

ODCOMBE PARISH COUNCIL

MINUTES OF THE MEETING OF ODCOMBE PARISH COUNCIL HELD ON MONDAY, 17th JANUARY 2011 AT THE VILLAGE HALL, ODCOMBE (7.30 P.M. – 9.15 P.M.)

PRESENT:

Mr B Savill-Daw (Chairman) Mrs B Langdon (7.30 p.m. – 9 p.m.)
Mr P Cooper Mr C Francis
Mrs D Rennie Mr B Spearing
Mr R West

Mrs L Boucher (District Councillor) Mr R Parr, Senior Play & Youth Facilities Officer, SSDC
PCSO Tony Over
Mrs E James (Clerk)

Odcombe Meeting Point

Prior to the Council meeting an exhibition of the plans for the Odcombe Meeting Point had taken place. This had been attended by over 20 people.

133. TO RECEIVE ANY APOLOGIES FOR ABSENCE AND TO CONSIDER ACCEPTANCE OF THE REASONS

An apology for absence by reason of holiday was received from Mrs Hunt. An apology for absence by reason of another meeting was received from Mr Hiscock. These apologies were accepted and approved.

134. DECLARATIONS OF INTEREST

None

135. MINUTES OF THE MEETING HELD ON 15th NOVEMBER 2010

It was RESOLVED to approve the minutes of the meeting held on 15th November 2010.

It was RESOLVED to bring forward agenda item 16, Crime, Disorder and Community Safety

136. CRIME, DISORDER AND COMMUNITY SAFETY

(i) It was NOTED that the Clerk will in future be sent police related newsletters, crime prevention advice, other information and will be informed of any 'major incidents' in the area.

(ii) PCSO Over advised that he was looking after the Odcombe area whilst PCSO Matt Tailby was seconded to other duties. There being no areas of concern within the village PCSO Over left the meeting.

137. CHAIRMAN'S ANNOUNCEMENTS

The Chairman wished everyone a Happy New Year.

138. REPORTS FROM:

(a) SOMERSET COUNTY COUNCILLOR - none

(b) DISTRICT COUNCILLORS – Mrs Boucher had attended a review of the Yeovil Urban Extension which was reduced to 3400 houses. Mrs Boucher had attended a workshop on the urban village which would be designed to be a mix of high quality and affordable housing. Yeovil Hospital had dealt with a substantial number of patients during the recent inclement weather and over the holiday period.

(c) PARISH COUNCILLORS WHO HAVE ATTENDED MEETINGS/WORKSHOPS SINCE THE LAST MEETING

Mr Savill Daw, Mrs Rennie and the Clerk had attended the SALC area meeting in December. Updates had been given on legislation given and consultation took place on the level of subscription fee.

Mrs Hunt had attended a workshop on "Planning for Adverse Weather" and a copy of her report had been circulated with the agenda.

139. ODCOMBE MEETING POINT

Mr Savill-Daw thanked Mr Parr for the exhibition of plans for the meeting point which had been well attended.

(a) Members NOTED that the structural calculations and design details have been received from Williamson Structural Design Ltd at a total cost of £800 (min. no. 116 refers).

(b) Members NOTED that a planning application for the Odcombe meeting point was submitted on 13th December 2010, at a cost of £85, and a decision should be received by 7th February.

(c) Members NOTED that the planning application could not include the noticeboard as SSDC stated that the applications are separate from each other.

(d) Members NOTED that the Council Insurer's have advised that to add the Meeting Point to the Property Damage and Theft sections of the Aviva policy based on a sum insured of £12,000 will involve an annual additional premium of £54.18 including Insurance Premium Tax (IPT). A £250 excess will apply to any one claim. A pro rata additional premium would be charged from the date the item is added to the next renewal date on 1st June 2011. This charge will be at least a minimum amount of £25.00 including IPT depending on what date the Meeting Point is insured from.

(e) A letter of concern regarding the provision of a youth shelter received from a local resident was NOTED.

