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MINUTES

LEIGH ON MENDIP PARISH COUNCIL MEETING
held on 17th September 2007
at 7.30pm in the Memorial Hall

Councillors Present

Chris Cudmore – Chairman (CC), Frank Higgins (FH), Rose Martin (RM),
Ty Schlechter (TS), Vicki Taylor (VT).
Clerk – Sandrine Vaillant (SV).

	Action
1.0 Apologies	
1.1 Marsha Read.	
2.0 Minutes of the last meeting & matters arising	
2.1 The minutes of the meeting held on 20 th August 2007 were accepted as a true and accurate record of the meeting and were signed.	
2.2 Special expenses rates regarding churchyard responsibility – CC tried to contact MDC but to no avail. Continues.	CC
2.3 Final Parish Plan Meeting – This has been held. See Councillors report. Action complete.	
2.4 Clearance of stiles – action complete. B Loten has agreed to accept the contract.	
2.5 Recreation Field grant request – A letter has been sent in accordance with the last meeting Action complete. No formal response received.	
2.6 Offer of employment for both Parish Clerk and Cemetery Clerk has been accepted. See item below. Action complete.	
2.7 Complaints regarding dogs. See agenda item. Action complete.	
2.8 Community contact vehicle. CC replied to police giving information about village events. Action complete.	
2.9 Letter to First Bus sent by JA. Response received and tabled at meeting. Action complete.	
2.10 Rural retail business return has been made to MDC. The pub and car repairs were included. Action complete.	

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3.0 Appointment of the Parish & Cemetery Clerk

3.1 The conditions of employment were tabled at the meeting. Agreed and signed. SV to photocopy and keep a copy. **SV**

3.2 SV queried the situation of Life & Death insurance. SV to find out through MDC (Sandra Morris) who are the employer. **SV**

4.0 Review of communication with Councillors

4.1 All confirmed that dates and times of meeting are suitable and means of communications appropriate. Everyone happy although TS pointed out that he would be late on Mondays due to prior commitments.

4.2 Councillors reminded to pass the correspondence file around quickly.

4.3 Emails. It was agreed to continue with communications being sent through email. All those with email also have broadband. The clerk will ensure that Councillors without email (currently MR) will receive all communications in hardcopy.

5.0 Finance

5.1 Financial statement – The statement for 20th August – 16th September 2007 was agreed and signed.

5.2 Completion of bank mandate – Confusing responses had been received from different branches. SV to take over the form. Councillors present at the meeting completed their details. SV to enquire with NatWest regarding finalising the mandate. **SV**

5.3 Savings Account - Find out procedure to change Clerk's name in savings account. **SV**

5.4 Clerk's salary & admin expenses – Jo Anderson's final invoice, for 1st June-7th September 2007. Cheque No 510 was agreed and signed.

5.5 Payment for footpaths meeting (hire of memorial hall) held on 14th September 2007. Cheque No 512 & 513 (photocopying in preparation of meeting) were agreed and signed.
Hiring of the hall was retrospectively agreed at the meeting.

5.6 Purchase of wireless adapter for Clerk's laptop – Agreed for purchase as this will result in no further dial up charges.

5.7 Payment of auditors – Moore Stephens' invoice, dated 22nd August 2007. Cheque No511 was agreed and signed.

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- 5.8 Result of Audit and recommendations (internal & external)
Internal audit - No comments received from K Cockroft.
External audit - CC read comments on the expenditure decisions
(discussed and agreed to review Financial Regulations) & 'previous
internal & external audit reports'.
- 5.9 Changes to Financial Regulations –3.2 was added to the Financial
Regulations, agreed and adopted. SV to date electronic document. Copy
of revised Regulations to be issued with the minutes. **SV**
- 5.10 Martha Care Trust grant request – VT registered an interest on this
correspondence. To be discussed at the next meeting.
- 5.11 Footpath grant – Councillors were advised that the grant for the footpaths
had been received. Item closed. TS to report further under 'Footpaths'.
- 6.0 Cemetery**
- 6.1 Mowing expenses – D Jarvis's invoice, dated 9th September 2007. Cheque
No 077 was agreed and signed.
- 7.0 Planning**
- 7.1 Planning application submitted for resurfacing of car park. A letter had
been received from a parishioner objecting to the application and raising a
concern over the noise and litter dropped after cricket and football
matches. CC to contact resident to explain/clarify. **CC**
This matter to be raised with the Rec Field committee for their
information about noise level. **SV**
- 8.0 Complaints regarding dogs obstructing footpath**
- 8.1 Noise of the dogs. TS spoke to a parishioner and pointed out that we
couldn't get involved as PC. Needs to be taken up with the environmental
health authority (Environmental & Community Protection Department).
Action complete.
- 8.2 Complaints from parishioners. TS have asked for an update from Sheila
Petherbridge. Subsequent difficulties have arisen since the letters.
Ongoing situation. Dog warden has been to see resident. TS in contact
with council asking them to act. **TS**
- 9.0 Police Liaison / PCSO**
- 9.1 No report this month.
Invite PCSO to a future meeting to give a report. **SV**

