

PURITON PARISH COUNCIL

www.puritonparishcouncil.gov.uk

Clerk to the Parish

Bruce Poole

Dip. HE Local Policy; Principal ILCM

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Office Hours 10.00 am – 1.00 pm

Prior to the meeting commencing Mr Felix Marsh of the Community Council for Somerset tabled a report which was in fact a feed back on the recently carried out Parish Housing Needs. He explained to the meeting that overall 12 households require affordable housing within the Parish with only 10 households of those meet Sedgemoor District Local Connection criteria. He answered a number of questions after which he was thanked for attending and then departed from the meeting.

Minutes of the Annual Meeting of the Puriton Parish Council that was held at The Village Hall Puriton on Tuesday 12th May 2009 that commenced at 7.45 pm when the following business was transacted.

PRESENT Councillors Mrs J Fletcher (Vice Chairman) Messrs P Burke M P Herbert G Lavick and the clerk Mr B Poole

In addition there were three members of the public present

“Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race gender age sexual orientation marital status and any disability) Crime & Disorder Health & Safety and Human Rights”

51.1 To elect a Chairman

Councillor M Healey was duly proposed seconded and elected as Chairman

51.2 To receive a Statutory Declaration of Office

Due to the absence of Councillor Mark Healey it was

Resolved that due to the enforced absence of Councillor Healey it was agreed the Statutory Declaration of Office be deferred for signature until the June meeting

51.3 To receive any apologies for non attendance

Councillors Mrs S Tizzard together with Messrs B Crow and M Healey

51.4 To receive any declarations of interest

Ref	Councillor	Type	Relationship
41.26.2	Mrs J Fletcher	Personal	Chair/Trustee – Puriton Playing Fields

51.5 To elect a Vice Chairman

Councillor Mrs J Fetcher was duly proposed seconded and elected as Vice Chairman

51.6 To elect the following Personnel/Committees/Brief holders

(a) Planning

Councillor Mark Healey (Chairman) supported by the Vice Chairman and the Planning Area Representative in particular with the remainder of the Parish Council in general.

- (b) Footpaths and Bridleways

Brief Holder Councillor Mrs J Fletcher

- (c) Finance & Personnel

Councillor M P Herbert (Chairman) supported by Councillors Mrs J Fletcher M Healey and G Lavick

- (d) Grievance Panel

Councillors M P Herbert (Chairman) Mrs J Fletcher

- (e) Appeals Panel

Councillors G Lavick (Chairman) supported by Councillors Mrs S Tizzard B Crowe

- (f) Roads & Transport

Brief Holder Councillor M Healey

51.7 To propose Representatives to the following Village Organisations

- (a) Puriton Sports Centre
- (b) Village Hall

Resolved that if the need arose then the Parish Council would send a special representative

- (c) Polden Hills Cluster Group

Councillor Mrs J Fletcher

51.8 To re-adopt the Parish Councils Standing Orders – Financial Regulations and Delegated Powers

Resolved that the Standing Orders and Financial Regulations be re-adopted.

51.9 To approve the Council's Asset Register

Resolved to adopt the Council's Asset Register with the proviso that the recently purchased dog bins and the due to be installed new notice boards be added to the Register

51.10 To review the Council's Insurance Policy

Resolved that the Finance Committee be tasked with investigating whether or not the present cover contained within the Council Insurance Policy is "fit for purpose".

51.11 To approve the Council's Bank Mandate

Resolved that the signatories on the Council's Bank Accounts should be any two from the following Parish Council Members - Mesdames Fletcher and Tizzard together with Messrs Burke Crowe Herbert Healey Lavick and Watts and that the Responsible Financial Officer (RFO) Mr B Poole Parish Council Clerk be permitted to make contact with the Bank and to authorised transfers between the two accounts on the Parish Councils behalf

51.12 To receive the Parish Council's Financial Statement for the year ending 31st March 2009

- (a) To approve the Annual Accounts for the year ending 31st March 2009

Resolved that the Annual Accounts for the year ending 31st March 2009 be approved – copies attached to the Minute Book

- (b) To approve the Annual Governance Statement

Resolved that the Annual Governance Statement be approved

It was noted that arrangements were to be made for the Chairman and the Clerk to sign the relevant documents

- (c) To review the effectiveness of the internal audit

The Parish Council acknowledged that they were satisfied with the current effectiveness of the internal audit procedures undertaken by the council.

51.13 To re-appoint the Clerk as the Council's Responsible Financial Officer

Resolved that the clerk Mr B Poole be re-appointed the Council's Financial Officer

51.14 To re-affirm acceptance of The Audit and Account Regulations 2003 as amended by the Accounts and Audit (Amendment) (England) Regulations 2006 (SI 2006/564)

Resolved to re-affirm acceptance of The Audit and Account Regulations 2003 as amended by the Accounts and Audit (Amendment) (England) Regulations 2006 (SI 2006/564)

51.15 To re-affirm the Council's Publication Scheme and confirm the Parish Council's Qualified Persons under Section 36 of The Freedom of Information Act 2000

Resolved to re-affirm the Council's Publication Scheme and that the Parish Clerk Mr B Poole be re-appointed as the Parish Council's Qualified Person

51.16 To review the Members Register of Interests

The Clerk reminded the members of their responsibility in respect to the register by ensuring that their own individual details were correct.