(f) Members NOTED that funding secured to date is as follows:

SCC -	£2000 – secured, received in 2009-2010 and held in current account
SSDC -	£3000 – secured, yet to be received
NHW -	£500 – secured, received and held in current account
SRYP -	£1000 - secured, yet to be received
Yarlington Homes	£500, with the possibility of a further £500 - secured, yet to be received BACS form being sent to me.
Odcombe PC	£3000 reserved in budget 2010-2011, £10,000

SYRP are applying for at least one further grant towards the project. The budget for 2010-2011 holds the sum of £1500 towards the cost of

replacement play equipment which could be wired to the Odcombe meeting point as additional funding if necessary. Mrs Langdon proposed and it was unanimously RESOLVED that, using the power of s.19 Local Government (Miscellaneous Provisions) Act 19723, to proceed with the proposal for the Odcombe Meeting Point.

(g) Following approval of the proposal members discussed whether or not they wished to use the JCLI contract. It was AGREED not to use the JCLI contract but to base the contract on contracts used previously by SSDC.

(h) It was NOTED that Mr Parr, SSDC, had assisted in the preparation of an invitation to quote, Specification, Schedule of Prices and Various Plans. Councillors RESOLVED delegate authority to the Clerk to complete the tender documents, with assistance from Mr Parr.

(i) Mrs Rennie proposed and it was unanimously RESOLVED to approve the following list of contractors, for which qualifications, references and a copy of insurance will be obtained, to be invited to tender for the contract:

Play UK (Playgrounds) Ltd, 5 Willey Road, Stoke St Gregory, Taunton, Somerset, TA3 6EQ

Dave Allen, 4 Old Barn Way, Yeovil, Somerset, BA20 2NX

Parsons Landscapes Limited, Dairy House Farm, Stoke St Mary, Taunton, Somerset, TA3 5BY

Warman Building Co Ltd, Unit 9, East Coker Saw Mills, Halves Lane, East Coker, Yeovil, Somerset, BA22 9JJ

(k) It was AGREED that the tender documents should be returned to the Clerk by:

(l) It was AGREED that the supervising officer would be the Clerk but that a Working Party comprising Mrs Rennie and the Chairman also be appointed to liaise with the appointed contractor as and when necessary on site.

140. CLERK'S REPORT [MATTERS ARISING FROM PREVIOUS MINUTES

(a) It was NOTED that the Clerk took annual leave from 23rd December to 4th January 2011 (5 days) and the one week remaining to take before 31st March will probably be taken week commencing 7th February.

(b) Proposed closure of Crewkerne Household Recycling Centre – It was NOTED that SCC advised that it will hold a workshop for representatives of the District, Town and Parish Councils in the locality of the four centres to explore whether any alternative approaches can be adopted that will result in the same level of savings.

(c) Noticeboard – It was NOTED that the preparation of the necessary drawings for the noticeboard had been delayed. The likely time scale is that the work should be completed in 2011. The drawing will now show the whole of Odcombe parish, Brympton House, the site of the Roman villa which lies close to the northern boundary and the footpaths leading to the Roman villa. As it had been agreed that a detailed description of four circular walks was unnecessary it is intended to show the paths and tracks to enable walkers to make up their own route.

(d) The Pound – it was NOTED that the wall was being repaired by the Diocese although it was noted that the wall had been pointed, rather than dry stone walling. Mr Clarke, SSDC Solicitor, had advised that the evidence given to date regarding ownership of the POUND was insufficient to register the land. It was AGREED that the Clerk would find all references to The Pound in the minutes from 1895 to date and then arrange a meeting with Mr Clarke.

141. CORRESPONDENCE

(a) SCC Chief Executive – information on proposed cuts by the County Council – NOTED.

(b) South Somerset Together – it was AGREED that Mr Savill-Daw would represent the Council at an event to consider changes to public service provision to be held on 3rd February 2011.

(c) SALC – The Localism Bill - NOTED

(d) Community Council for Somerset – Supporting action service – NOTED

(e) Somerset Waste Partnership - Recycle For All It's Worth campaign - NOTED

(f) SCC – Libraries Consultation - NOTED

(g) The Royal British Legion "Great Poppy Party Weekend" over 10th – 12th June 2011 – NOTED.

(i) Total Buzz Events Limited - Yeovil Half Marathon on 27th March 2011 – NOTED.

142. PLANNING

(a) RESULTS OF APPLICATIONS

Members were asked to NOTE the approval with conditions of applications **10/03266/FUL & 10/03272/LBC, 10/03952/FUL, 10/04041/FUL and 10/04769/FUL**. Members also NOTED the refusal of application **10/03963/FUL**.

