



TATWORTH AND FORTON PARISH COUNCIL

Minutes of the Annual Meeting of Tatworth and Forton Parish Council held on Thursday 5th May 2019 at 7.00pm in the Tatworth Memorial Hall.

Public Session

District Councillor Martin Wale introduced himself as the newly elected District Councillor for the newly established electoral ward. He also made mention of District Councillor Jenny Kenton who like himself had also been recently elected a District Councillor. Due to the size of the Ward many of the councils within also met on a Thursday which is why both he and Councillor Kenton would need to divide themselves in the future.

He paid tribute to Andrew Turpin who had stood as an Independent and who was not successful in being elected. Andrew he said had served the local community for some 35 years and his wide experience would be missed. Mr Andrew Turpin followed by saying what successes had been achieved and that he thanked the community for their support.

Councillor Wale and Mr Turpin then excused themselves from the meeting

There then followed presentations from three candidates who were seeking selection to fill two vacant positions on the council by way of co-option.

Miss Kelly Bisongo - Mr Tim Ennings - Mr "Russ" Wardell

After their presentations as to why they wished to become a councillor a number of questions were asked and duly answered. They were thanked and invited to stay until the election outcome was known.

County Councillor Gemma Verdon who had previously advised the Clerk of the likelihood of her arriving (7.35 pm) late referred to her written report for April which had been circulated to members earlier that day and had been placed on the parish council web site. She was pleased to point out that there had not been County Council elections on this occasion and would therefore be continuing as the County Councillor representing amongst others Tatworth & Forton.

Present Chairman G Beattie with Councillors S Adams S Beattie R Down A Goody M Mercer J MacOmish E Peadon K Robbins and K Wilson together with the Parish Clerk B Poole

There was 14 members of the public present together with District Councillor Martin Wale and County Councillor Gemma Verdon

34/19 To elect a Chairman

Councillor George Beattie was so elected.

35/19 To receive a Declaration of Office from the Chairman

The declaration of office was duly undertaken.

36/19 To elect a Vice Chairman

Councillor Richard Down was so elected

It was proposed seconded and approved that Agenda Item 44/19/1 should be taken at this juncture.

44/19 Resolutions

- 1. To consider applications from prospective candidates to fill by co-option two casual vacancies and**
 - (i) To resolve to elect if appropriate two members by way of co-option to the Parish Council and:**
 - (ii) To receive their declarations of interest.**

On a show of hands Miss Kelly Bisongo and Mr H “Russ” Wardell were duly elected where after they made their Declarations of Office and then took their seats within the Council. The Chairman welcomed them and also thanked the unsuccessful candidate.

36/19 To elect members of the following committees:

- (a) Finance & Personnel Committee – 3 + 2

A Goody M Mercer K Robbins – Ex-Officio Chairman and Vice Chairman

- (b) Amenities Committee – 3 + 2

J MacOmish E Peadon – K Bisogno - Ex-Officio Chairman and Vice Chairman

- (c) Hearing Panel

G Beattie (Chairman) - A Goody - K Wilson – K Bisogno

- (d) Appeals Panel

R Down (Chairman) - S Adams – S Beattie – Russ Wardell

- (e) Personnel Sub- Committee – 4

G Beattie – S Beattie – M Mercer – Russ Wardell

37/19 To receive Apologies for Absence and to approve the reasons given.

None

38/19 Declarations of interests

None

39/19 To approve and sign as a correct record the Minutes of the Parish Council Meeting held on Thursday 7th March 2019.

Resolved that the Minutes of the Parish Council Meeting held on the 7th March 2019 that had been previously circulated be taken as read agreed to be an accurate record of what had taken place and send signed as such by the chairman.

40/19 Matters for report purposes only

29/19/1 Resignation as Councillor Mr K Marks
A letter was sent to acknowledge his resignation

29/19/3 Councillor Induction Training Day
Saturday 25th May 2019 10.00 am – 4.00 pm

29/19/5 Village Ranger Scheme
Instructions were duly submitted to SSDC but since very little action appears to have taken place – a matter which is currently being chased.

31/19 Damaged & Removed Post Box
Thanks to Mr Looker and Mr Marcus Fysh MP a replacement post box has now been installed.

Comments of concern raised by Mrs Rosser
The required remedial works had been concluded

41/19 To receive the draft minutes of the Annual Parish Meeting held on Thursday 4th April and to note any matters pertaining to that meeting.

Received.

Councillor Robbins sought clarification from the chairman in respect to his Annual Report and in particular his comments relating to the previous clerk. A response was given although it was clear that there was a difference in views surrounding the comments.

42/19 Chairman's Announcements

None

43/19 Planning

New Planning Applications

Application No. 18/04021 Proposal: Alterations including replacement windows front and back doors and bathroom fittings (retrospective) Manor House Cottage Post Office Lane South Chard TA20 2PL

Resolved not to comment due to it being a retrospective application.

