

**DRAFT**  
**STOKE ST. MICHAEL PARISH COUNCIL**  
**Minutes from the meeting held on 16<sup>th</sup> May 2019**

**Present:** Cllr Holder (Chair), Cllrs. Hambly, McEntee, Taylor and Wolf

**Also in attendance:** Vickie Watts (Acting Clerk). There were 4 members of the public present.

**1 Apologies for Absence**

There were none.

**2 Declarations of Interest**

There were none.

**3 Public Session**

Mr Wright attended with the applicant for Agenda item 7 - planning application 2019/0652/OTS Fairview. He explained that the application was for a single storey dwelling which would use the shared access. There are no details regarding the build at this point.

Cllr Hambly then stated that the number using the access would be 6 rather than 5. (The access is shared by 4 properties in addition to the applicant. That would take the total to 6 including the proposed dwelling.) This needs to be clarified. Cllr Wolf said that 6 properties using the track could be the trigger for the track to be adopted by Somerset Highways.

It was noted that this was a particularly difficult stretch of road to negotiate due to poor visibility and the way that cars park on the highway. Mr Wright said that there were no accidents recorded at this location.

Councillors generally agreed that the building on the site would be good infill if sympathetically done, which would be within the development line.

Further discussion would take place at agenda item 7 later in the meeting.

**4 County & District Councillors Reports**

- 4.1 Somerset County Council – County Cllr Ham reported that some months ago the Council were showing a predicted year end 2018-19 deficit of £21 million, but this was dramatically improved to end the year with £19 million in reserves. The Council has been lobbying Government hard for fairer funding for the rural counties.

He went on to say that £65 million has been allocated for new schools. Children services are working hard towards attaining a 'Good' Ofsted report and Adult social services are doing well. Panorama have recently filmed a documentary about Adult social services with the County Council which will be aired at the end of May and will hopefully be good viewing as it highlights some of the positive things implemented by the County.

Cllr Ham was pleased to report that after much lobbying and negotiating since last winter, Somerset County Council have agreed that the winter gritting previously omitted will be reinstated and will now include Stoke St Michael, Coleford, Holcombe and Leigh on Mendip within the gritting program.

Somerset Highways have also announced additional funding of £100K towards the Highways Improvement Scheme which is currently 2 years behind schedule.

Each County Councillor has been allocated £2K for Health and Wellbeing grants. Cllr Ham explained that he currently has 16 Parish Councils that could apply. If you have a particular project which would be eligible then please get in touch.

Somerset Council Council had taken on board that things have to change to help prevent climate change and has agreed to purchase more environmentally friendly vehicles. Schools and council

buildings will also be more environmentally friendly and they will continue to reduce the amount of single use plastics.

The new recycling contract for 2020 has been awarded to Suiz.

#### 4.2 Mendip District Council

District Cllr Townsend reported that the election and the period of purdah has dominated the last 6 weeks with purdah continuing in light of the forthcoming European elections.

Mendip District Council have awarded a large donation towards addressing rough sleeping within the district and has also won a £50K award from Central government for Keyrings Lettings who specialise in providing appropriate accommodation for members of the public who are on low income or unemployed.

At a recent meeting with Somerset Highways representative Charlie Higgins an inspection was conducted of Green Lane to see the road edge erosion, which in part has been down to Penny's lorries accessing Cookwood Quarry. Mr Higgins will speak with Penny's to encourage them to reinstate the road edging, which they have done in the past.

It had been highlighted that there were drainage issues on the corner of Green Lane which District Cllr Townsend confirmed seems to have been rectified by the Somerset Highways team, which is good news.

District Cllr Townsend thanked those present for their support over the last 4 years and during the elections. He said that he was looking forward to working with the Council over the next 4 years.

#### 4.3 District Cllr Ham reported that the elections results for Mendip were now made up as follows:

- 22 Lib Dem
- 10 Conservative
- 10 Green Party
- 5 Independent

The scale of the change resulted in Full Council meeting at Mendip being postponed along with all of the other meetings in May. District Councillors are waiting to hear appointments and roles.

District Cllr Ham thanked the Parish Council for its support and said that it was looking forward to working with them over the next 4 years.

### 5 **Minutes of previous Meeting**

The minutes from the ordinary Parish Council meeting held on 4<sup>th</sup> April 2019 were distributed to all prior to the meeting. It was suggested that the following amendments be made:

1. Minute reference 22 which had read "Cllr Hambly asked why the snow was not cleared from the Square." It was not Cllr Hambly that asked the question and it was therefore agreed that this should be amended to read "It was asked why the snow was not cleared from the Square."
2. The day of the week and time in minute reference 23 should be amended from Wednesday to Thursday and 7pm start rather than 7.30pm.

