

STOKE ST MICHAEL PARISH COUNCIL

MINUTES OF MEETING HELD ON 15TH JUNE 2017

PLEASE NOTE THESE ARE DRAFT MINUTES WHICH WILL BE CONSIDERED AT THE PARISH COUNCIL MEETING ON 20TH JULY 2017

Present: Keith Holder (Chair), Anna Mearns, Kirsty Hayes, Sebastian Wolf, John Johnston, Tanya Squire, Philip Ham, Alan Townsend, Bridget Banwell (Clerk) 2 members of the public

1. Apologies for absence

Apologies were received and accepted from Amanda Taylor, John Sainsbury and John McEntee.

2. Declarations of interest - None

3. Public Session

Hannah Snow attended the meeting to talk about the renovations needed to the pavilion. This was discussed under Agenda Item 9(3) – Playing Field.

4. County & District Councillors' Reports

Cllr Townsend said that, due to the recent elections, no outward decisions have been made because of political reasons. He has been working on the Peer Review Challenge where a panel of independent senior local government officials carried out what was effectively an audit of MDC.

Cllr Ham reported that MDC are trying to fill the budget gap for the next 3 years since there will be a loss of 40% of grants.

With regard to planning matters, the applications for Sycamore Stud and Phippens Farm have been passed despite the Planning Officers recommending refusal.

Cllr Ham said that the application for change of use to provide holiday accommodation at The Cottage, Fosse Road, SSM which was refused in March has gone to appeal. Parish Councils are not consulted on appeals, but comments can be made before 11th July. Clerk will contact the Planning Officer for the appeal documents and ask for clarification, since the PC is unsure of whether this appeal actually relates to the previous application for the yurts or change of use of the dwelling.

5. Minutes of previous meeting

Subject to amendment, the Minutes of the meeting held on 11th May were agreed to be a true record and signed by the Chair.

PROPOSED BY: Anna Mearns **SECONDED BY:** John Johnston

AGREED UNANIMOUSLY

6. Matters arising not covered on the Agenda

1. Item 17(2): Cllr Johnston said that the school netball court is junior size and is therefore not suitable for adults.

7. Pedestrian Road Safety Enhancement Scheme

Cllr Mearns reported that Neil will get the surveys done free of charge. Cllr Ham has confirmed that he is happy to support the scheme and will look at various grants and community funds. A new scheme is being introduced in July and Cllr Ham will help Cllr Mearns with the online application.

8. Millennium Wood

Cllr Holder reported that the formal documents have been signed. Once the SCC seal has been attached, completion will take place.

9. Playing Field

1. Donation to skate ramp: Cllr Johnston said that the new ramp is proving very popular and it was proposed that the PC should make a donation of £600 to make up the shortfall of skatepark funds.

PROPOSED BY: Anna Mearns

SECONDED BY: Tanya Squire

2. **AGREED UNANIMOUSLY**

Dog waste bin: Clerk will order a new bin to be delivered to Cllr Johnston. It was agreed that the new bin should be sited at the end of the Field Close to the playing field footpath. Clerk will contact MDC to see if this location is suitable for emptying the bin.

PROPOSED BY: Anna Mearns

SECONDED BY: Tanya Squire

3. **AGREED UNANIMOUSLY**

Renovations to Pavilion: The football team has been accepted into the league on the condition that renovations to the pavilion are carried out by the third week in August. Extensive renovations are needed and must be prioritised. Cllr Johnston has obtained 3 quotes, but these are difficult to compare because they are all formatted differently. He has asked the Trustees of Wainwrights for funding of £10,000 which would cover all the renovations and is awaiting a reply. He also intends to formally ask the PC for £2,000 to support the project. The football club has no money, but is willing to fund raise. They are unable to approach the Somerset FA for funding until they are officially affiliated to the league. Football club funds are not included in the playing field accounts. The PC is responsible for the fabric of the pavilion, but it has always been self-funding. The PC cannot fund or run the football club. Cllr Ham said that Coleford PC owns and maintains their pavilion, but the football club pays a weekly charge.

It was proposed that a short-term working party should be formed and the PC allocates £2,000 seed funding in order to start the necessary renovations.