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10.0 Parish Emergency Plan Information

- 10.1 Discussed. It was agreed that Official Emergency Plan was not needed but Parish councillors are aware of responsibility to ensure that facilities and resources in the village are available. Agreed to post information on the web and in the magazine regarding village facilities which could be used **CC**
- 10.2 RM & MR to speak to/contact Rec field committee & village Hall committee. **RM / MR**

11.0 Rights of way network management improvement plan

- 11.1 TS organised meeting on 14th September, which was well attended. Parishioners are keen to help and improve the footpaths.
- 11.2 Parish Path Liaison Officer. TS put himself forward. FH proposed, RM seconded. All agreed. TS to submit application to MDC and report. **TS**

12.0 Assignment of official street names in Leigh On Mendip

- 12.1 VT had asked Graham Harris to speak to the Active Learning Centre group. Response had been received but no apparent additional suggestions. VT to check responses. **VT**

13.0 Calor Somerset Village of the Year Award

- 13.1 CC confirmed Graham Harris was thanked for his leadership of this success and a meeting has been held to discuss 'plan of action' for regional and national competition.
- 13.2 CC to attend award ceremony in Glastonbury on 27th September. **CC**
- 13.3 Put notice in notice board & parish mag. Display at next MacMillan coffee morning. **SV/CC**

14.0 Councillors' Reports

- 14.1 Footpaths – Nothing more to report.
- 14.2 Highways –FH to write to First plus again to stress the problem. **FH**
- 14.2.1 Constriction outside Townsend. Write to Highways asking for signage to warn traffic of upcoming constriction on the road. **FH**
- 14.2.2 HGV pitch point. FH to read and complete form and return to SV. Councillors to consider and feedback at next meeting. **FH ALL**
- 14.3 Recreation Field – Meeting to be held on Wednesday 19th September 2007. Report at next meeting. **RM**

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- 14.4 Memorial Hall – MR not present. Nothing to report.
- 14.5 School – School has been on hols. Next meeting 26th September 2007. **VT**
- 14.6 Parish Plan – Final review of parish plan in correspondence file. To be discussed at next meeting and decide on any follow up action. **ALL**
- VT leaves meeting.
- 14.7 SALC – Next Area SALC area meeting is beginning of Dec.
- 14.8 Quarry – Nothing to report.
- 15.0 Meetings attended / to be attended**
- 15.1 CC & MR attended the Planning Enforcement Training held at MDC’s offices on 13th September, which was a very informative. CC recommended councillors to attend future meetings of the kind as they are very interesting.
- 15.2 Next MDC training session for councillors - 31st October 2007.
- 15.3 Next Parish Forum (with presentation/discussion on Highways) - 8th October 2007. **FH**
- 15.4 Mendip Housing Strategy Day, Tuesday 25th September 2007. FH to attend. Find out details from Sandra Morris and advise Frank. **SV**
- 15.5 Mendip Area working panel. 25th September 2007. VT to attend. **VT**
- 16.0 Correspondence**
- Martha Care Trust;
 - Leigh On Mendip 1st School OFSTED report;
 - Parish Plan Review Meeting;
 - SCC Mendip Central & Neighbourhood Forum;
 - Avon & Somerset Constabulary. ‘Theft from Sheds’ notice; CC to put notice on web & notice board.
 - Frome Cheese & Grain. Offer of membership;
 - Mendip Community Transport. Donation request;
 - SALC. Annual Report & Accounts 2006-2007;
 - The Playing Field Newsletter;
 - ‘Working together for a safer Somerset’, August 2007;
 - Clerks & Councils Direct. September 2007;
 - The Clerk. September 2007;
 - Mendip Times. September 2007;
 - SALC. Notice of General Meeting 29/09/07;
 - Somerset Heritage Service. Somerset Heritage Roadshow;
 - Waterlinks. River Festival;

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- Parishes information bulleting. September 2007;
- Glasdon catalogue;
- Re:news. Autumn 2007.

17.0 Items for next Meeting

- 17.1 TS proposed Alf Smith to be co-opted at the next meeting and FH seconded. All agreed.

1.0 Date & time of next meeting.

- 17.1 The next meeting will be held on 15th October 2007, at 7.30pm in the Memorial Hall.