

# KILMERSDON PARISH COUNCIL

YOU ARE SUMMONED TO ATTEND A MEETING OF KILMERSDON PARISH COUNCIL AT THE COLES GARDEN MEETING ROOM ON MONDAY 19<sup>th</sup> FEBRUARY 2018 AT 7.30PM

## A G E N D A

1. **APOLOGIES** To receive apologies for absence
2. **DECLARATIONS OF INTEREST** To note any members' interests
3. **MINUTES** To approve the Minutes of the Parish Council Meeting held on 15<sup>th</sup> January 2018. Pages 1-5
4. **PUBLIC SPEAKING TIME** (max 15 mins).
5. **FINANCIAL MATTERS** To approve expenditure as follows

Payee	Detail	Gross	Net	Power	Ch no
L Welch	Stamp/envelopes	44.03	44.03	LGA 1972, s111	001222
1 & 1 Internet Ltd	Quarterly website fee	£14.97	£2.99	LGA 1972. S111	00123
L Welch	Salary (Jan)	£241.62	£241.62	LGA 1972, s112	00124
SALC	Subs	£145.97	£145.97	LGA 1972, s143	00125

6. **TEMPORARY VILLAGE SHOP/CAFÉ** Notice under Article 13 **Page 6**
7. **NEIGHBOURHOOD PLAN**
8. **INSURANCE**  
To consider adding the Spiral Garden to the insurance schedule at a cost of £30.24 pa.
9. **GRANT PAYMENTS**
  - o *Kilmersdon Village Day* The last few years the council has given Village day £30 M&S Vouchers. They would greatly appreciate it being put up to £50. It would either go as a raffle prize or as a prize against some of the activities e.g . the pail trail or the guess the make , model of car etc.
  - o *Defibrillator* for the school (up to £375.04)
10. **TREATMENT WORKS**  
The Clerk contacted Wessex Water 23/1/18 regarding the reinstatement of the gate. They are willing to meet on site or have a phone conversation to discuss exactly where it went, as they have no records of the gate.
11. **HIGHWAY MATTERS**
  - Double white lines up the hill and the moving of the 30mph signs to their original positions, with gates outside no.3 and at the bottom of the hill. **Page 7**
  - To receive any feedback from Cllr Drewe regarding the possibility of being part of local initiatives to reduce speed. (Sept 2017, feedback requested 18/10/17)

## KILMERSDON PARISH COUNCIL

- Charlton Lane - feedback on the request for a sign approaching the junction (Cllr Gibbs) (Sept 2017, feedback requested from Somerset CC 18/10/17)

### 12. VILLAGE SIGN AT THE TOP OF THE HILL

The sign costs £700 and the Village Day Committee has given the Parish Council £200 towards it. Mendip DC confirmed that they cannot contribute to the cost. **Page 7**

### 13. TERMINATION OF SPEED INDICATOR DEVICES – new information **Pages 8-12**

### 14. SPEED MEASURING DEVICE AND DOCUMENTS

The Clerk contacted Mr Hutton 23/1/18 for advice as suggested at the last Parish Council meeting. Mr Hutton has asked to leave it up to the Parish Council to decide.

### 15. PLAYING FIELD

- Rat infestation and clearance of site (the Clerk spoke to the landowner 23 1 18 and gave details of a local gardening contractor, chased by e mail 29/1/18 and by phone 5/2/18)
- Footpath to Silver St (Cllr Lewis)
- Signage for the eight overflow parking spaces (Cllrs Hudson and Lewis)
- Weekly inspections of the play equipment continue to take place, with the muddy condition of the ground being raised 5/2/18.

### 16. PLANNING APPLICATIONS (Cllr Butt)

### 17. GENERAL DATA PROTECTION REGULATION (GDPR) **Pages 13-14**

### 18. REVIEW OF COMPLIANCE WITH THE TRANSPARENCY CODE **Pages 15-18**

### 19. CORRESPONDENCE

### 20. OUTSIDE BODIES

### 21. MATTERS OF REPORT AND ITEMS FOR THE NEXT MEETING

### 22. DATE OF NEXT MEETING: 19<sup>th</sup> March 2018

*LJ Welch*

**Lesley Welch**  
Parish Clerk

**Tel: 07521 951471**

[Clerk@kilmersdonpc.co.uk](mailto:Clerk@kilmersdonpc.co.uk)  
[www.kilmersdonpc.co.uk](http://www.kilmersdonpc.co.uk)

To: Cllrs R Butt, S Gibbs, D Hudson, A Jolliffe, K Lewis (Vice Chair), R Morse (Chair)

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, sexual orientation, marital status and any disability) Crime & Disorder, Health & Safety and Human Rights.



