

STOKE ST. GREGORY PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 10th June 2019

in the Meeting Room, Williams Hall

Present , Graham Gleed (Chairman), Sara Sollis (Vice-Chair), Nicolas Sloan, Ann Finn, Heather Venn, Peter House, John Hembrow, Sue Buller (District Councillor), David Fothergill (County Councillor)

In Attendance – Kelly de Silva and 6 members of the public

Public question time

A member of the public attended to discuss the Footpaths and the state of disrepair of the stiles. The member of the public had taken the time and effort to report the defective issues on the public rights of way website as basic safety issues for the public. They had spoken to a council representative who was interpreted as being dismissive of the faults and unhelpful.

The website says that the faults are resolved but they are not.

The member of the public questioned why the CIL (Community Infrastructure Levy) had been waived on the development of the Rose and Crown and questioned why the Parish had received no CIL payments that they could recall, as this may be used for the maintenance of the footpaths and stiles, as they require investment.

AF added that she too had taken photographic evidence and spoken to the Rights of Way management regarding the footpaths in the SSG Parish.

A member of the public advised that CIL money had to be used for infrastructure on new households.

SB advises that CIL payments cannot be used for assets and revenue, which would include the footpaths.

AF recommended that she had recently attended a meeting in Middlezoy which had held an arts festival and constructed an art trail on the public footpaths, this raised funds to replace and repair stiles and footpaths in this ward.

DF advised that it is not the councils responsibility to replace the stiles but that of the landowners, and they may claim a grant of 25% of the cost back from the council.

DF also advised the member of the public to report the council representative they had spoken to regarding the public rights of way via the proper channels as this was not an acceptable response.

GG agreed that footpaths would be added to the agenda for the next meeting for further discussion.

KdS to include on the agenda for the next PC meeting

A member of the public had attended the meeting to obtain an update on the latest position of the playing field – GG informed them that this would be included in the main meeting.

Rachel Parish was attending to discuss the donation application for the willow-set preschool, it was agreed this item would be brought forward in the meeting for discussion.

Elizabeth Hembrow was attending to discuss the annual internal audit that she had carried out on behalf of the PC. It was agreed this item would also be brought forward in the meeting.

(2 members of the public arrive)

Apologies for absence – David House, Phil Stone (District Councillor)

17. Declarations of Interests and dispensations – None received

18. Minutes of previous meeting – The minutes of the Parish Council meeting held on Monday 13th May 2019 were agreed by all to be accurate, and were signed by the chairman.

34. Completion of the internal audit

Elizabeth Hembrow (EH) has recently completed the annual internal audit of the Parish Council financial records. She reported that the records completed by the previous clerk to the PC, Rebecca Goodchild had been of an excellent standard - a job well done.

EH advises moving forward, that the financial regulations should be updated to include more stringent recording of online banking payments and that the burial ground table of fees had not been updated since 13th June, 2016 – this should be reviewed in the imminent future.

KdS to include on the agenda for the next PC meeting

EH also reports that at present the Parish Council has a healthy amount of reserves in the account. Although it would be appropriate to use these to support local initiatives such as the HOTV project and the playing field, it needs to be earmarked and included in the budget. It was also advised that the budget should be presented with the bank reconciliation at PC meetings to flag any over or under spends. Overall, the accounting had been excellent.

GG thanked EH for her time and hard work in completing the audit on behalf of the PC.

EH has very kindly waived her fee and donated it to the allotment association, GG thanked her on behalf of the allotment association for her kind donation.

Other financial items (item brought forward)

Donation request from Rachel Parish on behalf of The willow-set pre school for a £500 contribution towards a sensory labyrinth for SEN children, especially those with sensory issues, in conjunction with Stoke St Gregory Primary school.

Rachel Parish expressed she had felt an e mail response regarding a previous donation request for £10k as upsetting and curt. Rachel Parish would like to re iterate to the PC that the willow-set preschool is a charity and works closely with the school and highlighted the financial constraints the school is under, RP states she has assisted with many fund raising efforts for the village as a whole including a £10k grant for the playground equipment on the playing field.

GG and NS apologise to Rachel Parish for any offence or misrepresentation caused. The sentiment was that there was insufficient clarification of the original request.

HV proposed the PC donate £500 as requested for the works. This was seconded by JH. It was agreed that the donation will be made.

