffic and Safety:

Combe Street Lane's volume of traffic has seen significant increases over the years (fig 1), speeding traffic and la HGV vehicles continually impact residents that live on the North East side of Yeovil.

The development of the Brimsmore Key Site and Lyde Road Key Site are significantly impacting the roads of Thorne Lane, Combe Street Lane, Mudford Road and Lyde Road. Whilst the Western side of Yeovil have seen the completion of the Western Corridor, the North Eastern side is still at the mercy of roads that were not built for the traffic volume that now exists and continues to grow. Element 6 & 7 of the Highways S106 agreement for Lyde Road Key Site is yet to be implemented and recently Barratts submitted an application (fig 2) to omit these much needed highways improvements. The Brimsmore Key site development has increased from 830 houses to 1032 and there are no highways improvements for the North Eastern side of Yeovil associated with this development. this significant increase in housing above the original density, along with the new consultation for a proposed residential development at Land off Tintinhull Road (200 houses), questions how the existing road network will cope, there is already significant queuing (often all the way along Combe Street Lane) at peak times.

The proposed planning application of 9 houses brings a small increase in traffic movements compared to the larger developments within the parish. However, any increase impacts this road and is a concern for Yeovil Without's residents. The implementation of element 7 of the Lyde Road Key Site is vital (roundabout Combe Street Lane/Stone Lane/Mudford Road junction) and should be implemented now.

SCC is still to comment on this application and the parish awaits their comments.

Fig 1

YWPC SID DATA	Avg weekly 5 day count				
	2014	2016	2017	2018	Jul-19
Combe Street Lane (north bound)	2,479	4,884	5,981	6,896	7,200

Fig 2

Application No.	Proposal	Location
19/00057/DPO	Application to modify a S106 agreement between Yeovil Developments Ltd, BDW Trading Ltd, South Somerset District Council and Somerset County Council dated 12th June 2015 in relation to Highways Agreement (including the omission of highways improvement works Element 6 Mudford Road/Lyde Road junction and Element 7 Mudford Road/Combe Street Lane/Stone Lane junction)	Key Site, Lyde Road, BA21 5HR
YWPC COMMENTS: RECOMMEND REFUSAL		

1. Drainage:

As per the report by IMA regarding drainage, 'Ground investigation works should be carried out ahead of the Reserved Matters, or Full Planning application in order to confirm the suitability of the development site for implementation of infiltration-based SUDS drainage techniques and thus refinement of the proposed drainage strategy within this report.'

2. Environmental health:

As per the report from Rupert Williamson 'There is an area of unidentified infill on the eastern edge of the proposed development site.' – although contamination is not confirmed, a risk has been identified and we would for the resident's safety ask that this is this is investigated further.

9.1 CONT. GRANT APPLICATION RECOMMENDATIONS

The grant steering group met on 24 February 2020 and considered the grant applications and recommendations for all applications received are shown below:-

Members are asked to consider approval of the recommendations shown below;- 2019 – 2020 remaining budget allocation: £5,635

Application No	Organisation	Documentation received and assessment meeting				Project	Amount of Grant Requested	Previous YWPC grants	Recommendation
		Grant Application Form	Supporting documentation	Attended assessment mtg	Meets criteria				
008-03-2020	Good Fellowship Club	✓	✓	✓	✓	Grant towards cost of minibuses	£200	None	£600 – in recognition of additional cost following detailed discussion with applicant.
009-03-2020	Guides Senior Section	✓	✓	✗	✓	Help towards the cost of books, badges and outdoor resources to progress to Queen's Guide	£250	Senior Guides not received a grant, however other sections of girl guiding and HQ have been given funding	£250
010-03-2020	YOP (Yeovil Opportunity Group)	✓	✓	✓	✓	To provide music therapy service Apr 20 – Mar 21	£4,080.00	None	£3,000
011-03-2020	Yeovil Rivers Trust	✓	✓	✗	✗	Enable delivery of Dodham Brook restoration	£500.00	None	Did not meet YWPC grant criteria at present. If activity/works take place in YWPC area, criteria will be met and a future application could be considered.