## KILMERSDON PARISH COUNCIL

### **Minutes of the Kilmersdon Parish Council Held at the Coles Garden Meeting Room At 7.30pm on Monday 15<sup>th</sup> January 2018**

**PRESENT:** Cllr K Lewis (Vice Chair, in the chair), Cllrs R Butt, S Gibbs, D Hudson and A Jolliffe.

**ABSENT:** Cllr R Morse

**ATTENDING:** 6 members of the public and L Welch (Parish Clerk)

**780. APOLOGIES**

Apologies for absence were received from Cllr Morse and Cllr Pullin (Somerset CC).

**781. DECLARATIONS OF INTEREST**

Cllr Jolliffe declared an interest in item 14, playing field and item 15, Car parking, due to ownership.

**782. MINUTES**

The minutes of the Parish Council meeting held on 20<sup>th</sup> November 2017 were agreed as a true record and signed by the Chair.

**783. PUBLIC SPEAKING TIME**

Five members of the public attended to speak about the proposed temporary village shop/café. A recent meeting of the Village Hall Committee had seen a unanimous agreement for the proposal and the view that, with the nine overflow parking spaces on the grass-crete, use of the Sheep Field for overflow parking was no longer required and parking was not a difficulty. They expressed the hope that the Parish Council would be in favour and this would be put on the agenda of the next meeting.

There was a query about the progress on the village sign, which was awaiting a response from Highways about the funding.

**784. DEFIBRILATOR**

This item was moved up the agenda and Mr Hutton outlined the group of about 14 people who would maintain and undertake the regular checks on the equipment. Fitting to the side of Norton Garden Machinery was to be undertaken free of charge, as soon as insurance was arranged. Mr Hutton asked the Parish Council if it would insure the equipment and was told that the Parish Council's insurance would only add it to the schedule if the Parish Council took responsibility for it as an owner. Mr Hutton agreed that this was acceptable.

**Resolved:** (1) that Mr Hutton writes a plan outlining maintenance and general upkeep arrangements;

Minutes are draft until approved at the next meeting.

Signed:

Date:

### KILMERSDON PARISH COUNCIL

(2) the Parish Council accepts ownership of the defibrillator and adds it to its insurance schedule at nil cost and to its Fixed Asset Register.

#### 785. FINANCIAL MATTERS

The December payments, cheques 001212 to 001216, were ratified by the Parish Council and the January payments cheques 001217 to 001221 were **agreed**.

Payee	Detail	Gross	Net	Power	Ch no
FL Welch	Salary (Nov)	£241.62	£241.62	LGA 1972, s112	001212
HMRC	Quarterly Clerks tax	£180.60	£180.60	LGA 1972, S112	001213
SJH Services	Clearing leaves, hedge reduction, cutting playing field	£400	£400	LGA 1972, s111	001214
Apollo Technology	Laptop and printer	£822.70	£987.24	LGA 1972, s112	001215
GB Sport and Leisure	Quarterly inspection	£55	£66	LGA 1972, s111	001216
Welch	Salary (dec)	£241.62	£241.62	LGA 1972, s112	001217
Coles Garden Meeting Room	Meeting room – Sept-Nov 2017	£39	£39	LGA 1972, s.133	001218
Kilmersdon Parish News	Grant	£400	£400	LGA 1972, s142	001219
Mendip Community Transport	Grant	£100	£100	LGA 1972, s.142	001220
Kilmersdon Parish Church	Grant	£1300	£1300	LGA 1972, s214	001221

#### 786. FINAL REVIEW OF THE FIXED ASSET REGISTER

With the addition of the defibrillator, the Fixed Asset Register was **agreed**.

#### 787. BUDGET AND PRECEPT 2018/19

The Parish Council considered the details of the budget and precept calculation.

**Resolved:** (1) Going forward, that spending on the play park is shown in the accounts with a corresponding decrease in the earmarked reserves.

Minutes are draft until approved at the next meeting.

Signed:

Date:



### KILMERSDON PARISH COUNCIL

- (2) That the 2018/19 budget, as set out in the agenda and appended to these minutes, be agreed.
- (3) That the precept of £12,630 for 2018/19 be agreed, this being a nil increase on the previous year, but a slight increase in the band D equivalent due to a reduction on the tax base.
- (4) That with some small amendments the Precept Statement be agreed

#### 788. GRANT PAYMENTS

**Resolved:** (1) that the grant payments listed below be agreed;  
 (2) that the grant to Mendip Community Transport be publicised in Kilmersdon Parish News, together with contact details for any resident wanting more information about this service.