19. Planning

36/19/0002 Muddy Paws Cottage. Curload, Stoke St Gregory – SWTC Conditional approval 09-05-19

36/19/0007 31 Church Close, Stoke St Gregory – SWTC Conditional approval 09-05-19

36/19/0003 31 Church Close, Stoke St Gregory – SWTC Conditional approval 23-05-19

36/19/0008 Lower Huntham Farm. Huntham Lane, Stoke St Gregory – SWTC Conditional approval 23-05-19

36/19/0013/CQ – Notification for prior approval for a change of use of an agricultural building to 2. No dwelling houses (class C3) and for associated operational development at The Barn, The Willows, Curload, Stoke St Gregory.

There was a discussion that it may not be the most aesthetically pleasing build and even though there is a need for smaller more affordable housing, larger houses should not be refused. It was suggested that the build should be made flood resilient. The PC agreed to submit the following comment;

We support this application as it adds to the housing stock in Stoke St Gregory and makes use of an existing but otherwise redundant barn.

36/19/0011 – Replacement of animal shelters with the erection of a timber barn at Dark Lane Farm, Dark Lane, Stoke St Gregory.

The PC agreed to submit the following comment;

We support this application as it represents a sensitive restoration of an original barn and erection of a new timber barn which is in keeping with the local environment and contributes to the improvement of the site.

36/18/0048 – Erection of 34 dwellings, (7 No. bungalows and 27 No. houses) with associated works including drainage, landscaping and highways works on land adjacent to Willey Road, Stoke St Gregory.

CIL payments due from this development are estimated to be £607,000 of which 15% or £95,000 is due to the Parish Council. This can be spent on projects within the parish, but not projects whose budgets are managed centrally i.e. SWT or SCC. Consequently, the PC allocation cannot be afforded to the school. Allocation of this money will be for the PC to decide but with approval from SWTC.

The CIL money paid to SWTC goes into a central pot. Strong lobbying is already under way to persuade that funds are released for the school. The PC has little influence on this.

The planning application for the pavilion and associated facilities will probably go before the July planning committee meeting as there have been several letters of objection principally around the lighting.

The exact arrangement for the entrance to the playing field remains the subject of discussion. As currently configured, there will be a right-angle junction with Willey Road.

HV questions whether or not this will affect the cricket pitch? SS informs that as long as there is still a long boundary, it should be okay.

The PC will take ownership of the land currently used for the allotments. Run off water retention will be provided for the allotments.

There will be a 20m wide transition zone at the back of Church Close. The offer is there for residents backing on to the development to acquire the land adjacent to their property, this however is binary and cannot be done piecemeal. The developer will give the land, but residents must pay the legal fees and all residents backing on to the development must agree as a whole.

If the transition zone is maintained then it can either be managed as an overhead for householders, or the PC can take it on, but with the responsibility to maintain it. A one off payment to the PC of £15000 will be made if this option is chosen.

Whether to have street lighting in the new development is still an open discussion on which the PC will need to reach a position.

KdS to include the street lighting issue on the agenda for the next PC meeting

Tentative project timings are that the pavilion will be constructed first, estimated to be September, with the roads and service roads and infrastructure for the housing development starting before the end of the year.

MEETING CLOSED

MEETING OPENED

36/19/0009 and 36/19/0010 Parishioner representations

GG had received communications from a resident with regards to the building of a large agricultural building at Lower Huntham Farm. GG states that obviously there is a lot of emotion regarding this application. The application is in the hands of SWTC and the enforcement officer. There will be no further comment from the PC at this time.

MEETING CLOSED

MEETING OPENED.

20. Insurance Renewal

After acquiring 3 quotes for the insurance, Inspire Aviva came back with the best quote of £409.80 including a 5% discount for taking out a 3 year policy. This was agreed by all. Item closed.

KdS to initiate payment.

21. Vacancy for a parish councillor – Co Option process

With only one candidate, who was unable to attend the meeting to represent themselves, it was agreed to defer the co option until the next PC meeting in July and publicise the vacancy again.

(3 Members of the public leave)

22. Dog Waste Bin

KdS reports that this has been chased over the past month. Martin Davies at SWTC informs us that they are still waiting for a delivery of bins and will contact KdS when they arrive for installation.

There are now concerns that the bin placed by the tennis courts on the playing field is now being used as a dog waste bin, which is not appropriate.

KdS to forward this information to Martin Davies.

23. PC communication process

HV raised concerns with regards to a letter sent to TDBC planning department. HV states that all rejections should be considered and all correspondences should be circulated to the PC prior to being sent. JH comments that the letter was in order and all issues had been discussed at the previous meeting. PH adds that if enough members disagree communication should be halted.

HV feels strongly about this and the PC needs to be mindful this issue has been raised, and that we need a policy in place moving forward.