(b) APPLICATIONS CONSIDERED UNDER STANDING ORDER NO. 79 BEFORE THE MEETING

In accordance with Standing Order no. 79, Councillors NOTED and APPROVED the recommendation made for the following application:

10/04769/FUL – the erection of two stables and tack room (GR 350641/116107)

Land south of Draywood, Dray Road

RECOMMENDATION: Approval

10/05123/FUL - The siting of a wooden structure to be used as a community meeting place (GR 350869/115368)

Recreation Ground, off Old Road

RECOMMENDATION: Approval

(c) APPLICATIONS FOR CONSIDERATION

10/05216/FUL – proposed utility extension and first floor extension over living room and utility to provide additional bedroom and en-suite bathroom accommodation (Revised Application)(GR 350208/116440)

Old Dairy Cottage, Woodhouse Farm, Woodhouse Lane

RECOMMENDATION: Refusal, not in keeping. However, should the weatherboarding be changed to hamstone the Parish Council would recommend Approval.

(d) PLANNING UPDATES

(i) Use of The Loft, Donne Head Cottage as bed & breakfast occupation – it was NOTED that SSDC Planning Officers advised the occupier that there is a planning condition restricting the use of this accommodation to that which relates solely to the domestic and private needs of the main dwelling and as such use as bed and breakfast accommodation requires the benefit of planning permission. The occupier has stated this use has ceased, SSDC has therefore concluded that this breach in planning has now ceased and that the case can now be closed.

(ii) 10/02456/FUL – proposed replacement dwelling, The Bungalow, Street Lane – it was NOTED that the majority of planning conditions have been discharged.

143. ODCOMBE PLAY AREA

It was NOTED that although three quotations were requested for work required as a result of the annual play inspection only two quotations had been received. R T Services supplied a quotation of £260 excluding the cost of swing chains and bushes. R T Services also suggested that the 5-a-side goal post should be removed as children do not use it for goal posts. R T Services also advise that some of the work could not be carried out until warmer weather. A quotation for the chains and bushes has been received direct from G B Sport & Leisure in the sum of £142.20+ VAT. G B Sport & Leisure advise that in their view the bushes do not need to be replaced as although the shackles move sideways this is normal in their operation. However, it was AGREED to replace the bushes. A quotation for work required, including repairs to the 5-a-side goal, has been received from G B Sport & Leisure in the sum of £1650 + VAT. It was RESOLVED to accept the quotation from R T Services, excluding any work to the goal posts and also purchase the chains & bushes direct from G B Sport & Leisure. It was AGREED that Mr Carter would inspect the goal posts and report back to the next meeting.

144. PRECEPT 2011-2012

A draft budget had been circulated with this agenda for consideration. Members NOTED that the Council was not bound to keep the precept as at the 2010-2011 figure. Members NOTED the following:

- (a) The under-spending in 2010/2011 can be explained by (i) not spending the £3000 contingency (ii) the earmarked reserves of £3950.
- (b) It should be noted that for the two years under consideration annual budgeted expenditure exceeds the amount raised by precept and so the general reserve is being slowly run down. However the level of the general reserve is currently within the published guideline figures for Parish Councils' Accounting.
- (c) The grant of £4500 shown in 2010/11 (expected outturn) relates to the Meeting Point Project. This represents grants that have been awarded but not yet received (SSDC, Yarlinton Homes & SRYP). Expenditure of £10,000 is shown as expected by the end of financial year 2010-2011 for the Meeting Point.
- (d) The budget shows the sum of £100 set aside for possible future work at The Pound. No provision has been made in previous years but it is considered that some provision should be made for maintenance.
- (e) The budget shows the sum of £3000 for additional street lights. However, it was NOTED that part of this budget could be used to complete the Odcombe Meeting Point if necessary.
- (f) The sum for grounds maintenance has been kept at £1,600 to allow for the increase in costs for the landscaping contract, fuel, etc.
- (g) Members NOTED that Mr Roger Fox, Internal Auditor to the Council, had assisted considerably with the preparation of the budget.

Following discussion Mr Savill-Daw proposed and it was unanimously AGREED to accept the budget as circulated and to set the precept for 2011-2012 at £15458.00

Mrs Langdon left the meeting at 9 p.m.