Organisation	Amount	Purpose	Power
Kilmersdon Parish News	£400	Running costs of the monthly newsletter	LGA 1972 s142
Mendip Community Transport	£100	Upkeep of the scheme in respect of 6 residents registered for the hospital car scheme.	LGA 1972, s.142
Kilmersdon Parish Church	£1300	Upkeep of the churchyard	LGA 1972, s214

#### 789. HIGHWAY MATTERS

- (1) Double White lines up the hill – Cllr Pullin had conveyed a message that he was intending to visit Kilmersdon with a Highways Officer to investigate this – Cllr Lewis to arrange a meeting with Cllr Pullin and raise this and other outstanding issues.
- (2) Feedback from Cllr Drewe regarding the possibility of being part of local initiatives to reduce speed – Cllr Butt to contact Cllr Drewe.
- (3) Charlton Lane – The Highways Officer had confirmed that signage alerting drivers on approaching this junction would be available in all directions.
- (4) Light at the top of Jack and Jill hill – The Clerk to contact Highways to let them know it is still not working.

#### 790. VILLAGE SIGN AT THE TOP OF THE HILL

Cllr Pullin had confirmed that he would investigate the potential of part funding the replacement Kilmersdon sign, which had been damaged. Cllr Lewis to arrange a meeting with Cllr Pullin to discuss this and other outstanding issues.

#### 791. GATES OUTSIDE NO 3 AND AT THE BOTTOM OF THE HILL

Cllr Pullin had confirmed that, whilst this was not included in the SIS funding due to other priorities, he was getting costings in order for the Parish Council to consider funding it in other ways. He was also

Minutes are draft until approved at the next meeting.



## KILMERSDON PARISH COUNCIL

investigating the potential of moving the 30mph signs at the same time. Cllr Lewis to arrange a meeting with Cllr Pullin to discuss this and other outstanding issues.

### 792. TERMINATION OF THE CURRENT SIDS PROGRAMME BY SOMERSET CC

Termination of the programme was noted.

### 793. PLAYING FIELD

- (1) Rat infestation and clearance of the site – the landowner had been contacted by the Clerk, with no response to date. The Clerk to chase by phone, giving potential contractors who could do the clearance work.
- (2) Footpath to Silver St
- (3) Signage for the eight overflow parking spaces
- (4) Junior Multi Play – **Agreed** to arrange infill of the fireman's pole which was showing signs of decay in the top right.
- (5) Suspension bridge – **Agreed** to arrange for the removal of the slack in the suspension chains to reduce movement
- (6) Basket swing seat – **Agreed** to fit secondary safety chains, replace the missing post caps or fill holes to reduce water ingress and raise the height of the safety matting.
- (7) Two flat swings – **Agreed** to replace these at a cost of £90.
- (8) Noted that Big Wood Play Systems is awaiting advice from Rospa to inform how the issue of rotting wooden posts are handled.

### 794. CAR PARKING

Car parking provision in the Sheep Field is still being offered as an option subject to planning approval, but might not be needed. There was a discussion on extending overflow parking on the playing field with grass-crete. The adequacy of parking provision for the proposed temporary village shop/café was discussed and it was agreed to put this on the next agenda.

Cllr Jolliffe declared an interest in this item as landowner and left the meeting at 9pm.

### 795. PLANNING APPLICATIONS

*Erection of a double garage, replacement slate roof tiles, a new vehicular access and internal access track (retrospective) Location: 3 Kilmersdon Hill To Frome Road Kilmersdon BA3 5SS – **Agreed** to object on the grounds of (1) the closed board fencing looks incongruous and out of character with the area. Fencing should be more appropriate for a rural setting such as post and rail; (2) the garage is too high and is an inappropriate development in that a two storey building is not appropriate for garaging; (3) the closed board fencing on the roadway should be reduced to 2m.*

Minutes are draft until approved at the next meeting.

KILMERSDON PARISH COUNCIL

Application Number 2017/3365/LBC Replacement of windows. 9  
Kilmersdon Hill Kilmersdon BA3 5TD– **Agreed** no objections.

2017/3366/LBC Replacement of windows. 10 Kilmersdon Hill  
Kilmersdon BA3 5TD – **Agreed** no objections.

**796. PLANNING ENFORCEMENT**

Garage at no.3 Kilmersdon – this had been considered in the previous item.

**797. NOTIFICATION BY MENDIP DC OF A PROPOSED LOCAL GREEN SPACE**

The Parish Council discussed the proposal from Mendip to designate the playing field (LGSKIL002) as green space.

**Resolved:** to support the proposal, providing the possibility remains open for extra parking provision in the form of grass-crete to support the use of the playing field.

**798. CORRESPONDENCE**

There was no correspondence.