51.17 To confirm the appointment of Mr Nigel Strawbridge as the Council's Internal Auditor

Resolved that Mr Nigel Strawbridge be re-appointed as the Council's Internal Auditor

51.18 To review the Village Magazine Advertising Charges

Resolved that they should remain at the current level

51.19 Issues Arising from the Annual Parish Meeting – 14th April 2009

None

51.20 To receive and approve the Minutes of the Parish Council Meeting held on Tuesday 10th March 2009

Resolved that the Minutes of the Parish Council held on Tuesday 10th March 2009 that had been duly circulated be taken as read approved as being a correct record and signed as such by the Chairman

51.22 Matters Arising

For the purpose of report only

- (1) Notice Boards – Downend & Village Hall BP

It was noted that the clerk had received a note of the proposed delivery date

- (2) Hillside Telephone Box BP
(3) Pathway – Webbers Way/Rowlands Rise MH
(4) Overgrown Boundary Hedges – Webbers Way/Hall Road BP
(5) Village Bus Services and Hall Road Bus Stop GL

No progress to report

- (6) Dysfunctional Street Light – Hillside PH

The clerk advised the Council what the current position was in respect to this light and that of Middle Street

- (7) IT Equipment MH
It was noted that equipment was still to be purchased for the other four councils
- (8) Dog Faeces JF
This problem was currently being investigated by the Dog Warden
- (9) Affordable Housing Survey BP
See commencement of meeting
- (10) Keep Left Sign BP
It was confirmed by the clerk that the matter had been reported to highways
- (11) Rubbish at Hillside
Councillor Burke confirmed that matters appeared to have approved
- (12) Fence – Little Lane
No progress
- (13) “Grabber”
(14) Earth movements – Woolavington
No progress to report
- (15) 2008/09 Grant Funding
It was confirmed that all cheques had now been issued

51.23 To approve the following items of expenditure for the month of April/May

(1)*	Whitehill Direct Limited Notice Board		1199.00	179.85
(2)*	Simply Somerset	Police Visit – Transport		47.50
(3)*	ElecSa	Projector Set up costs	1 90.65	28.60
(4)*	Courtyard Press	Newsletter Spring 2009		388.00
(5)*	Sage	Payroll Software Support	95.00	14.25
(6)*	SALC	Annual Affiliation Fees 09/10		428.20
(7)*	Community	Annual Membership Subscription		30.00
(8)*	Mr B Poole	Salary & Expenses – March 2009		637.69
(9)*	Staples	Stationery	50.68	6.84
(10)*	Allianz Insurance	Annual Premium		498.36
(11)*	SLCC	Summer Seminar 2009	43.33	6.50
(12)*	Telecom	Broadband Services	17.86	2.68
(13)	Mr B Poole	Salary & Expenses – Apr		603.19
(14)	Mr P Herbert	APM Expenses	37.33	

Resolved that those invoices marked with an asterisk be formally approved retrospectively (having been paid under delegated powers in April) and those invoices without be formally approved for payment

- (a) To note and to adopt the Car Allowance Rates as from the 1st May 2009 as recommended by NALC
Resolved to adopt the Car Allowance Rates as from the 1st May 2009 as recommended by NALC

51.24 To receive an update on the following considered applications

- (1) Planning Committee Report

42/08/00018 – Approved 18/03/09

PH

Change of use and conversion of farmhouse to three dwellings including a two storey side extension. Demolition of double garage and erection of triple garage. Erection of double garage for previously approved barn conversion and provision of access.

Land at Downend Farm Downend Crescent Puriton

42/08/00019 – Approved 08/04/09

PH

Construction of building for storage of classic cars
Land to the rear of 1 and 2 Station Road Dunball

42/09/00002 – Approved 15/04/09

Erection of two storey side (West) extension and single storey lobby
Hillside Farm Woolavington Road Puriton

(2) To consider and respond to the following planning applications

09/08/00017

Outline Planning Application

Land off A38 Bristol Road and A39 Bath Road and bounded by M5 Motorway and Railway Line Bristol Road Bridgwater

42/09/00004 – Refused 08/05/09

Formation of Access
Puriton Manor Rye Puriton

42/09/00005 – Target Date 13/05/09

MPH

Erection of two bungalows, garages and formation of access
On land at The Oaks Downend Road Puriton

42/09/00006 – Target Date 14/05/09

GL

Erection of two storey side extension
26 Woolavington Road Puriton

Resolved to recommend approval of the application

51.25 Open Spaces – To receive reports from the brief holders

(1) Footpaths & Bridleways

It was confirmed that Chris Hewitt was willing to act in a voluntary position as the Council's Footpath liaison Officer

