

# Misterton Parish Council

## Minutes of the Annual Parish Meeting, Annual Parish Council Meeting and May Parish Council meeting held on 15<sup>th</sup> May 2018 At 6.30pm, WI Hall, Misterton

### Present:

Cllr Iain Rowland (Chair)  
Cllr Brian McNeill  
Cllr Mark Kilpatrick  
Cllr Paul Gillard

Cllr Geoff Restorick  
Cllr Vivienne Rowe  
Cllr Graham White

### In attendance

Mrs K Sheehan (Clerk)  
Cllr P Bradly (CTC) and Cllr M Best (SCC)  
1 member of the public

### ANNUAL PARISH MEETING

#### **18/052. Welcome and Introduction – Chairman**

Cllr Rowland welcomed everyone to the meeting and outlined the order of business.

#### **18/053. Chairman's Annual Report**

Cllr Rowland reported that:

- Progress had been made on setting up correct administrative and financial procedures for the Rec Field Trust, although some work was still required;
- Trustees now discuss and decide Rec matters and advise the PC;
- During the year a defibrillator had been installed at the Village Hall and thanks were extended to Misterton Football Club and Crewkerne Hospital League of Friends for their assistance in this;
- The Parish Council had taken ownership of the Silver Street telephone kiosk and works were being lined up to restore it and find a suitable use for it;
- Traffic continues to be an issue and the Parish Council were looking forward to receiving the results of the recent survey undertaken by the Roads Group.

#### **18/054. Annual Report from the County Councillor**

Cllr Best reported that the request made by the PC to the County Council for lines between the garage and Unity Lane would now go out to consultation. Following the results of the consultation there might be a road order, although these are only made once per year. He also reported that the County Council would hold its Annual Meeting that week, and that a Unitary Council proposal for Somerset was now on the table.

#### **18/055. Annual Report from the District Councillor**

Apologies were received from Cllr Singleton but Cllr Best (also a District Councillor) was able to report that 2019 would see the District operating in a new way, but that he was unsure on the impact of the Unitary bid on this. He added that following a meeting with developers about the Betterment development a list of outstanding items had been identified and progress was being made on the roads, which was hoped to be finished in the next few weeks. Once complete, efforts would be made to get the roads adopted.

# Misterton Parish Council

## **18/056. Public Open Session**

Cllr Bradly stated that he wished to register his objection to the proposal to introduce double yellow lines between the garage and Unity Lane. He felt that the parked cars acted to slow down traffic passing through the village. He stated that the traffic passing through the village had increased by some 50%, finding that there were 450-700 vehicle movements per hour between 7am and 6pm, 10% of which were HGVs. He added that the parked cars alongside narrow pavements protected families and children walking to school and preschool.

A member of the public raised concerns about the parking issues around the train station. Cars were parking up and down Station Road and generally causing problems. Cllr Best reported that Friends of Crewkerne Station were aware of the issues and had written to Network Rail.

**Action: Clerk to write to Martin Carnes, CEO Network Rail to express concern about the current problems and lack of parking provision.**

## **ANNUAL MEETING OF COUNCIL**

### **18/057. Nominations for and election of Chairman 18/19**

A proposal for Cllr I Rowland as Chair was received.

**Proposed: Cllr G White                      Seconded: Cllr G Restorick                      RESOLVED**

### **18/058. Nominations for and election of Vice Chairman 18/19**

A proposal for Cllr G Restorick as Vice Chair was received.

**Proposed: Cllr P Gillard                      Seconded: Cllr G White                      RESOLVED**

Declarations of Acceptance of Office were signed and witnessed by the Clerk.

### **18/059. To consider membership of working groups for 2018-19**

It was noted that the Roads Group no longer had a Parish Councillor representative and Cllr Restorick agreed to become a member for this reason.

Cllr Rowe wished to continue as the PC representative on the FoMCC.

Cllrs Rowland, Rousell and Gillard (along with Clerk) to the Finance Working Party

Footpaths Working Party – Cllrs Rowland and White

Cllr McNeill – Misterton Village Hall Committee representative

**Action: Clerk to ensure website up to date.**

### **18/060. To reaffirm Standing Orders and Financial Regulations**

Members noted the unchanged Standing Orders and Financial Regulations and these were duly reaffirmed.

## **MAY MEETING OF COUNCIL**

### **18/061. Apologies for absence**

Apologies were received from Cllrs A Rousell and A Callow, as well as Cllr Singleton of SSDC.

### **18/062. Code of Conduct and Declarations of Interests**

None.

# Misterton Parish Council

**18/063. Minutes of the meeting held on 17<sup>th</sup> April 2018**

The minutes were approved as a true and accurate record of the meeting.

**18/064. Matters Arising from Minutes**

None.

**18/65. Planning including applications currently in circulation/determinations**

- a. 18/01226/FUL – Owls Barton, Mosterton Road. Erection of a tiled roof conservatory to the rear of the dwelling.**

No objections raised.

