



Minutes for the Council meeting of Yeovil Without Parish Council held as a Hybrid meeting at the Yeovil Sports & Social Club, Johnson Park, Yeovil on 19 April 2023 at 6.36pm

Present – Cllrs Howard Ashton, Kevin Brown, Vyvyenne Burt, Iris Coton, David Knight, Mike Lock, John Orchard, John Snell, Mary Snell (6.41pm), Kate Stevenson & Rob Stickland (Chair) (11)

In attendance - Barbara Appleby (Clerk)

PC Daniel Crawford

Somerset Councillor Tony Lock

In attendance virtually – Somerset Councillor David Woan

Apologies Other - Somerset Councillor Graham Oakes, Wes Read and Andy Kendall

Members of the Public – None

Public Session – There were no members of the public present

Police, Somerset Councillor Reports:-

PC Daniel Crawford gave a general overview:- visibility at meetings, Yeovil Police stations and operation readiness for the future months, a question and answer session followed.

Somerset Councillors David Woan and Tony Lock gave a brief view of Somerset Council following vesting day. Cllr Iris Coton raised the highway condition of Thorne Lane, IC to email further details to Cllr David Woan.

Outside Reports: None

200/23 Apologies for absence

Council receive apologies from Cllr Charlotte Herbert – personal reasons. Simon Hodder and Colin Rose – conflicting commitment (3)
Council **RESOLVED** to accept these apologies.

Not Present

Kieta Marshall (1)

201/23 Declaration of interest

None

202/23 Council Minutes

The minutes of the Parish Council meeting held on 15 March 2023 were **APPROVED** as a true record and the minutes of the Planning Committee held on 15 March were **NOTED**.

203/23 Chair's Announcements, Reports and Engagements

Council **NOTED** the Chair's engagements shown below.

Chair's Engagements 2023 – 2024	
Date & Time	Event
Tue 27 June 23 @ 13:30	Wyndham Park community garden opening afternoon and fund raising event in aid of Yeovil Hospital Charity (Breast Cancer Unit).
Mon 8 May 23 @ 11am	Westfield Community Association – Coronation Street Party

204/23 Parish Clerk's Report

The parish clerk's report was **NOTED** by council, the council agreed to contact the highway authority and request a handrail is installed at the St Michaels Ave end of the High Lea/St Michaels Ave footpath. The clerk advised that there was a further confidential matter, which would be raised at the end of the agenda items for discussion and the appropriate confidential resolution would be passed.

205/23 Finance – Payments, Receipts and Invoices

The council **RESOLVED** to:

- i. **Note** the payments, receipts & invoices paid under delegation (details page 4)
- ii. **APPROVE** the Bank Reconciliation up until 31 March 2023
- iii. **Note** the year end budget, no comments were made.

206/23 Land at Brimsmore, Tintinhull Road Working Group (Water drainage/runoff/waste)

Cllr Ashton gave an update on the progress that had been made. The clerk informed council that Wessex Water were unable to make a site meeting, but would be attending the Environment Committee meeting to be held on 31 May 23. Cllr Lock and Cllr Ashton to liaise with the clerk to assist with LLFA attending the Environment Committee meeting. **NOTED**

207/23 YWPC PLANNING APPLICATION CONSULATION STRUCTURE/PROCESS

Council **RESOLVED** to adopt the planning process and make the appropriate amendments to YWPC Standing Orders.

208/23 KING'S CORONATION CELEBRATIONS

- i. **Westfield Community Association's Coronation street party**

Council **RESOLVED** to grant £250 toward WCA's Coronation street party

- ii **Yeovil Town Council – Yeovil Celebrates Event 27 & 28 May 23**

Council **NOTED** the details of the event and the request for any help with the event

- iii **YWPC Assets – Coronation Bunting**

Council **RESOVLED** to spend a maximum of £110 on Coronation Bunting for the parish

209/23 HYBRID MEETING REVIW

Council **RESOLVED** to discontinue hybrid meetings.

210/23 Forward Plan

The refurbishment/use of Yeovil Marsh Phone Kiosk was added to the forward plan

7.42 pm meeting adjourned – 5 minute break
7.47pm meeting reconvened

Confidential Items

Exclusion of the press and public

The Council RESOLVED to exclude 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

Somerset Councillor Tony Lock remained present during the confidential matter, confidentiality bound by councillor code of conduct and relevant information to report

211/23 Decommissioning of Highways equipment from a controlled area prohibiting motor vehicles

The chairman with support from councillors delegated the Clerk to respond to the Highways authority requesting the implementation of a Traffic Regulating Order (TRO) for the prohibition of motor vehicles.

Meeting Closed at 8.09 pm

Signed _____ (Chair) Date _____

Finance Cont. 194/23

i. List of payments

YWPC PAYMENTS APPROVAL LIST Payments greater than > £500

Expenditure

Payments up to 20 April 23

Payment Method	Invoice Date	Invoice No.	Payment date	Details	above delegation threshold (£2,500)	Gross - £	Vat - £	Net - £
BACS	06-Apr	INV-2073	20-Apr-23	BWP Creative Limited		105.60	17.60	88.00
BACS	18-Apr	M1	20-Apr-23	Clerks Emoluments		180.27		180.27
Total						<u>285.87</u>	<u>17.60</u>	<u>268.27</u>

Income

Receipts received up until 18 April 23

Method received	Date	Account	Details	Gross
BACS	3/4 - 17/4	Unity Current Account	Allotment rent	£ 352.50

