

EVERCREECH PARISH COUNCIL

Minutes of the Parish Council Meeting held on Tuesday 12th December 2017 at 7.00pm in the back room of the Village Hall.

The Vice Chair opened the meeting at 7.00pm and welcomed everyone.

PRESENT: Ian Elliott (Vice Chair), Roy Williams, Murray Stewart (MSt), Gail Wakeford & Rob Reed.

IN ATTENDANCE: Michelle Phillips (clerk) & 3 members of the public

1) **APOLOGIES FOR ABSENCE:** Andrew Doble – Unwell, Harriett Fisher – No reason given & Barry O’Leary – Working.

2) **DECLARATIONS OF INTEREST AND DISPENSATION:** Nil

3) **CONFIRMATION OF THE MINUTES:**

Minutes of the Parish Council Meeting held on 7th November 2017 were proposed by RW, seconded by GW, by unanimous vote, to be accurate as drafted.

4) **PUBLIC REPS: INVITATIONS TO SPEAK**

(a) **County Councillor** – Cllr Nigel Hewitt-Cooper not in attendance, apology received. No report received.

(b) **District Councillor** – Cllr Peter Bradshaw

PB explained that he and 3 members of Evercreech PC (BOL, RW & IE) attended a recent meeting with Greencore Management regarding its site closure. Following the meeting PB & IE produced a paper for all PC members to consider. No recommendations have been made in the document merely outlining various options that may or may not happen. The site will be sold, not sure who will level the brown field site. Greencore have instructed a London based Planning Company who will make confidential recommendations to MDC for Part II of the Local Plan. The site is currently employment land but the recommendations could include housing, ratio of mixture between employment and housing unknown. MDC will take the view it is employment land. The government have just realised a white paper on housing making reference to brown field sites for housing. Document will shortly be updated and will be included in NPPF. On Monday 18th December Part II of Local Plan will come before full Mendip Council, it will not be discussed but will go straight out for consultation. Greencore London based Planning Company will put in a consultation for the site. PC document to be distributed to all members as a robust comment from both DC & PC is required. The village as a whole will need to make recommendations on how they see the future of the site.

GW Will Greencore have a meeting with the village?

PB Yes, short term for Greencore is to get the site added to Local Plan Part II, not sure what ratio.

GW Local Plan currently says more than enough houses for Evercreech already.

PB This does not stop a developer putting in an application. The Planning Inspector will refer to the Local Plan but that will not stop a developer.

GW Village did not get anything from the last development due to fighting it.

RW Two items of concern, 1. The meeting was called as Mendip asked what involvement the PC has – very little & 2. April/18 part of the factory will close with the remainder Oct/18 who will be working on behalf of Greencore then the current staff or just the developer.

PB PC members to review produced paper in full, main point need village wide agreement.

IE Thanked PB and confirmed he will circulate the produced paper to be reviewed at next meeting.

ACTION IE/BOL

1 x public arrived.

5) **OPEN SESSION** See enclosed. Please note these do not form part of the Minutes.

6) **HIGHWAYS**

a) SCC Procedure to follow to install Metal Bollards corner of the High Street and The Cedars and PC cost implications. PC received a confirmation email from Chris Betty on 10th November stating that SCC will not consider working for members of the public, only a Parish Council who would then be responsible for the bollard and its upkeep, which was circulated to all members and resident.

GW concern PC responsible for the bollard sets a precedent. MSt Agreed.

PC agreed to c/f to next meeting after reviewing Greencore document.

2 x public left.

b) SCC Notification of Termination of the Current Speed Indicator Device (SID) Programme.

The notification received from Dave Grabham on 6th December included a suggestion that SCC may consider operating a revised SID provision by providing SIDs for Parish/Town Councils who are willing to make a regular financial contribution towards the installation costs etc.

PC agreed in full to express an interest in this form of provision.

ACTION CLERK

IE asked Council permission to add a highways item for information only – all agreed

IE Southwood road works mud on road, very dangerous – add to next agenda for comment.

7) PARISH PROJECTS

- a) QRFP Fundraising Bingo Village Hall 25th November Review - GW event went well, £343.56 raised.
- b) QRPF 2018 Fundraising Events – GW a lot of fundraising events clash so suggested PC coordinate with all village committees inviting 1 member from each committee to attend a meeting to discuss 2018 fundraising events – all agreed. IE to draft letter, Clerk to distribute.

ACTION IE/CLERK

IE confirmed grant applications will be made in 2018. GW 2 new members have joined working party.

8) PLANNING APPLICATIONS

i) **Planning Applications** PC discussed all applications in full.

a) 2017/2774 Restaurant at The Royal Bath & West Showground, Shepton Mallet
Extension to existing restaurant/function facility to provide new restaurant area and kitchen roof terrace over. Provision of new link between restaurant building and main ring building. General internal and external refurbishment.

