



Yeovil Without Parish Council

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Parish Council Meeting

Wednesday 17 April 2024

Commencing on conclusion of the Annual Parish Meeting.

Yeovil Sports and Social Club, Johnson Park, Coronation Ave,
Yeovil, BA21 3DY *(in the large function room, the entrance is to the left of the main building).*

For further information on the items to be discussed, please contact
clerk@yeovilwithoutparishcouncil.gov.uk

Barbara Appleby - YWPC Clerk
12 April 24

The information is also available on our website: www.yeovilwithoutparishcouncil.gov.uk

To all members of Yeovil Without Parish Council are summoned to attend:

SUMMERLANDS (3)

Cllr Kevin Brown
Cllr Iris Coton
Cllr Colin Rose – Vice Chair

BRIMSMORE (2)

Cllr Howard Ashton
Cllr David Knight

COMBE (3)

Cllr Mike Lock
Cllr John Snell
Cllr Kate Stevenson

LYDE WARD (7)

Cllr Vyvyenne Burt
Cllr Charlotte Herbert
Cllr Simon Hodder
Cllr Kieta Marshall
Cllr John Orchard
Cllr Mary Snell
Cllr Rob Stickland – Chair

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.

Public Comment

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.

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)

PUBLIC COMMENT (15 minutes)

OUTSIDE REPORTS FROM REPRESENTATIVES

- Police/PCSO
- Somerset Councillors – apologies received & report/updates.
- Outside Bodies

LCN Highways Workshop 4/4/24

AGENDA

1. APOLOGIES FOR ABSENCE

- 1.1 To receive apologies for absence

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, and to consider any requests from members for Dispensations that accord with Localism Act 2011 S33 (NB this does not preclude any later declarations).

- 2.1 To receive declarations of interest from councillors on items on the agenda

3. MINUTES OF PREVIOUS MEETING

- 3.1 To **AGREE** and sign the minutes of the parish council meeting held on 20 Mar 24.

4. CHAIRS ANNOUNCEMENTS, RECENT AND FORTHCOMING ENGAGEMENTS

- 4.1 To receive and note a report from the Chair

5. PARISH CLERK'S REPORT

- 5.1 To receive an update from the Clerk with items to note
Internal Audit date 2nd & 3rd May 24.
Post for speed sign – Somerset Council to install @ a cost of £380.20.

6. DEFIBRILLATOR UPDATE

- 6.1 To **NOTE** the defibrillator report

Location	Go-Live Date	Frequency of access	
		up to 20/03/24	Since 20/03/24
Greenwood Road shop	19/4/22	4	0
Wyndham Park Hub	19/4/22	2	0
Marsh Road Phone kiosk	19/10/23	2	0
Yeovil Marsh Church Hall	19/10/23	2	0
Brimsmore booster station	13/9/23	0	0

7. PLANNING

7.1 Planning Applications received for consideration:

Application No.	Proposal	Location	Ward
20/01398/FUL	Change of use of land from paddock to residential and the erection of two single storey dwellings with associated access & formation of new vehicular access to serve the existing dwelling	4 Combe Street Lane, Yeovil, BA21 3PB	Combe

7.2 To **NOTE** planning applications considered under SO 15b xvi prior to this meeting to comply with planning officer deadlines: **NONE**

7.3 Planning applications received after the publication of the agenda:

7.4 Planning decisions and observations to **NOTE**

Application No.	Location	Decision	YWPC Recommendation
22/00695/OUT - Appeal start date 3/10/23	Outline planning application with all matters reserved except for access, for the erection of up to 252 dwellings, public open space (including community orchard and village green), woodland planting, ecological buffers, sustainable drainage systems, a biodiverse wetland habitat and other ancillary works. Location: Land Os 3400 Mudford Road Yeovil Somerset	Appeal is Allowed subject to conditions	Object to the granting of permission
24/00300/HOU	27 High Lea, Yeovil, BA21 4PE	Approved	Objection - design and size detrimental to the neighbouring attached property.
24/00550/TPO	24 Wilton Road, BA21 5XP	Approved	For noting only
24/00485/PAMB	Woodrow Farm, BA21 3QE	Approved	For noting only
19/03242/OUT	Land North of Brimsmore, Tintinhull Road	Approved	Refusal – Detrimental to the parish of Yeovil Without

7.5 **Planning Correspondence: Up Mudford (Land North of Primrose Lane) amended applications, deferred until 15 May annual parish council meeting.**
(15/03942/FUL – 14/02554/OUT – (amended))

8. ONGOING MATTERS/REVIEWS/GOVERNANCE

8.1 DEVOLUTION OF SERVICES

Update on the parish ranger service.

9. **FINANCE**

- 9.1 To consider and **NOTE** the payments, paid under delegation and any receipts received.
- 9.2 The council to approve payments above the scheme of delegation threshold (£2,500)
- 9.3 The council to approve the bank reconciliation up until 31st March 2024
- 9.4 The council to review the Year End Budget monitoring report
- 9.5 To approve the virement of the 2023/2024 unspent grant funds, totalling £2,000 to the 2024/2025 grant budget allocation, increasing the total 2024/2025 grant budget figure to £8,000.
- 9.6 **GRANT** – To consider the deferred Yeovil 4 family grant application:
Purpose of grant - Support to families, Somerset Council funding stopping April 24 - Amount requested £50,000 – Grant Steering group recommended approval of a grant, 2024/2025 grant budget figure shown @ 9.5.

10. **CORRESPONDENCE:**

- 10.1 Any further correspondence received since preparation of the agenda which does not require a financial decision.

11 **FORWARD PLAN**

- 11.1 To recommend any additions to the forward plan.