Councillor K Wilson then addressed to meeting from the public by explaining exactly what the proposed amendments were. She answered a number of questions and then left the meeting.

Application No. 18/00493 Proposal: The erection of 6 new dwellings conversion of existing barns to form 3 dwelling and a holiday let and the carrying out of internal and external alterations and the erection of a two storey side extension to existing farmhouse Manor Farm Two Ash Lane Tatworth TA20 2LZ. **Amended Application – Further Amendments**

Resolved to accept the amendments on the basis that the council had previously resolved to approve the original application.

Councillor K Wilson returned to the meeting.

Application No. 19/00714 Proposal: The erection of a conservatory. 49 Watermead South Chard TA20 2QL

It was noted that a notice approving this application had been received from SSDC that very day.

Application No. 19/00841 Proposal: Outline Planning Permission for the erection of 1 No dwelling including change of use agricultural land to form a domestic curtilage. Hurtham Farm Chilson Common Tatworth TA20 2NT – **Subsequent plans received showing amendments**

Resolved to recommend refusal on the same grounds as that of a previous application namely that the proposed change of use to residential would be undesirable in the proposed location due to the close proximity to a farmstead comprising a working dairy farm. The resulting noise, odour and general disturbance could result in unacceptable living conditions for future occupiers and accordingly the proposed development is contrary to Q2-(1) (b) and (e).

Planning Application Decisions

Application No. 18/03793 Proposal: Erection of ground floor rear extension. Station Road Chard Junction TA20 4QJ **Application Approved 23/03/19**

Application No. 18/02277/REM Proposal: Demolition of existing outbuilding and erection of 7 No dwelling with associated access parking and landscaping – Reserved matters following approval of 15/02733/OUT **Application Approved 20/04/19**

Application No. 19/00002 Proposal: Formation of vehicular access and parking area. 16 Crossways South Chard TA20 2PP **Application Approved 23/03/19**

Application No. 19/00241 Proposal: The erection of a single storey rear extension. 27 Axeford Meadows Axeford TA204QQ. **Application approved 23/03/19**

Application No. 19/00329 Proposal: The erection of a single storey and two storey extensions to dwelling. Laramie Lower Axeford Chard Junction TA20 4QL **Application Approved 23/03/19**

Application No. 19/00652 Proposal: Application to fell No 1 Ash tree included within YDC Tree Preservation Order (Char 1) 1985 3 Dairs Orchard Tatworth TA20 2TA **Application Approved 13/04/19**

Application No. 19/00714 Proposal: The erection of a Conservatory 49 Watermead South Chard TA20 2QL **Application Approved 04/05/19**

44/19

Resolutions

2. To consider applications from prospective candidates to fill by co-option two casual vacancies and:
 - (iii) To resolve to elect if appropriate two members by way of co-option to the Parish Council and:
 - (iv) To receive their declarations of interest.

Please see post 36/19

3. To receive a Financial Statement for the year ending 31st March 2019.
 - (a) To receive the Internal Auditor's Report and note its contents
 - (b) To approve the Annual Governance Statement (Section 1)
 - (c) To approve the Accounting Statements (Section 2)
 - (d) To set the commencement date for the exercise of public rights

The clerk pointed that this agenda item would re-appear on the June Agenda (13th) once the Internal Audit had been completed on the 11th June. It was confirmed that all the relevant end of year documentation had been collated and prepared for the visit.

4. To review the Parish Council's Corporate Policies.

Reviewed

5. To review the Parish Council's Banking arrangements

Resolved to be any two signatories from twelve plus that of the Parish Clerk who would not sign cheques but would be permitted to liaise with the Bank when required.

6. To review the Parish Council's Asset Register.
7. To review the Parish Council Insurance Policy.

Resolved that these two matters be deferred in order to be considered by the Finance & Personnel Committee.