- b. Determinations**

Determinations since the last meeting were noted.

**18/066. Finance and Procedure**

- a. To note the report of the internal auditor 2017/18**

The report had been previously circulated and as expected had made reference to the new Trust arrangements and acknowledged that the correct measures were being put in place. It was also noted that the two defibrillators should be added to the Asset Register.

**Action: Clerk to update asset register accordingly and send to insurers.**

- b. To approve the Annual Governance Statements 2017-18**

Members considered the Annual Governance Statements 2017-18.

**Proposed: Cllr G White                      Seconded: Cllr G Restorick                      RESOLVED**

- c. To approve the Accounts and End of Year Bank Reconciliation**

**Proposed: Cllr G White                      Seconded: Cllr G Restorick                      RESOLVED**

- d. To approve the Accounting Statements 2017-18**

Members considered the Accounting Statements 2017-18.

**Proposed: Cllr G White                      Seconded: Cllr G Restorick                      RESOLVED**

- e. To agree invoices for payment and to note regular payments**

<u>Voucher</u>	<u>Payee</u>	<u>Details</u>	<u>VAT</u>	<u>Total Payment incl VAT</u>	<u>Budget Line</u>	<u>Cheque Number/BACS</u>
28	Cox & Co	Payroll services	£ 3.50	£ 21.00	Office	SO
29	WI Hall	Room hire	£ -	£ 11.00	Room hire	SO
30	Misterton Village Hall	Parish Office rent	£ -	£ 45.00	Room hire	SO
31	Vodafone Ltd	Line rental etc	£ 5.91	£ 35.50	Office	DD
32	Chalmers & Co	Internal Audit fee	£ 88.00	£ 528.00	Audit	100728
33	Staffing	Salary/expenses	£ -	£ 558.38	Clerk/Office	100729
34	JRB Enterprise	Dog bags	£ 11.70	£ 70.20	Rec	100730
35	EON	Lighting	£ 0.81	£ 17.02	Rec	DD
36	ICO	Registration fee	£ -	£ 35.00	Office	DD
37	Came & Company	Renewal	£ -	£ 1,242.37	Insurance	100731
38	SALC	18/19 Affiliation fees	£ -	£ 268.29	Memberships	100732
39	P Rudkin	Electrical works summer 2017	£ 34.66	£ 207.97	Rec	100733
		Total VAT to reclaim	£ 144.58			
		<b>TOTAL</b>		<b>£ 3,039.73</b>		

**Proposed: Cllr Rowland                      Seconded: Cllr White                      RESOLVED for payment**

- f. To note payments received**

# Misterton Parish Council

Members noted that the bank statements had not yet arrived and that receipts and balances would be updated to Members asap.

**g. To note any updated to Risk Register**

After some discussion about the current Risk Register it was agreed that the Clerk would produce an up to date revised Register for Approval by Council in June/July.

**h. To agree and adopt new policies and procedures in compliance with GDPR**

Members considered the pre-circulated policies.

**Proposed: Cllr I Rowland                      Seconded: Cllr P Gillard                      RESOLVED**

**i. To adopt the NALC pay settlement for 2018/19**

**Deferred until after the Clerk's contract was confirmed.**

**18/067. Highways & Footpaths**

**a. To consider the County Council response to request for 'Slow Signage' in Unity Lane**

The Clerk reported that following correspondence with County Highways the officer had suggested that a 20mph limit and 'Children in Road' signage might be more appropriate. Councillors considered this and queried the enforceability of a 20 limit but agreed to pursue both the limit and signage.

**Proposed: Cllr I Rowland                      Seconded: Cllr M Kilpatrick                      RESOLVED**

**Action: Clerk to write to Highways to confirm this proposal, cc Cllr Best. Cllr Best to query possible declassification of A356 with Highways at next meeting. Clerk to chase drain at top of Avenue with Highways. Clerk to report pressure to storm drains outside Globe Inn caused by HGVs mounting the pavement.**

**18/068. Amenities**

**a. To consider arrangements for a Cemetery safety inspection**

The Clerk reported that she had been looking into the safety requirements for cemetery inspections with the assistance of ICCM. A minimum of a 5-yearly inspection was required, and no members could recall when one had last been done. The ICCM had stated that those carrying out the inspections would need to be trained to do so but could be councillors and/or the Clerk. As it was possible that funds could be spent on training councillors or staff who might then move on and not be available to do the inspections, it was agreed that the Clerk should ask for prices for companies who carry out this work. Cllr Best suggested contacting the Clerk at Crewkerne Town Council as it might be possible to share in their arrangements or use their trained personnel if appropriate.

**Action: Clerk to contact Crewkerne TC about Cemetery inspections. Cllr Rowe to raise undergrowth around the Chapel with FoMCC.**

**18/069. Items for the next meeting**

To be advised to the Clerk in advance of agenda publication.

**18/070. Date and location of next meeting**

The next meeting was confirmed for Tuesday 19<sup>th</sup> June 6.30pm, WI Hall