Resolve: Propose by GW, seconded by RW – by unanimous votes RECOMMEND APPROVAL

b) 2017/2921 The Peg, Back Lane, Stoney Stratton

Proposed internal alterations and installation of patio doors to side elevation.

Resolve: Propose by GW, seconded by RW – by unanimous votes RECOMMEND APPROVAL

c) 2017/2949 14 Rodmore Crescent, Evercreech.

Demolition of existing outhouse and construction of single storey, flat roof rear extension.

Resolve: Propose by RW, seconded by MSt – by unanimous votes RECOMMEND APPROVAL

d) 2017/2918 Nash Business Area, Evercreech Junction, Evercreech

Application to vary/remove condition 2 (drawings) and 3 (no other uses) of planning approval 2014/0965/FUL (Proposed ground remodelling, formation of surface water detention pond, road and sewer layout and initial use of land for open storage purposes).

Resolve: Propose by MSt, seconded by IE – by unanimous votes RECOMMEND REFUSAL. Notes: It has been noted that Highways authority as a consultee have noted that Section 106 for Tamar Energy to build a right hand land has been dealt with which addresses the access needs of the site, this is incorrect and no right hand lane has been constructed despite this being a condition on planning approvals dating back to 2011.

e) 2017/3003 Dunelm, Queens Road, Evercreech

Proposed reduction of a Cooper Beech by 1-2metres.

Resolve: Propose by RW, seconded by GW – by unanimous votes RECOMMEND LEAVE TO MDC TREE OFFICER.

f) 2017/2480 Higher Bagborough Farm, Bagborough Lane, Pylle

Construction of an agricultural building to be used as a cold store for cheese.

Resolve: Propose by IE, seconded by RW – by unanimous votes RECOMMEND APPROVAL

g) 2017/3098 Kharisma, High Street, Evercreech

Proposed works to a tree in a conservation area :- T1 – Beech tree – Reduction x 30% (all over).

Resolve: Propose by GW, seconded by MSt – by unanimous votes RECOMMEND LEAVE TO MDC TREE OFFICER.

h) (SCC APPLICATION) 2017/3147/CNT

Unit 22, Evercreech Junction, Evercreech.

Section 73 application to amend Conditions 2 (Approved Plans and Specifications), 3 (Noise Mitigation) and 5 (Dust Control) in respect of planning permission 2013/2083 for the Construction of Anaerobic Digestion Plant.

Resolve: Propose by RW, seconded by GW – by unanimous votes RECOMMEND LEAVE TO PLANNING OFFICER.

ii) **Planning Approval** - All were highlighted by Vice Chair and noted.

a) 2017/2463 The Old Co-Op Store, High Street, Evercreech.

Retrospective Change Of Use from Workshop Class B1 to Residential Class C3.

iii) **Planning General** - All were highlighted by Vice Chair and noted.

a) 2017/2962 Land off Bruton Road, South of Cemetery, Evercreech.

Notification of prior approval for the erection of a steel framed agricultural building.

b) 2017/2854 17 Westbrook Vale, Evercreech

The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 5.6 metres, with a maximum height of 3.95 metres and an eaves height of 3.1 metres.

9) FINANCE

Money Received

Ref	Detail	
851	QRPF Donation from Gregory Distribution Ltd	50.00
852	Added Wording J Lambert	45.00
853	Memorial A Pelling	112.00
	Total	207.00

Payments Endorsed at Meeting

Chq	Payee and detail	
DEBIT	John Lewis - PC Latop & Software	659.92
3366	Clerk Salary	516.46
3367	Road Sweeper Salary	291.50
D/D	Staff Stakeholder Pension	11.74
3368	Village Hall + QRPF Bingo 25th Nov	50.00
3369	Idverde Ltd Play Area Inspections	40.16
3370	Veolia (October)	48.50
3370	Veolia (November Collections)	60.48
3370	Veolia (November Rental)	7.92
D/D	Weston Town Waste Disposal (Qtr)	198.24
D/D	Weston Town Waste Disposal (DISPUTED INVOICE)	21.74
	Three Counties Landscape Services Overcharge Refund	-1.20
3371	Three Counties Landscape Serv Community Xmas Tree	322.80
3372	Evercreech Cricket Club Nov/16 Grass Cutting	724.50
3373	Shaw & Son Minute Binder	91.19
3374	ICO Data Protection Yearly Renewal	35.00
3375	Evercreech Support Fund - RBL Donation	50.00
	Total	3,128.95

Precept	32,492.00	
Income	1,701.95	
Expenditure	22,438.86	11,755.09
Cemetery		
Income	2604.00	
Expenditure	2772.00	-168.00
Balance		
Cash	17.23	
Current	57155.18	
Reserve	0.77	57173.18

Resolve: Proposed RR seconded by IE that the payments as listed above are endorsed.

d) Clerk read out BT Business Price Rise from 1st January 2018 Notification.

e) Clerk read out Notification of Natwest Changes to Terms & Conditions – New Payment Services Regulation 2017.

f) Proposal to Purchase a Backup Device for PC accounts package. IE sourced 3 quotes all under £100 per quote. **Resolve:** Propose by RR, seconded by RW – by unanimous votes to purchase John Lewis device at a cost of £57.99 max.