8. **To re-appoint the Parish Clerk as the Council's Responsible Financial Officer.**
Resolved that the Parish Clerk be the Council's Responsible Financial Officer (RFO)
9. **To re-affirm acceptance of The Audit and Account Regulations 2011 (England) Regulations 2011 (SI 2011 No 817)**
Resolved to accept the Audit and Account Regulations 2011 (England) Regulations 2011.
10. **To re-adopt the Parish Council's Publication Scheme and confirm the Parish Council's Qualified Persons under Section 36 of The Freedom of Information Act 2000 be the Town Clerk.**
Resolved to re-adopt the Parish Council's Publication Scheme
11. **To confirm the re-appointment of Mrs Bridget Bowen as the Parish Council's Internal Auditor**
Resolved to confirm the re-appointment of Mrs Bridget Bowen as the Parish Council's Internal Auditor.
The Chairman voting against the appointment.
12. **To Resolve that the Council delegates the power to grant dispensations to the Parish Clerk.**
Resolved that such action be taken
13. **To resolve to accept the recommendation ensuing from the Parish Clerk's Report on the subject of The General Power of Competence**
 (i) **That the Council confirms that it meets the two required criteria for eligibility at the time of this meeting to exercise the General Power of Competence.**
 (ii) **That the Council resolves to adopt to use the General Power of Competence.**
Resolved that following the recent election (2nd May 2019) where Tatworth & Forton Parish Council met the eligibility requirements that they assume the right to exercise the General Power of Competence.
14. **To note the Code of Recommended Practice on Local Authority Publicity (England)**
Noted
15. **To resolve to support a Children's Playday being operated by PlayYouthSouthSomerset under the auspices of South Somerset District Council.**
Resolved to agree in principle to support a Children's Play Day within the parish under the auspices of South Somerset District Council.
16. **To consider what steps can be taken to combat anti-social behaviour in the community.**
 It was agreed that the perception and actual anti-social behaviour in the community was an on-going concern and needed to be addressed. It was agreed that it can only be solved with the help of the community itself and interested agencies that could provide alternative programmes.
17. **To receive the Minutes of the Amenities Committee Meeting held on Thursday 28th March and note the decisions thereto.**

Received

Councillor Robbins asked what the premise was behind the word to note and why it appeared from the Parish Clerk's appraisal the present administration had been committed by the past administration to a 'Five Year Plan'.

The Parish Clerk explained that the Council had resolved to follow a committee structure as opposed to a full council approach which by the terms of reference for the two committees would be permitted to undertake certain delegated responsibilities. Thus ensuring the decisions were acted upon immediately without have to be regurgitated at a subsequent parish council meeting.

As to the appraisal this was a required contractual action following the appointment of the Parish Clerk and one of the outcomes agreed was that a 'Five Year Plan' would be put into hand. It was made clear that the preparation of the plan and its subsequent implementation would naturally be decided upon in due course by the full council.

45/19 Financial

1. To note the following items of expenditure for the months of April and May 2019

Parish Council

(NB – Paid on the 4th April 2019)

(65)	Eclipse (DD)	Broadband Hosting - Jan	14.60	2.93
(66)	Mr B Poole	Clerk's Salary - March	1155.00	
(67)	B E Powell & Sons	Supplying & installing Fencing	145.00	29.00
(68)	B E Powell & Sons	4 th Qtr payment – Church	480.00	96.00
(69)	B E Powell & Sons	4 th Qtr payment – Footpaths	878.00	175.60
(70)	B E Powell & Sons	Jubilee/Allotment Maintenance	<u>440.00</u>	<u>88.00</u>
			3112.60	391.53
(1)	SALC	Training – Preparing for Audit	60.00	
(2)	A A Pike Construction	Jubilee Field Entrance	4818.22	963.64
(3)	Mrs W Massey	APM Catering	425.00	
(4)	VisionICT	Website Management 19/20	925.00	185.00
(5)	Eclipse	Broadband & Telephone	14.67	2.93
(6)	Mr B Poole	Clerk's Salary – April	1362.22	
(7)	SALC	Affiliation Fee	554.31	150.70
(8)	Viking Direct	Stationery (New Council)	<u>204.76</u>	<u>40.97</u>
			8364.18	1343.24

Parish Cemetery

(NB – Paid on the 4th April 2018)

(C6)	B E Powell & Sons	4 th Qtr Payment – Cemetery	<u>1449.50</u>	<u>289.50</u>
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Resolved to note.

Councillor Down commented that he thought the cost of food was higher than perhaps it needed to be. The Clerk pointed out that both the proposed Caterer and the Buffet choice had been brought to the attention of the council. He was of the view that it was important to encourage as many of the community to attend and although it was not at the numbers he would have liked it had been at a far larger number apparently than in previous years.

46/19 Matters for information purposes only

Discussion ensued around a potential date(s) for a full attendance Training Session which was proving to be somewhat difficult. It was agreed that maybe a two evening session would be easier to organise date wise. The Clerk agreed he would circulate with some alternative dates.

47/19 Correspondence

(1)	Somerset Waste	Briefing – April 2019
(2)	SSDC	Playdays publicity
(3)	South West Councils	News Bulletin
(4)	NALC	A guide to Community Infrastructure Levy (CIL)

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| (5) | Local Councils Update | Issue 228 – May 2019 |
| (6) | Came & Company | Council Matters – Spring 2019 |
| (7) | Clerks & Councils Direct | May 2019 – Issue 123 |
| (8) | Speed Watch | Results for April 2019 |

Noted

48/19

Date and Time of next meeting :-

Parish Council Meeting - Thursday 13th June 2019 – Memorial Hall at 7.00 pm.

Amenities Committee Meeting – Thursday 20th June 2019 - Brewer Room at 7.00 pm

Finance Committee Meeting – Thursday 15th August 2019 – Brewer Room at 7.00 pm