51.26 To receive the following Village Reports

(1) Village Hall

No report

(2) Puriton Playing Fields

Estimates were currently being sourced in respect the planned improvements to the changing rooms and disabled parking positions

(3) District Councillor

Councillor Herbert gave a brief outline of the challenges facing Sedgemoor District Council

(4) County Councillor

(5) Village Beat Officer

No reports

(6) Parish Councillors

(a) Councillor G Lavick

Expressed concern at the condition of the footpath between 16 and 18 Middle Street

(b) Councillor P Burke

Was concerned at the height of the grass and the overhanging bushes in Hall Road leading up to the Puriton Hill junction as well as the fly posting that took place on Puriton Hill

(c) Councillor J Fletcher

Very concerned at the increased use of HGV's using the Village and the state of the Council's bus shelter

Resolved that immediate steps be taken to re-decorate the shelter and to arrange a regular cleaning programme.

(7) LAT

Agreed that this subject matter would be removed from future agendas

(8) Polden Cluster Meeting

Councillor Fletcher advised the meeting of her enforced unavailability to attend the last meeting

(9) The Clerk

It was confirmed that he had recently undertaken the additional "Power of Well Being" CiLCA Module 7 and was now waiting to hear of the result

51.27 To receive and consider the following correspondence and e-mails

(1)*	NALC	DISExtra –Issue 705 – 23/03/09	C	
(2)*	SDC	2nd Taunton Area Transport Strategy Review	C	
(3)*	SDC	Affordable Housing Newsletter	C	
(4)*	Financial Services	Planning Application – Ref 42-08-00019		BP
(5)*	Volunteer Centre	Newsletter March 2009	C	
(6)*	SDC	Affordable Housing Newsletter – Issue 1 February 09	C	
(7)*	Moore Stephens	Annual Audit for the Year Ending 31st March 2009		BP

The meeting noted what action the Parish Clerk had taken to date in this matter

(8)*	SCC	Mr Tony Shire Highways Portfolio Holder		BP
(9)*	St Michaels PCC	Seeking a Grant		BP
(10)*	SCC	Community Governance – June 2009 Elections		NB
(11)*	EDG Energy	Hinkley Point Newsletter – April 2009		C
(12)*	ICO	"Tick Tock" CD	BP	
(13)*	Community	Subscription Renewal	BP	
(14)*	NALC	DISExtra Issue 706 – 06/04/09	C	
(15)*	SDC	Agenda & Minutes – Polden Cluster Meeting 21/04/09	JF	
(16)*	EDF Energy	Strategic Site Assessment		C
(17)*	SCC	Temporary Road Closure – 10th May – 7 Nights	C	
(18)*	Equality & Human Rights	Public Sector Duties		C
(19)*	SDC	Polden Hills Cluster Group	JF	
(20)*	Life Education	Wessex Letter seeking Grant Funds		BP
(21)*	NALC	DISExtra Issue 707 – 20/04/09	C	
(22)*	Relate	Letter of thanks	BP	
(23)*	Community Council	"Thatch" – Spring 2009	C	
(24)*	Age Concern (Somerset)	Letter of Thanks		BP
(25)*	St Margaret's Hospice	Letter of Thanks	BP	
(26)*	SALC	North Area Meeting – 11/06/09	C	
(27)*	SCSN	Community Safety Newsletter	C	
(28)*	SDC	European Parliamentary Elections –		NB
(29)	SPFA	Somerset Fields Flyer – Spring 2009		C
(30)	SDC	TPO Order – Puriton (No 9) 2009		BP
		The Vicarage Rye Puriton		
(31)	Clerks & Councils	"Direct" Issue 63 May 2009		C
(32)	SCC	Road Traffic Regulation – A38 Bristol Road		C

(33) St Margaret's Hospice Letter of Thanks BP

Additional items received after circulation of the agenda for information purposes

(34)	SLCC	"The Clerk" Volume 41 No 3 – May 2009	C
(35)	SLCC	Power of Well Being Submission	BP
(36)	NALC	DISExtra – Issue 708 – 05/05/09	C
(37)	CAB	Letter of thanks BP	
(38)	RoSPA	Notification of intended Playground Inspection	C
(39)	SCC	A39 Red Route Exhibition Form	C
(40)	SDC	SCC Elections – Statement of Persona nominated	NB
(41)	SDC	European Elections – Statement of Persons nominated	
(42)	CPRE	Somerset Calor Village of the Year competition	C

51.28 Other Business referred to the Clerk

(1) To Resolve to erect a "School Sign" at the bottom of Rowlands Rise.

Resolved not to take any action as the Council was of the view that the School should be taking the action if they felt strongly enough

(2) To note the posting of the Notice of Appointment of Date for the Exercise of Elector's Rights

Noted

51.29 Date of next Meeting - Parish Council Meeting 9th June 2009 commencing at 7.30 pm.