ACTION CLERK

g) Suspension of Standing Orders 7a) Previous resolutions relating to opening CAF Current Bank Account. **Resolve:** Propose by GW, seconded by IE – by unanimous votes RECOMMEND SUSPENSION OF STANDING ORDERS 7A) PREVIOUS RESOLUTIONS RELATING TO OPENING CAF CURRENT BANK ACCOUNT.

h) Suspension of Standing Orders 7a) Previous resolutions relating to opening CAF 60 Day Notice Saving Bank Account. **Resolve:** Propose by GW, seconded by IE – by unanimous votes RECOMMEND SUSPENSION OF STANDING ORDERS 7A) PREVIOUS RESOLUTIONS RELATING TO OPENING CAF 60 DAY NOTICE SAVING BANK ACCOUNT

10) PARISH COUNCIL MATTERS

a) Parish Council Vacancy – Nil applicants to date c/f.

BOL (PC Webmaster) to advertise vacancy on 'What's Up In Evercreech' Facebook page.

ACTION BOL

b) 7th November Meeting Action Plan Reviewed – 1 item c/f.

c) Evercreech Support Fund Grant Application Request from Youth Club. PC considered the Youth Club request for £1000 in full. **Resolve:** Propose by RR, seconded by GW – by unanimous votes RECOMMEND A GRANT OF £950 balance of 2017/18 budgeted amount of £2500. Clerk to inform Youth Club.

ACTION CLERK

1 x public left

d) Report from PC Internal Auditor on 2016/17 Accounts which have been circulated to all members – see Appendix 2.

e) MSt Review of PC Grass Cutting 3 Year Contract – MSt held a site meeting with PC Contractor Julian Shave. MSt gave an overview of items discuss with one area of concern the hedge to the rear of 44 Gartons Mead overhanging onto footpath requires trimming. Clerk to contact Aster Housing Association to complete works.

ACTION CLERK

f) Request for a Dispensation for the setting of Parish Precept – c/f HF not in attendance.

g) Mendip Local Plan Part II – Sites and Policies – Notification of a Proposed Local Green Spaces(s) on land registered in your ownership. PC reviewed document in full Clerk to contact MDC to confirm LGSEVE002 is QRPF.

ACTION CLERK

h) MSt - Stonewater Affordable Housing (Maesdown Project) Village Art Work Project - updating Evercreech Village Trail leaflet and provision of physical map of Trail at new site Chestnut Lane. MSt confirmed after communication with Stonewater that they have agreed to abandoned leaflet printing instead will produce a drawing listing various places around the village against a small map. Stonewater will fund the project in full.

11) INSPECTIONS/ REPORTS

a) Weston Town Playing Field

(i) Equipment Inspection - Landscape Group (Nov) – Report satisfactory.

b) Queens Road Playing Field

(i) Equipment Inspection - Landscape Group (Nov) - Report satisfactory, swings to be serviced at an agreed quote of £54.22.

(ii) Proposal to discuss the cost of hiring a generator for maintenance use – c/f.

(iii) Proposal to complete Hedge Reduction QRPF play area/residents path boundary. 3 quotes sourced Julian Shave £234.00, Jody Osborne £360-390 & Rob Cockle after viewing works decided not to quote job too big. PC debated the quotes in full.

Resolve: Propose by RW, seconded by IE – by unanimous votes RECOMMEND JULIAN SHAVE.

c) Police

(i) Monthly Report received from PCSO Guy Dury.

The below crimes were reported during the month of November/December 2017 on Beat AE020. These crimes include 5 Dwelling Burglary, 3 Non dwelling burglary, 7 Criminal damage, 5 Theft from Vehicles, 7 Theft of a vehicle & 15 Reports of Anti-Social Behaviour.

We also had the following calls to Evercreech which are as follows:-

14/11/17 - Report of a burglary in the village.

17/11/17 - Report of an accident in Leighton Lane – Police attend

20/11/17 - Report of a tree fallen into the road along Maesdown Rd – Police and Highways attend.

21/11/17 - Report of suspicious behaviour at a property in Leighton Lane – Two males were seen in the back garden late at night, nothing damaged or stolen. Incident reported the next day.

21/11/17 - Report of an accident along the A371 near Evercreech – Police attend.