**799. OUTSIDE BODIES**

There was no report on outside bodies.

**800. TO CONFIRM COUNCILLOR DETAILS IN THE PUBLIC DOMAIN FOR THE WEBSITE**

Apart from the information given in the individual Councillors' Register of Interest form, **agreed** that Councillors should be listed by name on the website, with the Parish Council email address given as the contact.

**801. MATTERS OF REPORT AND ITEMS FOR THE NEXT MEETING**

- Grant for Kilmersdon Village day
- Grant for the defibrillator (up to £375.04)
- Temporary village shop/café
- Neighbourhood Plan
- Treatment works – Clerk to contact Wessex Water to enquire if the works are finished and if so, when the gate is to be reinstated.
- Speed gun and documents – Documents with personal data to be shredded. Mr Hutton to be contacted about future use of the speed gun.

**802. DATE OF NEXT MEETING:** 19<sup>th</sup> February 2018

The meeting ended at 9.40pm

Minutes are draft until approved at the next meeting.

Signed:

Date:



# Town and Country Planning (Development Management Procedure) (England) Order 2015 NOTICE UNDER ARTICLE 13 OF APPLICATION FOR PLANNING PERMISSION

(Notice 1: This notice is to be printed and served on individuals if Certificate B or C is completed)

## Proposed development at:

Name or flat number

Property number or name

Street

Locality

Town

County

Postal town

Postcode

## Take notice that application is being made by:

Organisation name

Applicant name Title  Forename  Surname

## For planning permission to:

Description of proposed development

Local Planning Authority to whom the application is being submitted:

Local Planning Authority address:

Any owner of the land or tenant who wishes to make representations about this application, should write to the council within 21 days of the date of this notice.

## Signatory:

Signatory Title  Forename  Surname

Signature

Date (dd-mm-yyyy)

Statement of owners' rights: The grant of planning permission does not affect owners' rights to retain or dispose of their property, unless there is some provision to the contrary in an agreement or lease.

Statement of agricultural tenants' rights: The grant of planning permission for non-agricultural development may affect agricultural tenants' security of tenure.

'Owner' means a person having a freehold interest or a leasehold interest the unexpired term of which is not less than seven years.

'Tenant' means a tenant of an agricultural holding any part of which is comprised in the land.





Lesley Welch &lt;kilmersdonclerk@gmail.com&gt;

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**Highways matters**

2 messages

**Ken Lewis** <kenlewisdesign@gmail.com>

Mon, Feb 5, 2018 at 2:11 PM

To: Donald Hudson <donald@kilmersdon.com>, Shayne Gibbs <shaynegibbs1961@gmail.com>, Raph Butt <raphbutt@btinternet.com>, Andrew Jolliffe <atpjolliffe@yahoo.co.uk>, Lesley Welch <clerk@kilmersdonpc.co.uk>  
Cc: Roy Morse <roymorse.faulkland.uk@tesco.net>

Dear All

I earlier copied you in on my reply to Mike Pullen regarding the meeting with Roy and I last week.

By way of further explanation, you need to scroll down the thread to see the email from Chris Betty, and further down to see the reference to the proposals for Kilmersdon.

The brief summary of our meeting is:

The 30mph signs at both ends of the village could be moved (as shown in red on the map in Chris Betty's email), as well as incorporating 'gates' and improved signage but we would have to fund 50% of an estimated £4k.

Replacing the village sign at the top of Kilmersdon Hill was rejected. Apparently the funding of village name signs is the responsibility of the Parish Council although Highways would give a cost and carry out the work if we wished to replace.

The double white line suggestion was rejected as not appropriate.

Regards

Ken

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**Lesley Welch** <kilmersdonclerk@gmail.com>

Mon, Feb 5, 2018 at 2:18 PM

To: Ken Lewis <kenlewisdesign@gmail.com>  
Cc: Donald Hudson <donald@kilmersdon.com>, Shayne Gibbs <shaynegibbs1961@gmail.com>, Raph Butt <raphbutt@btinternet.com>, Andrew Jolliffe <atpjolliffe@yahoo.co.uk>, Lesley Welch <clerk@kilmersdonpc.co.uk>, Roy Morse <roymorse.faulkland.uk@tesco.net>

Many thanks for this. I shall ensure that both items are on the Parish Council agenda.

Kind regards,

Lesley

Lesley Welch  
Parish Clerk  
**Kilmersdon Parish Council**  
**Tel. 07521 951471**

The view and comments expressed in this email are confidential to the recipients and should not be passed on to others without permission.

