**CHEDDON FITZPAINE PARISH COUNCIL**

Minutes of the Meeting of the Parish Council held on Thursday 14th July 2011 in the Memorial Hall Committee Room

 **Present**: - Cllrs; -Mrs J Blackshaw, Mr G Bridges, Mr Isaacs, Mr D Langford,

Mrs K Musgrave, Mrs D Webber

Clerk: - Mrs. N Carter

Others present: D Cllr Mr. B Nottrodt Ms U Palmer, Mrs. E Waymouth, Mr. D Greig, Parish Liaison at TDBC.

1 To elect chairman

Mrs. D Webber was unanimously elected to be chairman for the foreseeable future

Proposed by Cllr Blackshaw Seconded by Cllr Langford

Chairman welcomed Ms J Pearson as new clerk from 1st August (she was present at the meeting to view the procedures) Ms Pearson signed the contract of employment and would be added as a signatory on the bank mandates which would be approved at this meeting

Ms Pearson was appointed as Clerk and Responsible Financial Officer on SCP 15 according to terms and conditions as agreed between NALC and SLCC, to reviewed annually

### 2 Apologies for absence none

### 3 Declarations of personal /prejudicial interests

Mrs J Blackshaw, Mr D Langford, declared personal and non-prejudicial interest in item 10

Mrs K Musgrave declared personal and non-prejudicial interest in item 15 P/A 08/11/0009 being a close neighbour

### 4 Minutes of the Annual Meeting held on 19th May 2011 were approved and were signed by the Chairman. Proposed by Cllr Bridges Seconded by Cllr Isaacs

### 5 Risk Assessment and Management for 2011 (reviewed annually)

Chair signed the updated review and all councilors were given a copy

6 **Financial regulations (reviewed annually)**

Mr D Greig advised that the council should refer to existing one if needed in the near future

**7 Electoral review by LG Boundary Commission in July/ August**

This relates to county councillors only

TDBC deal with any requests from parish councils for additional councillors

**8 Local Authorities Civil Contingencies review**

Clerk would update the details with current councillors and other organisations

**9 Village issues**

**a) Progress on village notice board**

Cllrs have spoken to the blacksmith to ask if the notice board will be finished SOON-- no definite time was given by the blacksmith

b) Clerk to advise SCC regarding the license for notice board on the highway that it has not been installed yet. Clerk will advise SCC when this has been done and duly get the license approved at a parish council meeting

**c) Gadd’s Valley**

 Cllr Musgrave reported that electrical wiring was dumped after the cooper had been removed by the vandals. Footpath being cleared and steps being built.

There was a concern raised regarding enough parking space for any coaches which visit the site. An area was available at the widest part of the road off the highway. C Cllr Waymouth agreed to meet Cllr Musgrave to see where parking may be possible

**10 Somerset County Council**

**Local Transport Improvement Schemes** for period 2011-26 submitted to SCC by ward councillor Mrs Waymouth for Parish road safety

Walkway (similar to cycle lane) from the top of Rowford hill on the left hand side of the road down to the primary school with addition of flashing speed limit sign.

Give safe passage to children and parents and slow traffic. Earlier scheme in 2002 supported by parents and school. Mrs Waymouth hoped that the school pathway could be done in the current year subject to funding being available

**11 Update from Crown Estate**

**a) Land Swap at Memorial Hall**

Update on the boundary issues from Bruce Nottrodt, as he is acting on the Trustees' behalf. At the heart of the problem is the fact that details of the negotiations subsequent to the initial offer of the site for the new Hall between the Crown Estate and the CFMH do not appear to have been shared by the latter's representative, Mr Nash, with other parties. This means that the revised area which Smiths Gore have asked Mr Nottrodt to accept- the boundaries as currently constituted.

M H Trustees met on 11th July when this issue was discussed. Mr Nottrodt and Mr Nash would be meeting with Smiths Gore soon to hopefully resolve this long standing problem

Mr D Macey was proposed to take the Chairmanship when Mr Nash stands down later this year

 **b) Parking in village** Smiths Gore advice that it is hoped that an agreement will be finalised soon

**12 Issues at Hestercombe Garden Trust** none raised

**13 Issues at Maidenbrook ward**

### a) Adoption of roads update

Bryant Homes Phase 1 - Barbers Mead - Adopted March 2011

Bryant Homes Phase 2 - Easement for surface water disposal completed.

Adopted 17 June 2011

Bovis Homes Phase 2 – Now preceding phases adopted remedial inspection carried out - list forwarded to Bovis, April 2011 (have had no response as yet)

**Cycle Link** – Drawings were approved and work started on site but there have been some legal issues between Tarka and Taylor Wimpy which halted works.