It was agreed that any correspondence from the PC should be circulated prior to being sent to all PC members and should be sent to the recipient via the clerk who has a SSG parish council email address.

24. Footpaths

GG commented on how many of the footpaths have been cleared and strimmed. Taking into consideration the points raised at the public question time, this will be deferred until the next meeting.

KdS to include on the agenda for the next meeting.

25. Highways

NS was still waiting on an update on the re casting of the Huntham sign.

AF reported the road defect on the Huntham lane to Highways and the original issue was repaired. They failed to repair the hole next to the one that was fixed. DF advises that they must be reported as individual faults.

AF to report the second fault for repair.

26. Allotments – Nothing to report.

27. Playing Field – There will be a playing field association meeting to be held on 25/06/19 to discuss the logistics of the future developments.

28. The Heart of the Village – SS reports that the HOTV project is moving forward at great pace with the target of July/August achievable for shares being available to purchase. The structural survey has now been completed. JH questioned how information was being circulated, GG responded via the website. NS asks about whether the prospectus and survey should be circulated to the PC?

GG to circulate prospectus and survey to PC members

29. Village Website – Nothing to report

30. Broadband – NS asks PC members about the 4G coverage at their residences. 4G may be the

best alternative to broadband, this was still being investigated.

31. Flooding – HV had contacted SWTC with regards to the persistent flooding at Woodhill.

Kai Martin had replied to her via e mail that it was on the list to be remedied. PH and JH are under the assumption that the ditch may be blocked up to Woodhill.

AF adds that it should be noted that with the unseasonal recent rainfall there has been flooding on the Huntham Lane and this should be monitored.

32. Consultations and Surveys

NALC star council awards – The PC agreed no submissions will be made.

Hinckley Point C; consultation on cooling water – The PC agreed not to comment.

General Power of Competence Survey - Completed, although it was agreed it did not have much relevance to SSG PC.

KdS to forward the completed survey to SALC

33. Police –Nothing to report. AF will be attending a speedwatch meeting 18-06-19.

DF and 1 member of the public leave

34. Financial

Approval of 2018 accounts – Discussed at the start of the meeting.

Review of Financial Regulations – It was agreed that there was little need for modification.

Section 3 Budgetary control. 3.2 It was agreed that a copy of the budget be included in the Bank reconciliation file to easily flag any possible overspends.

Section 7 Contracts and Purchases. 7.2 GG recommends that current procurement practice would say that 2 quotes must be obtained for purchases over £500 and 3 quotes for amounts greater than £3000.

JH mentions that this may be difficult for specialised purchases though.

The internal auditor recommends that online banking payment records should be kept with the bank reconciliation, invoices and statements for transparency.

GG to amend regulations and circulate

Status of banking process – NS has spoken to Lloyds bank with regards to KdS accessing the account. Lloyds have received the mandate, but it has not as yet been processed. Lloyds confirmed there were no issues with the mandate and that it would be processed soon.

Authorisation of payments

8. G Wagen James – Strim/ mow burial ground (12-04-19)	£33.00
9. SALC Affiliation Fees (15-05-19)	£239.37
10. Williams Hall Hire (11-03-19 – 13-05-19)	£72.00
11. ICO Data Protection Renewal (05-05-19)	£40.00 - cheque
12. Donation to Stoke St Gregory Primary School	£3500.00 - cheque
13. JP Gainsford Building Survey for The Royal Oak	£1800.00

Standing orders

01-06-19 K de Silva – Clerks Salary for June	£283.33
03-06-19 R Goodchild – Completion of AGAR	£119.95

Received

None

Other Financial items

Donation request for £500 for The willow-set pre school – discussed at the start of the meeting at the request of the chairman.

Completion of internal audit

Completed by Elizabeth Hembrow and reported at the start of the meeting at the request of the Chairman.

Approval and signing of the Annual Governance and Accountability Return – The Chairman and the clerk signed section 1 followed by section 2

Clerk to supply NS with financial documents for display on the village website

Approval and signing of certificate of exemption – This was signed by the chairman and the clerk.

Clerk to e mail certificate of exemption to the external auditor

Bank reconciliation to the end of April 2019 – Checked by SS.

35. Other items for discussion

GG to write PC report

VE day celebrations 2020 – to be added to the next agenda for discussion and registration. HV noted it should be highlighted in the next issue of the parish magazine.

There being no further business the meeting closed at 9.15pm.

The next meeting will be held on Monday 8th July at 7.30pm in the Meeting Room at the Williams Hall. Please email any items for the agenda to the clerk and the Chairman by 30th July if possible.