[Quoted text hidden]





Lesley Welch &lt;kilmersdonclerk@gmail.com&gt;

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**Termination of Speed Indicator Device (SID) Programme - Additional Information - Kilmersdon**

4 messages

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**Dave Grabham** <DJGrabham@somerset.gov.uk>  
To: "clerk@kilmersdonpc.co.uk" <clerk@kilmersdonpc.co.uk>

Thu, Jan 25, 2018 at 10:33 AM

Dear Lesley

Following my email of the 6<sup>th</sup> December 2018 informing parish/town councils that the county council is terminating the current speed indicator device (SID) programme, with effect from the 31<sup>st</sup> March 2018, the following further information is now available. I apologise in advance for the length of this email but it is intended to provide you with as much information as possible and to assist your council in making an informed decision.

The reasons for the termination of the SID programme remain unchanged – i.e. the current county council stock of SIDs is rapidly reaching the end of its serviceable life and a substantial investment would be required to replace it. The county council is not currently in a position financially to provide such a large financial injection.

The options available to parish/town councils were outlined with regard to the termination of the SID programme and were basically: to do nothing and no longer receive a SID; a possible revised scheme operating from the 1<sup>st</sup> April 2018 funded entirely by contributions received from participating parish/town councils; or for parish/town councils to purchase and operate their own SID, either as an individual parish/town council, jointly with an adjoining parish/town council, or in conjunction with a number of parish/town councils.

This email is intended to provide parish/town councils with further information regarding a possible revised SID programme operated by SCC which could operate from 1<sup>st</sup> April 2018 and also information relating to the requirements and constraints involved should a parish/town decide to purchase and operate a SID. The difficulty at present is assessing the level of contribution that would be required from parish/town councils in order for a revised scheme to be viable. In an attempt to assist with this I have produced a series of potential scenarios with very crude 'ball-park' figures in order to try to allow parish/town councils to make a more informed decision.

If your parish/town council is contemplating joining a revised SCC administered SID programme please let me know as soon as possible.

The information referred to above is as follows:-



Obviously the question that each parish/town council who has expressed an interest in a revised scheme wants to know the answer to is how much their contribution towards a revised scheme is likely to be. This will obviously depend on how many parish/town councils wish to participate and in this respect it is therefore very much a 'chicken and egg' process. Quite a few parish councils have so far expressed an interest in joining a revised scheme but obviously the final contribution required is going to be the big factor as to whether or not they will proceed. In an attempt to assist I have developed some 'ball-park' figures based on current costs and with various numbers of possible 'members'. I have included this information below.

I have attempted to produce various scenarios showing the contribution that would be needed from a parish/town council if a revised speed indicator device (SID) scheme operated by Somerset County Council were to function from April 2018.

All costs incurred by the county council in operating such a scheme would need to be fully covered. On this basis I have calculated three different scenarios giving very approximately the contribution that would be required from a parish/town council should a revised scheme operate after March 31<sup>st</sup> 2018.

### Scenario 1

If all the parish/town councils currently involved in the existing 2017 scheme were to support a revised scheme operating from 1<sup>st</sup> April 2018 the contribution required per parish council would average £224.31. This however is not the fairest or most equitable way to apportion contributions as some Parish/Town Councils only have one SID location whereas others have more than one SID location. A fairer way is therefore to apportion contributions per SID location – this means that a parish/town council with more SID locations would technically be making a higher contribution but all contributions would be directly linked to the number of SID locations each parish/town council has. On this basis if the contribution required is apportioned per SID location the cost would be £109.95 per SID location.

Every parish/town council would be contributing the same (and fixed) amount to have a SID installed but obviously those councils with more than one SID (although still be contributing the same amount per SID location) would contribute an amount according to the number of SID locations they have – i.e. multiples of £109.95.

A parish/town council with only one SID location would therefore contribute £109.95 per annum whereas a parish/town council with three SID locations would contribute £329.85 per annum. The actual contribution *per installation* (rather than location) would then be dependent on the number of installations through the year. For example if each location received three installations the contribution *per installation* would be £36.65 for a parish/town council with one SID location and £109.95 *per installation* for a parish/town council with three SID locations.



These figures assume that all existing parish/town councils would remain in a revised scheme. In reality this is not going to happen as some parish/town councils have already informed me that they are not prepared to contribute towards a revised scheme.

## Scenario 2

If we take just take the parish/town councils that have so far expressed an interest in supporting a revised scheme from April 2018 the figures are £1090.39 per parish/council or £537.73 per SID location. A parish/town council with one SID location would contribute £537.73 annually and a council with three SID locations would contribute £1613.17 per year.