The minutes were amended by hand to incorporate the suggested amendments above, which were then agreed as a correct record of the meeting and were signed by the Chair.

**PROPOSED BY:** Cllr Hambly

**SECONDED BY:** Cllr Taylor

**UNANIMOUSLY AGREED**

**ACTION:** Clerk to amend the electronic version prior to uploading to the website.

### 6 **Matters arising from previous minutes which do not appear on this Agenda**

- Minute ref 12 – Mill Lane. This is to be carried forward to the next meeting.
- Minute ref 21 d – Cllr Holder confirmed that the rat infestation seems to have improved after rat traps were placed within the churchyard. A hole which was beneath a tomb was also

blocked as recommended by MDC, which will have temporarily impacted on the rats ability to breed. Monitoring will be ongoing.

Cllr Wolf said that the wall which borders the burial ground has some loose stones and needs work to repair it before further deterioration. Cllr Hambly agreed to speak with the Church representatives to establish who is responsible for the wall and report back to Council.

- Minute ref 10b – Cllr McEntee confirmed that he had spoken with the family who had requested permission to plant a tree in memory of a family member at the Millennium Green. They agreed that they would be happy to plant the tree in Millennium Woods rather than at the Millennium Green.

## **7 To consider the Parish Council responses in respect of planning applications**

### **7.1 2019/0652/OTS - Fair View Stoke Hill Stoke St Michael Shepton Mallet BA3 5J**

Councillors had all seen the plans prior to discussion and had listened to Mr Wright, the Agent earlier in the meeting. It was noted that:

- There were no objections on the planning website however it had been established that none of the neighbouring residents had been consulted and no notice had been displayed at the site.
- Somerset Highways had made a standard response online however did highlight the footpath which borders the plot.
- There is an error in the number of properties who use the lane.
- The site plan is incorrect in that the property known as Redlands is in the wrong location. It should be on the other side of the track with Belmont directly opposite.
- There were no objections to a bungalow being built on the site but there are concerns around the access off Stoke Hill.

After discussion it was resolved that the Planning Officer should consider the following:

- a) the access serves more dwellings than is apparent from the submitted plans;
- b) the access out onto Stoke Hill is difficult with parked vehicles restricting views in both directions;
- c) the drawings contained factual inaccuracies;
- d) there did not appear to be any neighbourhood consultation letters issued and therefore the local consultation process was flawed and the Parish Council could not canvass local opinion;
- e) the Parish Council attempts to support infill developments and if the issues at a) to d) inclusive above can be resolved satisfactorily it would not object to sympathetic development on that site.

**PROPOSED BY:** Cllr Wolf  
**UNANIMOUSLY AGREED**

**SECONDED BY:** Cllr Hambly

### **7.2 2019/0746/HSE. 8 Moonshill, Stoke St Michael**

Councillors had all seen the plans prior to discussion. It was proposed that the application should be supported.

**PROPOSED BY:** Cllr McEntee  
**UNANIMOUSLY AGREED**

**SECONDED BY:** Cllr Taylor

## **8 Grants to Village Organisations**

### **8.1 War Memorial Hall – No request was received.**

### **8.2 Community Field – A request for grant aid in the sum of £3275 had been received. Cllr Hambly ran through the items which were considered essentials to keep going for the next year. Income was minimal at present so had not been included. After discussion it was agreed that the grant should be awarded in full.**

**PROPOSED BY:** Cllr McEntee  
**UNANIMOUSLY AGREED**

**SECONDED BY:** Cllr Wolf

**9 Confirmation of receipt of External Auditor Report and Certificate for 2017/18 together with implications for 2018/19 AGAR**

Cllr Holder explained that a letter dated 14/01/19 containing Statutory Recommendation had been sent to the Council in January by the PFK Littlejohn, the external auditor. This had not been received due to an error within the email address. The letter had however been superseded by other communications which has meant that the audit for the year 2017/18 had been completed with the electorate having had an opportunity to inspect and PFK Littlejohn have since completed their inspection. The letter details actions that need to be completed by the Council but it is believed that all have been undertaken by the Council.

The Parish Council will ensure that the notice of conclusion of audit and the associated attachments are displayed as required on the Parish website and the notice boards immediately.

