

Minutes of the Kilmersdon Parish Council
held at Coles Garden Meeting Room
at 7.30pm on Monday 4 April, 2016



PRESENT: Councillors, R Morse, S Gibbs, D Hudson and A Jolliffe.

IN ATTENDANCE: Clerk and 6 members of the public.

**Min
No**

1. APOLOGIES:

163 Apologies received from Cllrs D Phripp and Ward Cllr E Drewe.
Covering approval was granted for the continued absence of Cllr D. Phripp.

2. DECLARATIONS OF INTEREST:

164 There were no declarations.

3. MINUTES:

165 The Minutes of the Parish Council Meeting held on 7 March 2016 were approved and signed.

4. PUBLIC SPEAKING TIME:

166 A representative from the Radstock Railway Project presented a TV simulation programme showing the proposed railway project. He offered to arrange a public showing on Village Day.

167 One member of the public spoke about the council decision to erect “No dogs” signs around the playing field.

168 One member of the public spoke about the Orchard area and asked for assistance in obtaining fresh topsoil to repair the damage to the area.

169 One member of the public spoke about setting up a public meeting on 14th April to discuss the proposed village shop.

5. MATTERS ARISING:

170 There were none.

6. **PLANNING MATTERS:**

Permissions applied for:

- 171 **Ref:** 2016/0363/FUL
 Proposal: *Retrospective Planning for 6 Stables*
 Location: *Luckington Gables, Lipyeate Cross to Luckington Newbury, Frome.*
 Applicant: *Mr Paul White*
 Application Type: *FULL*

The parish council recommended approval, but raised objection to the principle of building before obtaining approval on the basis that MDC would be unlikely to apply enforcement to rectify design or remove the offending construction. Whilst recognising that is experienced in other authority areas, it is considered that planning principles are easily by-passed and precedents are set, all of which limits the effectiveness of the planning process and the related enforcement procedure. The parish would also recommend that MDC should consider adopting a more positive stance to deter future instances.

- 172 **Ref:** 2016/0495/TCA
 Proposal: *G1 (4 x Poplars) side prune secondary branches away from BT line to gain 2 metre clearance*
 T1 (Beech) side prune secondary branches away from BT line to gain 2 metre clearance
 Location: *8 Hoares Lane, Kilmersdon Somerset*
 Applicant: *Mr S Mills*
 Application Type: *Works/Felling Trees in a CA.*

The parish council recommended approval for this proposal. It is considered that the work proposed is for essential maintenance.

- 173 **Ref:** 2016/0497/FUL
 Proposal: *Erection of commercial building to allow service, repair and sales of garden machinery and associated parking*
 Location: *Charmborough Farm Business Park Charlton Road Holcombe Radstock Somerset*
 Applicant: *Mr Peter Hoskins*
 Application Type: *FULL*

The parish council had no objection to this proposal. It was considered this would be proper use of a building and there would be no impact on neighbouring properties. Although there is a similar successful business within close proximity, the viability and future business forecasting demand has been confirmed.

7. **QUEEN'S 90th BIRTHDAY CELEBRATIONS:**

- 174 It was agreed to arrange a Clean Up Day on the 22nd May, as part of the celebrations for the Queen's 90th Birthday and in time for the Kilmersdon Village Day event.
- 175 It was also agreed that a street party be arranged for the 12th June
- 176 The Clerk undertook to publish the initial announcements and call for volunteers. The Parish Council would contribute to the costs.

8. FINANCIAL MATTERS:

- 177 An invoice from Southern Electric for street lighting was approved for February at £14.36. (Retrospective - Cleared by DD on 21 March.)
- 178 An invoice from Community Council for Somerset for subscription was approved at £40.00. **Cheque No. 1141. (LGA 1972, s 143)**
- 179 An invoice from the Clerk for salary and expenses was approved at £776.03. **Cheque No. 11142. (LGA 1972, s112.)**
- 180 The Clerk's Income Tax payment was approved at £173.79. **Cheque No. 1143. (LGA 1972, s112.)**
- 181 The Clerk advised that the audit details had been received from Grant Thornton LLP and he would be publishing the related announcement later than usual, because the timescale had been revised and notices must include the first two week s of July. The date for completion and presentation to Grant's was 10th June.
- 182 The Clerk presented the accounts and supporting documents, together with Section 1 of the redesigned Annual Return form. After approval by members, the accounts and the Annual Return, Section 1, were signed by the Chairman.
- 183 The Clerk outlined the changes to future audit procedures and explained how some changes were now being implemented – notably an extension to the inspection period to 30 working days and the need to arrange the internal audit in two stages. The first stage would be to ensure that effective controls are in place; the second would be scrutiny, in further detail, of the actions and financial transactions carried out by the parish council.
- 184 Council members will be required to certify that the process in the first stage is an effective means of safeguarding the account. The accounts and supporting documents will then be forwarded to the internal auditor for the second, detailed, audit.
- 185 The Clerk's proposal to transfer the tax reporting function to Paul Clark, Accountants, was agreed. Proposed by Cllr Jolliffe; seconded by Cllr Morse. The Clerk explained that the reporting function was easy, but frequent changes in tax reporting procedures were taking a disproportionate amount of his time – approximately 1hour per month, which was a cost of about £120 per year. The transfer would attract a similar charge of £100, plus VAT.
(Post meeting note:
A further change, received on 14th April, stated that the software PAYE Tools provided to councils by HMRC was not suitable for the Automatic Pension Enrolment process. This was introduced last year and the Clerk had recently completed all the necessary actions on behalf of the council.)

9. HIGHWAY MATTERS:

- 186 The repair of the finger post road sign for Haydon at the Triangle was nearer completion.
- 187 The Clerk was expecting the results from the SIDs and would publish them on the website shortly.
- 188 It was noted that a tree in Silver Street was in need of attention and Cllr Gibbs undertook to contact the owner, with a view to remedy the overgrowth.

10. PLAYING FIELD:

189 It was noted that a part of the fence around the playing field was broken. The Clerk undertook to arrange repair.

190 The Clerk presented two versions of “No Dogs” signs (four of each.) It was decided to place these at prominent points around the playing field and review the situation in July.

11. LITTER AND MAINTENANCE:

191 Taken at Item 7.

12. FOOTPATHS:

192 It was agreed that a volunteer group should be asked to carry out repairs to the Orchard area, by filling in with topsoil. The Parish Council would contribute £100 towards the costs. The Clerk undertook to inform the volunteer group.

13. PCSO REPORT:

193 The PCSO reported the incidences of theft and inconsiderate parking in the neighbouring parishes. In particular, he warned owners of Land Rovers that these have become marketable and are being targeted by vehicle thieves.

14. CORRESPONDENCE:

194 None.

15. MATTERS OF REPORT & ITEMS FOR NEXT MEETING:

195 None.

16. DATE OF NEXT MEETING:

196 **The next Parish Council meeting will be the Annual Parish Council Meeting to be held on 9th May 2016 at 7.30 p.m. in the Coles Garden Meeting Rooms.**

197 There being no other business, the meeting closed at 10.30pm