The revised scheme, with a reduced number of parish/town councils involved and fewer SID locations than the current scheme, would mean an increase in the number of installations per location would be possible. We could therefore be looking at a minimum of 4 installations per location per year up to a potential of 6 installations per location per year. If this is the case (based on 5 installations per year) the contribution *per installation* for a parish/town council is £107.55 per installation, (still £537.73 or £1613.17 per year).

## Scenario 3

There are still 108 parish/town councils yet to respond to my email. It is unlikely that every one of these will support making a contribution to a revised scheme but if we apply the percentage of those that have expressed an interest in making a contribution to a revised scheme to the percentage of those that have already replied and are willing to contribute (51%) we could have an additional 55 parish/town councils willing to contribute to a revised scheme. The outstanding parish/town councils have a total of 201 SID locations between them but again if we apply the 51% this would give a possible additional 102 locations.

Adding these councils to the parish/town councils in scenario 2 that have indicated they would be willing to contribute towards a revised scheme this would give us a revised total of 90 parish/town councils and a revised total of 175 SID locations.

This would give us an average contribution of £436.16 per parish/town council but again (in fairness) if this was calculated on the number of SID locations the contribution required per location would be £224.31 per location. With that number of locations the number of installations per location per year would need to be limited to a maximum of 4 per year so this would equate to a parish/town council paying £56.08 per installation (£224.31 per location per annum)

## Summary

Scenario 1 is obviously the cheapest option for parish/town councils but is not achievable because we will not get every parish/town council to sign up. It is also appreciated that contributions under this scenario may still be prohibitive for some councils. Scenario 2 is also unrealistic for most parish/town councils as it is recognised that it is probably still too great a contribution. Scenario 3 is



slightly better than Scenario 2 but realistically the true contribution that would be required probably lies somewhere between Scenario 2 and Scenario 3 – i.e. between £224.31 and £537.73.

The above Scenarios are purely speculative and the figures outlining the contributions required will improve substantially the greater the number of parish/town councils that agree to contribute to a revised scheme. As you can see I have assumed that 51% of all existing parish/town councils will be willing to support a revised scheme in April 2018 but hopefully this is a pessimistic view and the final figure will be much higher.

Taking scenario 2 as the 'worst case' and to put it into perspective a new SID costs between £2500 and £3000 to buy so a parish council with one SID location could get 3.75 years' worth of installations rather than a £2500 immediate outlay (+ training/insurance/PPE etc.)

I appreciate the above is rather like 'holding a finger up to the wind' but without firm figures of parish/town councils willing to contribute towards a revised scheme this is probably the best I can do at this stage. As I receive further responses I will endeavour to update my estimates and will contact you again with an up to date figure when the change is significant.

### **Potential Purchase of a Speed Indicator Device (SID)**

Regarding the purchase of a SID and the associated operating requirements etc. the following should be useful:-

One of the portable speed indicator devices (SID) that we would recommend is supplied by a company called Westcotec and is between £2.5k and £3k to purchase. It comes with a good guarantee, bracket, batteries, and battery charger. The unit is fairly lightweight (enabling a one-person installation) and collects data in a similar way to ours but with the software being much more user friendly enabling a variety of reports and presentations to be achieved. For a little extra blue-tooth connectivity is also available. Other manufacturers' products are obviously available but please make sure they meet your requirements regarding weight etc. and the requirements of the county council. Contact me if you have any doubts.

Main considerations are that the SID should only display the posted speed limit and should not display a 'smiley/sad' face.

The biggest consideration should a Parish Council decide to purchase and operate their own portable SID is ensuring there are enough qualified volunteers available to install and remove it. In order to work on the highway the installer needs to be trained to Chapter 8 accreditation standard which costs approximately £300 - £400 per person. We would recommend a minimum of two people being trained to cover for holiday and sickness etc. otherwise the SID is idle. The county council is however at the moment funding 50% of these costs.



29/01/2018

Gmail - Termination of Speed Indicator Device (SID) Programme - Additional Information - Kilmersdon

The parish council would also need to have employer's liability insurance to cover the operatives (even though they are volunteers) and we would strongly suggest insuring the SID against damage and vandalism. Other costs would include the PPE (reflective jackets, suitable footwear etc.) and possible additional brackets for each of the locations (to avoid time consuming removal and attaching of a bracket every time the SID is moved); an additional set of batteries (so that you always have a fully charged set available when the SID is moved).

The parish council would also be subject to the same constraints that the county council work under regarding the SID programme – i.e. that the SID could only remain in position at each location for two weeks and would not be allowed back to that location within two months of its removal. This means that the parish council would ideally need a minimum of four locations. This should not be too difficult for most parish councils and we can assist in identifying suitable locations if required.

All locations and equipment have to be agreed with Somerset County Council before a parish council can proceed so I would strongly recommend liaising with me throughout your enquiries.