145. ANNUAL REVIEW OF RISK ASSESSMENT AND FINANCIAL RISK ASSESSMENT

Members reviewed the risk assessment and financial risk assessment as circulated with the agenda and noted that with regard to the risk assessment an additional sentence has been added under "Assets" stating that assets, such as The Pound, will be inspected annually. It was RESOLVED to approve the assessment and Mrs Rennie and Clerk will inspect the assets at a later date.

146. GROUNDS MAINTENANCE CONTRACT

It was NOTED that the two year grounds maintenance contract had finished. It was AGREED that the Clerk should seek a two-year contract on the same terms as previously approved, being one grass cut per fortnight, beginning in April and terminating in November and one perimeter hedge cut per year. Members confirmed that quotations should be sought from:

Somerset Landscapes Ltd
Mr A Doble
South Somerset District Council

146. SOCIETY OF LOCAL COUNCIL CLERKS

Mr Francis proposed and it was unanimously RESOLVED to APPROVE a payment of £67 being the renewal of the membership subscription to the Society of Local Council Clerks and membership of the Institute of Local Council Managers.

147. COUNCIL LOGO

Following the recent flyer circulated for the Odcombe Meeting Point display, it had been noted that the Council does not have a logo which could have been used. Discussion took place and it was AGREED that Mr Cooper would bring designs for a logo to the next meeting.

148. HIGHWAY MATTERS

- (a) Grit bins – it was NOTED that grit bins will be refilled by the County Council when both grit and staff are available. Concerns were raised by County Highways that some grit had been used for private property. Signs have now been placed on bins asking that grit should be used sparingly. Mr Colin Hill has agreed to notify the Clerk should the grit bin adjacent to the garden centre be empty. It was NOTED that a parishioner had suggested that the Council may wish to provide a further bin at the bottom of Orchard Close. It was AGREED to review grit bin provision in September.
- (b) Somerset Future Transport Plan 2011-2026 – it was NOTED that no response was sent from the Parish Council.
- (c) Members NOTED that there will be one further Speed Indicator Device installation during week beginning 14 March 2011. SCC advised that the Parish Council is free to reapply to join the SID scheme at any time and would only be expected to contribute the £350 (as a previous member), as opposed to the £750 required for a new site. Similarly County Highways will retain both sites (east and west bound) on the database should the (unlikely) situation arise where SCC receive additional funding. The installation of the west bound SID will go ahead during week commencing 14 March 2011. County Highways also advise that starting in January 2011 they will be supplying results in a more user friendly format (and more detailed) and will also send each Parish Council its own results only (as opposed to every other parish in the district council area).
- (d) It was NOTED that the road sign in Cherry Lane had not yet been replaced, Clerk to advise Mr C Fletcher, County Highways.

149. FINANCE

- (a) The bank reconciliation statements as at 31st November 2010 and 31st December 2010 were NOTED and APPROVED.
- (b) It was NOTED that a direct debit in the sum of £13.82 had been taken on 24th December and a further direct debit for the same sum will be taken on 24th January 2010 by E-On, for electricity supplied.

(c) The receipt of £120 from Odcombe Football Club and £6 from Lyde United Football Club was NOTED.

(d) It was NOTED and APPROVED that, due to the cancellation of the last meeting, the Chairman & Vice Chairman signed cheques for the payment of the Clerk's salary and payment due to HMRC.

(b) It was RESOLVED to resolved to approve the following schedule of payments:

Williamson Structural Engineering	£800 – structural services	ch. no. 0116
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Vision ICT Ltd	£142.18 – it services	ch. no. 0117
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Democratic Services	£440.97 – salary + expenses	ch. no. 0118
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It was NOTED that the Clerk's expenses included meeting costs for Odcombe Village Hall, the meeting point planning application and payment of the SLCC membership fees.

150. COUNCILLORS QUESTION TIME – SUCH MATTERS ARE FOR NOTING OR DEFERRAL TO A FUTURE MEETING

None

151. MATTERS FOR CONSIDERATION AT THE NEXT MEETING

Odcombe Meeting Point

Review of football match fees for 2011-2012

152. ITEMS FOR DISTRIBUTION

News from YDH – Issue 14, Winter 2010

South Somerset News – Issue 10, Winter 2010

Clerks & Councils Direct – January 2011

153. NEXT MEETING

The next meeting will be held on Monday, 21st February 2011 at 7.30 p.m. at the Village Hall.