**ACTION:** Clerk to ensure that the notice of conclusion of audit and the associated attachments are displayed as required

**10 Agree the Bank Reconciliation for 2018/19**

The Clerk provided a bank reconciliation for the 31<sup>st</sup> March 2019 which was checked by Cllr Taylor and found to be in order and duly signed as an accurate record.

**11 Review and agree the Year end accounts 2018/19**

The Clerk had prepared a spreadsheet showing the year end accounts. It was agreed that this would be adjourned to a separate Finance meeting on a date to be agreed to allow Councillors an opportunity to review the information provided.

**ACTION:** Councillors to agree a suitable date to meet.

**12 Discuss and agree financial risk assessment**

All Councillors had been given a copy of the draft financial risk assessment for consideration.

**ACTION:** It was agreed that this would be adjourned to be agreed at the Finance meeting.

**13 Annual Governance and Accountability Review 2018/19**

- a) Consider the Internal auditor report
- b) Consider and approve AGAR Section 1 – Annual Governance Statement
- b) Consider and approve AGAR Section 2 – Accounting Statement
- c) Consider and approve the confirmation of the dates of the period for the exercise of public rights
- d) Consider and approve the bank reconciliation proforma for 2018/19
- e) Consider and approve the Explanation of Variances proforma for 2018/19

**ACTION:** It was agreed that this would be adjourned to the Finance meeting.

**14 Parish Council Insurance Renewal**

Cllr Holder confirmed that the insurance renewal had been received which as agreed no longer included the Community Field and its assets. The new premium was slightly reduced at £700.32. It was agreed that the quote should be accepted.

**PROPOSED BY:** Cllr McEntee

**SECONDED BY:** Cllr Hambly

**UNANIMOUSLY AGREED**

**ACTION:** Cllr Holder to establish if appropriate cover for the Millennium Woods is included and if not liaise with the Insurance provider to find out if there would be any additional charge for this to be provided.

**15 Millennium Wood Grass Cutting**

Cllr Wolf explained that the grass was in need of cutting as soon as possible and then once a month thereafter throughout the growing season. It was agreed that the local farmer would be asked to complete the work.

**PROPOSED BY:** Cllr Taylor  
**UNANIMOUSLY AGREED**

**SECONDED BY:** Cllr McEntee

The following items also needed to be purchased:

- Padlocks x 2 to secure covers for the reservoir – Approx £8 per lock
- Temporary covers to be made from plywood to make safe the reservoir – 1 sheet of plywood approx £25
- Large gate and kissing gate. 3 quotes received the most competitive of which was Valley Sawmills at £275 plus VAT which included all fixings. Volunteers will complete the installation.
- Dog waste bin - £100 approx.

**PROPOSED BY:** Cllr Wolf  
**UNANIMOUSLY AGREED**

**SECONDED BY:** Cllr Taylor

**16 Training for new members / refresher training**

Carried forward to the July meeting

**17 NALC Awards**

Carried forward to the July meeting

**18 NALC Conference and Exhibition 28<sup>th</sup> & 29<sup>th</sup> October 2019**

Carried forward to the July meeting

**20 Finance**

a Bank Balances:

Current A/C £21,303,63 at 28/02/19 - Reserve A/C £50.43

An up to date bank balance will be provided at the Finance meeting.

Cheques for authorisation

b	BHIB Ltd	£700.32
	SALC Sub	£240.35
	ACA Reimbursement	£ 44.92 (incl. £7.49 VAT)
	War Memorial Hall	£376.00
	EDF (Parish Lighting)	£112.30 (incl. £5.35 VAT)
	Primrose Garden Maintenance	£621.25 (incl. £103.54 VAT)
	Community Field Grant	£3275.00
	PKF Littlejohn LLP	£480.00 (incl. £80.00 VAT)

**PROPOSED BY:** Cllr Hambly  
**UNANIMOUSLY AGREED**

**SECONDED BY:** Cllr McEntee

Cheques were signed by Cllr Holder and Cllr Wolf

**21 Correspondence**

There was none.

**22 Matters to report / Items for the next Agenda**

- Death of a senior person
- Update on Mill Lane
- Report on the ownership of the Burial ground wall
- Training for new members / refresher training
- NALC Awards
- NALC Conference and Exhibition 28<sup>th</sup> & 29<sup>th</sup> October 2019

**23 Date of the next Parish Council meeting: Thursday 4<sup>th</sup> July 2019**

The meeting concluded at 22.25hrs