I hope the above gives you an overview of the possibilities but should you require any further information or assistance please do not hesitate to contact me

Regards

Dave

Dave Grabham  
Traffic Engineer  
County Hall  
Taunton  
Somerset  
TA1 4DY  
[+441823358265](tel:+441823358265)

Please note that my normal working days are Wednesdays to Fridays inclusive.

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## General Data Protection Regulation (GDPR)

### **Background**

The General Data Protection Regulation will apply from May 2018. The purpose of this report is to understand the changes it brings and to take steps to ensure that by May 2018 we are compliant.

### **Preparing for GDPR**

The attached extract from the ICO leaflet shows the 12 steps to take now to ensure compliance with the new Regulation.

### **Audit of databases**

I am setting up a spreadsheet to record the personal information we hold both electronically and on paper, it shows exactly what personal information is held, where it came from, who we share it with and how long it is retained.

### **Privacy Statement**

I have put a very straightforward privacy statement on emails. We should review and where necessary add a privacy statement on all our emails, letters, surveys, forms, website explaining our lawful basis for processing data, retention period and the fact that individuals have a right to complain to the Information Commissioner's Office (ICO). This includes any e mails, letters etc sent by Councillors on Parish Council business. I am hoping that NALC will issue a template shortly.

### **Consent**

This is one of the key changes to the regulations. I do not think we often request personal information, but if/when we do, we should be clear about how we seek, record and manage consent to hold personal information. There also needs to be a clear means for people to withdraw consent.

### **Personal Data Breaches**

We need to have a procedure in place in the event of a personal data breach. I am hoping that NALC will issue a template Data Policy which will include this item.

### **Privacy Impact Assessment**

I am hoping NALC will issue a template, should it be necessary.

### **Security**

Since December 2017 all Kilmersdon data has been held on (1) the new Kilmersdon PC laptop; (2) on dropbox, accessible by the Clerk and Councillors; and (3) a back up on an external hard disc in the event of a failure of dropbox. The laptop and dropbox are password protected.

### **Designation of a Data Protection Officer**

The regulations require all organisations to appoint a Data Protection Officer. There is some debate about whether it is lawful for this to be the Clerk or a Councillor. I have asked our Internal Auditor if this is a role he might offer.

**Lesley Welch**

**29<sup>th</sup> January 2018**



# Preparing for the General Data Protection

## Regulation (GDPR) 12 steps to take now

**1 Awareness**  
You should make sure that decision makers and key people in your organisation are aware that the law is changing to the GDPR. They need to appreciate the impact this is likely to have.

**2 Information you hold**  
You should document what personal data you hold, where it came from and who you share it with. You may need to organise an information audit.

**3 Communicating privacy information**  
You should review your current privacy notices and put a plan in place for making any necessary changes in time for GDPR implementation.

**4 Individuals' rights**  
You should check your procedures to ensure they cover all the rights individuals have, including how you would delete personal data or provide data electronically and in a commonly used format.



**5 Subject access requests**  
You should update your procedures and plan how you will handle requests within the new timescales and provide any additional information.

**6 Lawful basis for processing personal data**  
You should identify the lawful basis for your processing activity in the GDPR, document it and update your privacy notice to explain it.

**7 Consent**  
You should review how you seek, record and manage consent and whether you need to make any changes. Refresh existing consents now if they don't meet the GDPR standard.

**8 Children**  
You should start thinking now about whether you need to put systems in place to verify individuals' ages and to obtain parental or guardian consent for any data processing activity.

**9 Data breaches**  
You should make sure you have the right procedures in place to detect, report and investigate a personal data breach.

**10 Data Protection by Design and Data Protection Impact Assessments**  
You should familiarise yourself now with the ICO's code of practice on Privacy Impact Assessments as well as the latest guidance from the Article 29 Working Party, and work out how and when to implement them in your organisation.

**11 Data Protection Officers**  
You should designate someone to take responsibility for data protection compliance and assess where this role will sit within your organisation's structure and governance arrangements. You should consider whether you are required to formally designate a Data Protection Officer.

**12 International**  
If your organisation operates in more than one EU member state (ie you carry out cross-border processing), you should determine your lead data protection supervisory authority. Article 29 Working Party guidelines will help you do this.



