

Minutes of the Kilmersdon Parish Council
held at Coles Garden Meeting Room
at 7.30pm on Monday 20 July, 2015



PRESENT: Councillors S Gibbs, D Hudson, D Phripp and R Morse.

IN ATTENDANCE: Clerk, PCSO Mark Storey and two members of the public.

Min No

1. APOLOGIES:

923 Apologies received from A Jolliffe, County Cllr H Siggs and Ward Cllr E Drewe.

DECLARATIONS OF INTERESTS:

2. 924 There were no declarations.

925 The Clerk confirmed that he had forwarded copies of all the Councillors' Declaration of Interest forms to the Monitoring Officer.

3. MINUTES:

926 The Minutes of the Parish Council Meeting held on 15 June 2015 were approved and signed.

927 The minutes of the Annual Parish Meeting of 4 April were accepted and approved.

4. PUBLIC SPEAKING TIME:

928 The members of the public spoke about the need for grass verges to be cut regularly and about the outstanding request with Savill's to paint the garage doors near the B3139. It was considered that their current state detracted from the general village appearance.

929 The Clerk said he would ask Savill's for an update on the garage doors. The grass cutting would be a matter of establishing the ownership of the various strips of ground.

5. MATTERS ARISING:

930 The Clerk said he had been advised that our insurance company, Came and Company, had joined the Stackhouse Poland Group. Assurances had been given that business would continue as usual.

6. FINANCIAL MATTERS:

931 The Clerk reported that the external auditor, Grant Thornton LLP had completed the audit. The Clerk explained that the item on the agenda concerning asset holdings had been the subject of discussion between him and Grant's, but his explanation on how the assets were funded had been accepted.

932 However, Grant's did make an adverse observation in respect of Assertion 6 in Section 2 of the Annual Return. Sections 1 and 2 had been completed and signed in Council 31 days before the internal auditor had completed his Section. Grant's had not accepted the Clerk's explanation that work done by the internal auditor was actually undertaken each year for the previous year, thus providing a degree of continuity, as in all years.

FINANCIAL MATTERS (CONTD):

- 933 The observation was, “If the council gives a positive response to assertion 6, before the independent internal auditor has completed their report at Section 4; the council must be able to explain on what basis it was appropriate to give a positive response to the assertion that it has maintained throughout the year an adequate and effective system of internal audit of the council’s accounting records and control systems.”
- 934 In the absence of there being an independent body to oversee the complete audit process, the Clerk undertook to seek further advice and report his findings at the next meeting.
- 935 The Clerk said he had completed the draft of the recently revised Financial Regulations and then reviewed some of the details with the members present to refine those aspects where choices could be made between alternative methods.
- 936 The Clerk had completed a bank mandate for Cllr Gibbs and asked if she would visit the bank to complete the bank’s identity checks.
- 937 Covering approval for an invoice from SJH Services for grass cutting was granted at £260.00 (Received after the previous meeting)
Cheque No. 1116. (LGA 1072, s111)
- 938 An invoice from the Clerk for salary and expenses was approved at £789.75.
Cheque No. 1117. (LGA 1972, s112).
- 939 The Clerk's Income Tax payment was approved at £173.79.
Cheque No. 1118. (LGA 1972, s112.)
- 940 An invoice from Grant Thornton LLP, for audit services was approved at £120.00.
Cheque No. 1119. (AAR 2011 (6)).
- 941 An invoice from SJH Services for grass cutting was approved at £160.00.
Cheque No. 1120. (LGA 1072, s111)
- 942 A grant to Kilmersdon Parish Church was approved at £1300.00.
Cheque No. 1121. (LGA 1972, s214)
- 943 A grant to Kilmersdon Parish News was approved at £400.00.
Cheque No. 1122. (LGA 1972, s142)
- 944 A grant to Kilmersdon Ground Force was approved at £200.00.
Cheque No. 1123. (LGA 1972, s142)
- 945 An invoice from Southern Electric for street lighting in June was approved at £14.75. (To be cleared by DD on 19 July) (PCA 1957, s3).
- 946 Members then considered the allocation of reserves. The Clerk had provided figures showing the past expenses for the current year and an estimate of the remaining expenses. It was agreed that, although there appeared to be a “float” of £2500, this amount would be retained in the current account.

7. **PLAYING FIELD:**
947 The Clerk handed a small batch of forms, for for use by Cllr Gibbs in carrying out safety inspections in the playing field.
948 Approval to use the car park and part of the playing field, for a wedding reception, on 28th May 2016 was granted subject to the precise placing of a marquee, to avoid inconvenience to others using the field.
8. **LITTER AND MAINTENANCE:**
949 A number of requests had been noted concerning the small areas of grass between Manor Close and the playing field, and the strip beside the road leading into the car park. Discussion revealed there were other small areas that needed attention.
950 The Clerk undertook to investigate the possibility of extending the existing grass cutting arrangements to cover those areas.
951 The Chairman undertook to enquire whether the frequency of cutting in the areas still owned by the Estate could be increased.
9. **HIGHWAY MATTERS:**
952 It was noted that the footpath on Kilmersdon Hill had become narrow from nearby subsidence. The Clerk undertook to ask Highways to “side out” the verge on the hill.
(Post meeting note:
Request acknowledged by Highways; reference number 289904 has been allocated to the task.)
10. **PLANNING MATTERS:**
953 Ref: 2015/1231/HSE
Proposal: Extension of house to provide an attached annexe.
Location: Knoll House School Lane Kilmersdon Frome BA3 5TE
Applicant: Mrs D Davies
Members present had no objection and recommended approval. This proposal will be contained within the existing footprint. The size and style of the property will not be affected and it was considered there will no impact on neighbouring properties.
954 Ref: 2015/1368/FUL
Proposal: Single storey classroom extension.
Location: St Benedicts RC Primary School Charlton Lane Charlton BA3 4BD
Applicant: Not stated.
Members present had no objection and recommended approval.
11. **PCSO REPORT:**
955 Mark Storey, PCSO, was present and offered to run surgeries for anyone to come and speak to him about any concerns. He believed it would be helpful to speak face to face with residents and would like to provide the service for them. The Clerk undertook to advertise the suggestion in the newsletter.
956 The latest crimes were read to the members and it was confirmed that the level of detail given would be acceptable for future reports.

PCSO REPORT (CONTD):

957 A leaflet was handed to the Clerk, giving advice on security of garages and outbuildings,
which the Clerk agreed to publish.

958 The next PACT meeting would be held on 29 September at Coleford.

12. CORRESPONDENCE:

959 None received.

13. MATTERS OF REPORT & ITEMS FOR NEXT MEETING:

960 None.

14. DATE OF NEXT MEETING:

961 **The next Parish Council meeting will be held on 7th September 2015 at 7.30 p.m. in
the Coles Garden Meeting Rooms.**

962 There being no other business, the meeting closed at 10.30pm