22/11/17 - Report of possible damage to a BT line near the High Street, Evercreech – Police attend, local enquiries made but unable to find damaged line – BT advised to re-call if further issues.

25/11/17 - Report shoplifting in the village.

30/11/17 - Report of suspicious males along Shapway Road – Police attend find males are window cleaners.

01/12/17 - Report of an accident along Bruton Road between Evercreech and Milton Clevedon – Police attend.

12) CEMETERY

a) Burial and Memorials – 1 x Added Wording Agreed for H Edwards. 1 x Memorial Agreed for E Harrison.

b) The PC received a follow up letter from Diocese Of Bath & Wells regarding Noakes plots. The letter confirmed The Chancellor of the Diocese is not satisfied with the Parish Council's 5th April 2016 minute 18b), which asserts the absence of subsidence. PC discussed the letter in full and agreed RR will contact Bruton Stone Mason for written notification that there is no subsidence in the Cemetery - c/f.

ACTION RR

13) GENERAL CORRESPONDENCE

a) Resident Request for PC Comment on Dangerous Pool near Walking Field – PC debated resident email in full, all agreed private land therefore not a PC issue, no comment.

b) War Memorial Trust Bulletin Nov17

c) ICCM Winter Issue

d) Notification of External Auditor Appointments for the 2017/18 Financial Year

e) SCC Highways Winter Services 2017/18

14) PRECEPT

Clerk circulated 2017/18 year to date figures to all members to review before the next meeting.

Items for Next Agenda Nil

Date & Time of Next Meeting – The next meeting to be held on 9th January 2018 at 7pm in the back room of the Village Hall.

CLOSE OF MEETING 9.02pm

Clerk – Michelle Phillips 01749 347681

Appendix 1 Open Session - Please note that these notes do not form part of the official Minutes

Mark Saunders – 6a) Metal Bollards corner of the High Street and The Cedars.

Appendix 2 Internal Auditor Report

INTERNAL AUDIT REPORT - 2016/2017 EVERCREECH PARISH COUNCIL

1. Background

1.1. Local Councils in England and Wales (Parish Councils, Town councils) are expected to complete an annual return summarising their annual activities at the completion of each financial year.

1.2. One of the sections within the annual return (section 4) is to be completed by the Council's independent internal auditor, who is to give an opinion of the Council's internal controls

2. Objectives of the Audit

2.1. To examine the system of internal controls to ensure that the Parish Council may obtain an adequate level of assurance for its activities.

3. Scope of the Work and the areas of Audit Work examined.

3.1 The Scope of Work covers the key control tests identified in Section 4 of the annual return.

3.2 To properly complete the audit the following areas of activity have been examined and tested by Internal Audit:

- Payroll
- Creditors
- Risk Management
- Income collection and Banking arrangements
- Assets
- Debtors
- Budget Control (including year-end procedures)

3.3 The audit findings of this report have been discussed with the Clerk of the Council and any audit recommendations have been agreed with her.

4. Findings

4.1 Payroll

4.1.1 The Parish Council has 2 paid employees (Clerk & Road Cleaner).

4.1.2. The Internal Auditor examined the payroll for the financial year 2016/2017 and all payments had been correctly made.

4.2. Creditors

4.2.1. There is no separation of duties regarding Finance and Administration at Evercreech Parish Council as the Clerk is the Officer responsible. Compensating checks are carried out as the Council agrees the schedule of payments each month and two Members sign the cheques. All expenditure examined was found to be correctly recorded and accounted for with cheque numbers recorded on the schedule of payments list.

4.2.2. All donations paid had been agreed by the Council prior to payment being made and properly recorded in the records.

4.3. Income collection and Banking arrangements

4.3.1. Financial Regulations of the Council state that all sums due to the Council shall be the Responsibility of the Finance Officer (Clerk),

4.3.2. The Internal Audit examined all the income records for the year and confirmed that all income had been promptly banked and properly recorded.

4.3.3 The Internal Auditor confirmed the bank balances at the end of the year to the Income and Expenditure records.

4.4. Accounting Records

4.4.1. All income and expenditure is recorded in the Finance system and the Clerk carries out bank reconciliations when the bank statements are received, and are recorded with the accounts for payment sheets.

4.5. Security/Assets

4.5.1. There is an Inventory held of all assets, which was updated for 31st March 2017 as a supporting statement for the annual accounts

4.6. Debtors

4.6.1. Invoices are sent out when required and debtors either pay by cash or a cheque.

4.7. Budgetary Control

4.7.1. The budget process takes about 3 months. The annual budget was prepared to support the precept.

5. Conclusions/Recommendations

5.1. The procedures and Internal Controls within the Parish Council are very good. There are no recommendations.

Peter Nash - Internal Auditor to the Council Date: 6 November 2017