Review of Compliance with the Transparency Code for Smaller Authorities

<u>Information title</u>	<u>Information which should be published</u>	<u>KPC progress for 2017/18 year</u>
<p><b>All items of expenditure over £100</b></p>	<p>Annual publication no later than 1 July. Publish details of each individual item of expenditure.</p> <p>Copies of all books, deeds, contracts, bills, vouchers, receipts and other related documents do not need to be published but should remain available for inspection.</p> <p>For each individual piece of expenditure the following should be published:</p> <ol style="list-style-type: none"> <li>a. Date the expenditure was incurred.</li> <li>b. Summary of the purpose of the expenditure</li> <li>c. Amount</li> <li>d. VAT that cannot be recovered.</li> </ol>	
<p><b>End of year accounts</b></p>	<p>Annual publication no later than 1<sup>st</sup> July. Publish signed statement of accounts according to the format included in the Annual Return form. It should be accompanied by:</p> <ol style="list-style-type: none"> <li>a. A copy of the bank reconciliation for the relevant financial year.</li> <li>b. An explanation of any significant variances ie. More than 10-15% in</li> </ol>	



	<p>the statement of accounts for the relevant year and previous year.</p> <p>c. An explanation of any differences between 'balances carried forward' and 'total cash and short term investments', if applicable.</p>	
<b>Annual governance statement</b>	<p>Annual publication no later than 1<sup>st</sup> July. Publish signed annual governance statement according to the format included in the Annual Return form.</p> <p>Explain any negative responses to governance statements, including how any weaknesses will be addressed.</p> <p>Annual publication no later than 1 July. Publish signed internal audit report according to the format in the Annual Return form.</p> <p>Explain any negative responses to the internal controls objectives, including how any weaknesses will be addressed.</p> <p>Explain any 'not covered' responses to internal control objectives.</p>	
<b>Internal audit report</b>		
<b>List of councillor or member responsibilities</b>	<p>Annual publication of councillor or member responsibilities no later than 1 July, including:</p> <p>a. Names of all councillors or members</p>	<p>All details listed here <a href="https://kilmersdonpc.wordpress.com/about/">https://kilmersdonpc.wordpress.com/about/</a></p>



	<p>b. Committee or board membership and function (if Chairman or Vice Chairman)</p> <p>c. Representation on external local public bodies (if nominated to represent the authority or board).</p>																									
<p><b>Location of public land and building assets</b></p>	<p>Annual publication no later than 1 July. Publish details of all land and building assets, either in its full asset and liabilities register or as an edited version. The following information must be published:</p> <ol style="list-style-type: none"> <li>Description (including size/acreage)</li> <li>Location (address or description of location)</li> <li>Owner/custodian</li> <li>Date of acquisition (if known)</li> <li>Cost of acquisition (or proxy value)</li> <li>Present use</li> </ol>	<table border="1"> <tr> <td>Description</td> <td>Land adjacent to Kilmersdon Village Hall. 1.3 acres.</td> </tr> <tr> <td>Location</td> <td>Playing field and car park adjacent to the Village Hall, High St, Kilmersdon BA3 5TD.</td> </tr> <tr> <td>Owner/custodian</td> <td>Leasehold</td> </tr> <tr> <td>Date of acquisition</td> <td>15/5/1991. 21 year lease.</td> </tr> <tr> <td>Cost of acquisition</td> <td>£1 pa</td> </tr> <tr> <td>Present use</td> <td>Playing field/ play park/ car park</td> </tr> </table> <table border="1"> <tr> <td>Description</td> <td>Garage</td> </tr> <tr> <td>Location</td> <td>No. 4 Kilmersdon</td> </tr> <tr> <td>Owner/custodian</td> <td>Leasehold</td> </tr> <tr> <td>Date of acquisition</td> <td>Unknown</td> </tr> <tr> <td>Cost of acquisition</td> <td>£41.67 net pa</td> </tr> <tr> <td>Present use</td> <td>Storage</td> </tr> </table> <p>Information is published here  <a href="https://kilmersdonpc.wordpress.com/about/">https://kilmersdonpc.wordpress.com/about/</a></p>	Description	Land adjacent to Kilmersdon Village Hall. 1.3 acres.	Location	Playing field and car park adjacent to the Village Hall, High St, Kilmersdon BA3 5TD.	Owner/custodian	Leasehold	Date of acquisition	15/5/1991. 21 year lease.	Cost of acquisition	£1 pa	Present use	Playing field/ play park/ car park	Description	Garage	Location	No. 4 Kilmersdon	Owner/custodian	Leasehold	Date of acquisition	Unknown	Cost of acquisition	£41.67 net pa	Present use	Storage
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<p><b>Minutes, agendas and papers of formal meetings</b></p>	<p>Publication of draft minutes from all formal meetings not later than one month after the meeting has taken place.</p>																									



	Publication of meeting agendas and associated meeting papers not later than three clear days before the meeting to which they relate is taking place	
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Review schedule

	<b>Review date</b>
To Parish Council	19/2/17
<b>Next Review:</b>	Feb 2019