PROPOSED BY: Anna Mearns

SECONDED BY: Tanya Squire

AGREED UNANIMOUSLY

Cllrs Mearns, Johnston and Squire agreed to be on the working party, together with Hannah Snow, the Team Manager and perhaps a tradesman.

1 member of the public left at 8.50pm

10. Website

It was agreed that individual PC's emails should not be made public and all correspondence should be directed to the Clerk. Fae is happy to maintain and update the website on a monthly basis at a cost of £18 per month, or £180 for a calendar year in advance. It was proposed that the PC should accept the quote of £18 per month to update the website and agreed that the design is a suitable platform to move forward. The website should be up and running by 1st July.

PROPOSED BY: Keith Holder

SECONDED BY: Tanya Squire

AGREED UNANIMOUSLY

11. Cookswood

Cllr Squire reported that the security guard is stopping people from parking their cars to walk their dogs, although he has no jurisdiction to do so. Cllr Holder said that the HGVs are damaging the verges and debris is impacting the drains which could cause flooding. He suggested that the Management Plan needed to be looked at. Cllr Ham said that Rick Massey would be happy to attend the next meeting to update the PC, but said it is important that all parties work together. Cllr Ham will forward Mr Massey's contact details to the Clerk to ask him to attend the next meeting.

Cllrs Ham and Townsend left the meeting at 9.10pm

12. Burial Ground

1. Adoption of Cemetery Rules: It appears that there has never been a policy regarding monuments or, if there has, it has not been enforced. All applications for monuments should be addressed to the BG Clerk.
2. Adoption of Cemetery Fees: It was proposed that the PC should adopt both the Cemetery Rules and Fees and review in 12 months.
PROPOSED BY: Keith Holder **SECONDED BY:** John Johnston
AGREED UNANIMOUSLY

13. Finance

1. Bank Balances: Current A/C £1,120.89 Reserve A/C £37,541.34
2. Cheques for authorisation:
Primrose Garden Maintenance – Grass cutting – Inv. 2770
Primrose Garden Maintenance – PF grass cutting – Inv. 2826
Vectos (South) Ltd – Road Safety Enhancement Scheme – Inv. 11718
Full Circle Leisure Ltd – Skate Ramp
Mrs A Brooks – BG Clerk's salaries – Jun Qrt
Mr M Butcher – Lychgate cleaning – Jun Qrt
Mrs B Banwell – Clerk's salary – Jun Qrt
Mrs B Banwell – Admin exp. – Jun Qrt
PROPOSED BY: John Johnston **SECONDED BY:** Anna Mearns
AGREED UNANIMOUSLY
3. Transfer of funds: It was proposed that £10,000 should be transferred from the Reserve to the Current Account.
PROPOSED BY: John Johnston **SECONDED BY:** Tanya Squire
AGREED UNANIMOUSLY
4. Annual Return: Clerk will amend one of the figures before the Return is signed.
5. Transparency Code: The Code states that smaller authorities with an annual turnover not exceeding £25,000 do not need to have the Annual Return audited. It was proposed that the Return need not be externally audited.
PROPOSED BY: Anna Mearns **SECONDED BY:** Tanya Squire
AGREED UNANIMOUSLY

14. Correspondence

- MDC Notices of Planning Approval:
1. 2016/1747/FUL – Pond Cottage, Susannas Lane, SSM – Application for demolition of existing extension and replacement with new dwelling
 2. 2017/0697/HSE – The Sycamores, Mendip Road, SSM – Double storey front extension plus single storey side extension
 3. 2017/0182/FUL – Phippens Farm, Fosse Road, SSM – Division of dwelling to form two separate dwellings

15. Matters to report/Items for next agenda

A member of the public said that the trees on the green at Moonshill need cutting. This will be on the agenda for the next meeting. Cllr Johnston will speak to the Lengsthman to ask whether he wants to continue.

- 16. Date of next meeting:** Thursday, 20th July at 7.30pm in the Memorial Hall.

Meeting closed at 9.30pm

Signed _____

Dated _____

Parish Clerk: Mrs B Banwell, The Mill House, Gurney Slade, Radstock, BA3 4TD
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