Item	Meeting Discussion/Decision
St Peter's Youth Club	6 monthly next update due Jun 23.
Defibrillator Training & PR	Wessex water have made contact, no further update at present.
Yeovil Marsh Phone Kiosk	Refurbishment completed, use to be confirmed
Brimsmore Key Site	Presentation and update from developer
Yeovil Marsh allotment track	Deferred item – waiting for proposal
Land at Brimsmore, Tintinhull Road, working group report	Planning - Submission of Reserved matters planning application or at the request of the working group
Financial Quarterly budget monitoring and bank reconciliation Risk management	Jan, April July, October review Jan - adopt Feb (annually)
Tommy signage and remembrance street furniture	Mid-Year/ 2024 budget
Programme of meetings	Feb (annually)

End of Agenda

Supporting Documents

9. Finance

9.3 Bank reconciliation

YEOVIL WITHOUT PARISH COUNCIL - Period Apr 23 - Mar 24

Quarterly Bank Reconciliation for the period ending **31 Mar 24**

Prepared by B Appleby Clerk/RFO Date

Approved by Date

Balance per bank statements as at 31 Mar 24

Unity Current Account - 20445098	£	76,772.84
Unity Instant Access Account - 20445108	£	371,324.96
Unity 2 year fixed deposit 80178004	£	200,000.00
Nationwide 95 day Saver Account (annual interest)	£	64,833.49
Total cash at banks	£	<u>712,931.29</u>

Uncleared and unrepresented as at 31 Mar 24

Balance less unrepresented cheques at 31 Mar 24 **£ 712,931.29**

The net balances reconcile to the Cash Book for the year, as follows

CASH BOOK

Opening Balance 1/4/23	£	200,119.16
Add: Income up until 31 Mar 24	£	625,102.78
Less: Expenditure up until 31 Mar 24	£	112,290.65
Total Balance as at 31 Mar 24	£	<u>712,931.29</u>
	£	- Diff

EXPENDITURE	Budget 23/24	Mar	Under/over spends	% expenditure v budget	
Staff Costs	41,000	41,829	-829	2%	Above - change of clerk 2 x salary November 22.
Clerks Mileage	250	586	-336	135%	Above - Monthly defibrillator checks and use check has added additional journeys
Advice/Legal Costs	82,000	-	82,000	-100%	Below - legal matters remain outstanding
Office Expenses (phone/use of office/stationery)	1,500	1,233	267	-18%	Below - level adequate and allows for unforeseen costs
Meeting Room	300	413	-113	38%	Above - Environment and allotment committee meetings increased the meeting room costs
Insurance	2,000	2,692	-692	35%	Above - increase of fidelity guarantee following transfer of Crematorium reserves
Subscriptions	2,200	2,358	-158	7%	Above - subscription cost increased - 24/25 budget increased
Office Equipment	800	-	800	-100%	Below - flexibility required to allow for unforeseen replacements/requirements
Training/Conferences	1,500	130	1,370	-91%	Below - flexibility required to allow for additional training needs being identified
Bank Fees	100	93	7	-7%	Below - adequate allows for increases in charges
Audit Charges	1,500	1,364	136	-9%	Within tolerance and allows for additional work if required.
Elections	5,500	-	5,500	-100%	Required - estimate cost of all wards being contested
Chairs Fund	200	97	103	-52%	Below budget flexibility required to allow for unforeseen circumstance
Edge system software	500	533	-33	7%	Above - one off training required + annual cost
Website/communication	700	316	384	-55%	Below - 24/25 budget reduced to reflect lower expenditure
Grants	6,000	4,000	2,000	-33%	Below - applications deferred for 24/25 decision
Grants Section 137		3,000			
Other grants s.142(2A) of the Local Government Act 1972		1,000			
WP Equipment Fund Annual	4,500	-	4,500	-100%	Below - LGA 1972 Section 133 power to provide and equipment provision for future needs
WP Community Hub	2,000	-	2,000	-100%	Below - LGA 1972 Section 133 power to provide and equipment - provision for future needs
Recreation Inspections	1,000	706	294	-29%	Below - last quarter invoice not received
Play area maintenance/replaceme	10,000	77	9,923	-99%	Below - required to allow for unforeseen circumstance
Street Furniture Maintenance	4,000	125	3,875	-97%	Below - flexibility required to allow for requirements being identified - consideration of amalgamation of maintenance and purchase budget to be given Nov 24
Parish Ranger	25,000	13,251	11,749	-47%	Below - March invoice outstanding, provision for changes in charges by Somerset Council
Street Furniture Purchase	4,500	5,611	-1,111	25%	Above - speed sign approved -Highways budget covered additional costs
Highway Safety	1,000	157	843	-84%	Budget virement - Street furniture - speed sign
Youth Services	5,000	3,100	1,900	-38%	Below - SLA Westfield - flexibility to support identified need
Planning - Local Plan	2,000	-	2,000	-100%	Below - removed 24/25 - lack of power for provision
Art & Culture	1,700	192	1,508	-89%	Below - no need or project identified
Community Building	5,000	-	5,000	-100%	Below - earmarked reserve, future needs
Defibrillators	6,000	-	6,000	-100%	Below - new locations to be identified - includes future maintenance
Celebrations	5,000	330	4,670	-93%	Below - no identified projects
Environment Committee	10,000	1,500	8,500	-85%	Below - 1 project identified
Cemetery Deficit	23,284	23,284	0	0%	agreed figure
Allotments Land Management	2,000	184	1,816	-91%	Below - no identified issues - includes provision for unforeseen costs.
Devolved Management	74,500	-	74,500	-100%	Below - waiting for Somerset Council to discuss options
Total	332,534	108,158	228,376		

9.4 23/24 Budget Review (above)