The surfacing has now been put down, but works not totally complete.

Cycle link on the Glenmill Homes side, was dropped following concerns in the Safety Audit and the access/egress for cyclists onto the route which is now via the Tudor park junction.

**Tudor Park** Outstanding visibility issue resolved. Still awaiting drawings/action from developer

### b) Amendment to 08/10/0024 P/A flood risk

### Councillors supported any amendments which would increase the volume and asked for the ponds to be made as large as possible

**14 Highways**

Surface dressing carried out over a weekend in June on Lyngford Lane, Pitchers Hill, and Upper Cheddon.

SCC advise that Bathpool Bridge would be closed for 2weeks

Clerk to contact Somerset Highways to ask for the hedges and grass verges to be cleared as no schedule received this year

### 15 Planning Applications for discussions

08/11/0009 Alterations to the vehicular access at Manor Farm,

Cllrs were advised by TDBC planning officers that the plans would be re drawn in conjunction with Crown Agents as the proposed vehicular access did not appear to be viable

08/11/0010/T Notification to fell one beech tree at Glebe Cottage

08/11/0012/T Application to carry out management work to one willow tree (TD603)

included in T D B (Cheddon Fitzpaine no.1) Tree Preservation Order 1994 at Glebe Cottage,

Supported particularly cutting back the willow which overhangs the road giving difficult access to high sided vehicle through the village

16 Decisions received

### 17 Bank reconciliation as at 30 June 2011

Cllr Bridges checked the receipts and payments book against the bank statements, National Savings balance and interest; cheque stubs, initialled and dated these entries.

### 18 External auditors request for corrections on annual return y/e 31/3/11

Moore Stephens questioned section 4 test c internal auditors answer which should have “yes” not” no”, and response to K was not entered in pen. These and other accounting statements have been corrected by clerk and counter signed by the acting chairman which incurred additional fees. Annual return was returned to MS, closure notice received on 11th July

**19 To request Burial Ground/ Footpath grants from TDBC for 2011/12**

Mr Greig advised that grants would be paid by BACS at the same rate as last year

### 20 Authorise new Nat West signatory mandate for all bank accounts

 Mrs Carter was resigning as parish clerk wef 31 July 2011. Clerk visited the bank to check that all signatories were in place as she will have to remove her signature and add the new clerk’s signature.

Clerk was advised by Customer services officer Mr. B Branson who printed out copies of signatory list for business account acc 70719799 set up 22 Nov 1999 reviewed 26 Nov 2001 and list for reserve account 29799554 set up 24 July 2003 reviewed 1 July 2003 being the ones on record

No record of signatory lists which were hand delivered dated May 2007 and May 2010 or councillor’s forms were recorded as being received.

Councillors asked clerk to write to NatWest bank expressing the councils concerns at lack of record keeping at the branch and for the bank to confirm in writing that all old signatures would be removed and current signatories added with the new mandates.

It was resolved that all councillors would be listed as signatories including the new clerk.

Clerk to hand deliver the completed mandates to the bank together with the complaint letter

### 21 Approve payments for authorization

SALC Councillors training (2 @ £40) £ 80.00

Internal auditor advised the clerk that he had not received the cheque sent in May.

Clerk instructed Nat West to stop said cheque

Mr Spackman internal auditor re-issues cheque £112.00

Mrs. Carter Clerk’s office costs from 6/5 to 12/7 Inc VAT £ 2.70

Mrs. Carter Clerk’s car mileage from 6/5to 12/7 Inc VAT £ 29.35

Mrs. Carter Clerk’s final expenses to 31 July pro rata (computer allowance) £ 41.70

Mrs. Carter Clerk’s final expenses to 31 July pro rata (telephone /internet) £ 55.15

Proposed by Cllr Blackshaw Seconded by Cllr Musgrave

**22 Matters raised by councillors**

a) Taunton Deane Strimmer Project -- Parish councils have been asked for trained volunteers to clear vegetation with strimmers provided and fuelled by SCC. Information passed to PPLO, Mrs Bridges for response by 30 June

b) Cllrs reported that there had been children in the woods around the Memorial Hall.

 Manor Farm building site had been broken into the past 2 weekends with tools stolen

Cllr Webber would contact P C S O Wearmouth to take action

c) Cllr Musgrave reported that style on footpath T5/5 which goes from Upper Cheddon Lane to the primary school was broken to Rights of Way at SCC. PPLO has also reported this issue and was told that the cost was not viable.

### 23 Meetings 2011 2ND THURSDAY EACH ALTERNATE MONTH

**Thursdays, 8th September, 10th November, 12th January**

Meeting closed 9.15 pm