Balances

b/f Unity Current	£	41,707.54	All accounts	b/f		
Income	£	352.50	Unity Current Account	£	41,774.17	
Expenditure	-£	285.87	Unity Instant Access	£	95,776.12	
Balance 20/4/23	<u>£</u>	<u>41,774.17</u>	Nationwide	<u>£</u>	<u>62,635.50</u>	
b/f Unity Access	£	95,776.12	Total	<u>£</u>	<u>200,185.79</u>	
Income	£	-				
Balance 20/4/23	<u>£</u>	<u>95,776.12</u>	Crematorium Reserves	as @ 31/3/22	22/23	
b/f Nationwide	£	62,635.50	Reserve fund balance	£	403,731	£ 392,453
Income	£	0.00	Cremator Replacement Reserve	£	62,037	£ 62,037
Balance 20/4/23	<u>£</u>	<u>62,635.50</u>	Total	<u>£</u>	<u>465,768</u>	<u>£ 454,490</u>

Expected payments/invoices/receipts up to 30/4/23

Democratic Services SO - 25/4 - £2,200.00
 Onecom - phone bill DD 30/4 - £40.91
 Parish Ranger - Somerset Council, invoice delay anticipated
 Precept (I) £132,934.00
 Allotment rents (I) 125.00

Earmarked Reserves 23/24

Legal Costs 80,000
 Elections 5,500
 Play Area equipment replaceme 3,000
 WP Community Equipment 3,500
 WP Hub 1,500
 Community Building 5,000
 Devolved Management 60,000
£ 158,500

Finance Cont. 194/23

iii Budget 2022/23

EXPENDITURE	Budget 22/23	Mar	Variance	Estimated Year End	Comments
Staff Costs	40,000	40,589	589	41,000	Above budget due to change of clerk 2 x salary November 22.
Clerks Mileage	2,000	1,155	- 845	1,125	Below budget due to change of clerk
Advice/Legal Charges	4,000	1,595	- 2,405	1,595	Below budget, legal matters remain outstanding
Office Expenses (phone/use of office/stationery)	1,500	977	- 523	1,035	Below budget, review budget level set
Meeting Room	550	113	- 438	-	Below budget, budget level required to allow for additional meetings and change of venue costs
Insurance	2,000	1,598	- 402	1,598	Below budget - flexibility required to allow for unforeseen additions.
Subscriptions	2,100	2,159	59	1,860	Above budget, 23/24 budget has been increased to allow for increased costs.
Office Equipment	800	34	- 766	-	Below budget - flexibility required to allow for unforeseen
Training/Conferences	1,200	401	- 799	600	Below budget - flexibility required to allow for additional training needs being identified
Bank Fees	400	95	- 305	100	Below budget - 23/24 budget reduced to reflect lower expenditure
Audit Charges	1,800	1,236	- 564	1,236	Within tolerance and allows for additional work if required.
Elections	5,500	-	- 5,500	-	Required - estimate cost of all wards being contested
Chairs Fund	200	100	- 100	75	Below budget flexibility required to allow for unforeseen circumstance
Finance Systems	700	464	- 236	464	Below budget - review change of package
Website/communications	1,030	739	- 291	528	Below budget - 23/24 budget reduced to reflect lower expenditure
Grants (GPC) up to 5/5/22		-	-	-	No grants approved Apr 22 - May 22
Grants Section 137	9,000	8,034	- 966	9,000	Within tolerance
WP Equipment Fund Annual	3,500	-	- 3,500	-	Earmarked reserve 23/24
WP Community Hub	1,500	-	- 1,500	-	Earmarked reserve 23/24
Parish Initiatives	500	-	- 500	-	Below budget - flexibility required to allow for requirements being identified
Recreation Inspections	850	771	- 79	850	Within tolerance
Play area maintenance/replacement	2,000	1,115	- 885	1,100	Earmarked reserve 23/24 - future equipment replacement
Street Furniture Maintenance	4,500	38	- 4,462	2,500	Below budget flexibility required to allow for unforeseen circumstance
Street Furniture Purchase	4,000	1,020	- 2,980	-	Below budget flexibility required to allow for requirements being identified
Parish Ranger	14,000	14,595	595	15,400	Above budget , 23/24 budget increased
Westland Leisure Complex	8,600	-	- 8,600	-	5 year financial report expired - budget line removed from 23/24 budget
Highway Safety	550	2,729	2,179	2,800	Above budget - £2.250 police grant contracts overspend
Youth Services	6,750	3,100	- 3,650	3,100	Below budget - 23/24 budget reflects 3 year SLA and flexibility to support other projects
Art & Culture	1,700	-	- 1,700	-	Below budget - no projects identified - flexibility required for future projects
Community Building Fund	5,000	-	- 5,000	-	Earmarked reserve 23/24 - viability, demand and future needs to be considered further.
Defibrillators	6,500	11,336	4,836	9,100	Above budget, lead time for equipment impacts year spend, 23/24 budget likely to be underspent
Celebrations	2,000	2,000	-	2,000	Within tolerance
Green Inactive Fund	5,000	-	- 5,000	-	No project identified - 23/24 Environment Committee budget - increases opportunity of identifying projects.
Cemetery Deficit	22,786	22,786	-	22,670	Within tolerance - figure set previous year
Allotments Land Management	2,000	262	- 1,738	300	Below budget - water costs low, fencing maintenance included within improvement budget
Allotment Improvements	2,400	2,062	- 338	2,063	Within tolerance - agreed improvements have been completed.
Total	166,916	121,102	- 45,814	122,099	