

Minutes of the Kilmersdon Parish Council  
held at Coles Garden Meeting Room  
at 7.30pm on Monday 12 May, 2014



**ANNUAL PARISH COUNCIL MEETING**

**PRESENT:** Councillors R Morse, J Hubble, Phripp and D Hudson.

**IN ATTENDANCE:** Clerk.

**Min No**

**1. ELECTION OF CHAIRMAN:**

798 Cllr W Morse was elected as Chairman.  
Proposed by Cllr D Hudson and seconded by Cllr D Phripp.

*Cllr Morse accepted and Chaired the Meeting from this point..*

**2. APOLOGIES:**

799 Apologies received from Cllr A Jolliffe, County Cllr H Siggs and Ward Cllr E Drew.  
800 A letter of resignation was received from Cllr C Gibson.  
Clerk to notify the Electoral Officer, MDC.

**3. MINUTES:**

801 The Minutes of the Parish Council Meeting held on 7 April 2014 were approved and signed.

**4. ANNUAL PARISH MEETING:**

802 The reports and minutes of the Annual Parish Meeting held on 6 May 2014 were noted and accepted.

**5. PUBLIC SPEAKING TIME:**

803 There was no public representation.

**6. DECLARATIONS OF INTERESTS:**

804 There were no declarations.

**7. MATTERS ARISING:**

805 There were no matters arising.

**8. ELECTION OF OFFICERS:**

806 Cllr D Hudson was proposed as **Vice Chairman**, by Cllr R Morse; seconded by Cllr D Phripp.

807 The appointed **Financial Officer (RFO)** was confirmed to be **The Clerk, Terry Nicholls**.  
Proposed by Cllr D Hudson; seconded by Cllr D Phripp.

808 The **Planning Working Party** was not elected, but it was agreed that Cllrs Morse and Hubble would temporarily process planning applications as they arose. Members to be elected at a later meeting.

**ELECTION OF OFFICERS (CONTD):**

809 **The Village Hall Committee** representative was agreed to be Cllr D Hudson; Proposed by Cllr R Morse; seconded by Cllr D Phripp.

**9. FINANCIAL MATTERS:**

810 It was agreed that the **bank signatories** should continue to be **Cllrs Hudson, Phripp and Morse**, with the **Clerk as countersignatory**.

811 Following the resignation of Cllr C Gibson, **Cllr J Hubble** agreed to be a signatory. The Clerk undertook to make the changes with the bank.

812 The Clerk said he was nearing completion of the next step of the audit and would be passing all the documentation to the Internal Auditor shortly.  
(Post meeting note:  
The audit paperwork was placed with the Internal Auditor on 14<sup>th</sup> May.)

813 An invoice from Came and Co for insurance was approved at £503.36  
**Cheque No. 1066.** (LGA 1972, s111)

814 An invoice from Kilmersdon Village Hall for hire of room was approved at £20.50.  
**Cheque No. 1065** ( LGA 1972, s 133 )

815 A grant to Kilmersdon Play Park Committee for erection of sign was approved at £390.00.  
**Cheque No. 1067.** (LGA 1894, S8)

816 An invoice from SJH Services for grass cutting (LGA 1972, s111) and final riverbank clearance (Public Health Act 1936, ss259 and 260) was approved at £381.00.  
**Cheque No. 1068.**

817 The Clerk said HMRC had recently introduced an amendment to its RTI software which he had used to input corrected figures for the year 2013/14. The HMRC telephone help line confirmed they could not amend figures for RTI clients and added that the HMRC record would not be updated until after the first week of May.

818 The Clerk said he had commenced the current year satisfactorily and had incorporated additional safety measures into his processes as a means of ensuring there would be no further failures or loss of data.

819 The Clerk presented a quotation from Southern Electric for power supply to the two lights in Hoares Lane and the one at the Car Park. Since this quotation represented a reduction from £380 pa to £135pa, it was accepted and the Clerk undertook to finalise the contract.

**10. PARISH MAINTENANCE:**

820 It was noted that a need still existed for work to be carried out in the parish that was previously managed in the Lengthsman Scheme. Outstanding items were grass verges near the playing field and Orange Farm; overgrowth on Ames Lane Bridge, and overhanging branches on Jack and Jill Hill. Having regard to these and other actions required on footpaths and general repairs, it was considered inappropriate to initiate a formal contract arrangement, as before, but to meet needs as they arose. The Clerk undertook to enquire if SJH Services could be engaged on that basis.

**11. MEETING DATES:**

821 The meeting dates for 2014 and 2015 were agreed.

822 Cllr Hudson asked if the Annual Parish Meeting could be held on the same day as the Village Hall Open Day. The Clerk explained that the Annual Parish Meeting could not be held before 6pm and undertook to check whether that limitation would apply on any Saturday.

**12. CLERK'S REPORT:**

823 The Clerk gave his report on outstanding and ongoing tasks:

824 Clerks workload

For the first four months, the workload had increased by about 65% above agreed hours. It had been difficult to meet deadlines, but all were met before time.

Work delayed included filing and progress chasing of actions by others. This had the consequence of delays to outstanding matters.

To ensure that nothing was missed and deadlines met, all work was prioritised.

825 Finance

All accounts have been completed and the supporting documents now need to be assembled. The statutory date of 30 June had been brought forward to 16 June. Although earlier, the statutory dates will be met this year. All audit documents will be handed to internal auditor in the next week or so. There will be some overlap with public inspection dates, but this is being managed by stating "view by appointment" on the notice. All documents must be with the External auditor by 16<sup>th</sup> June and Council will need to approve at the following meeting. We need to minute closure of the Audit on 14<sup>th</sup> July to ensure the end date of 30 September will be met.

826 Footpaths

The streams are all cleared, but a few tree stumps need to be removed where they would cause obstruction.

It was likely that further clearance would be needed beyond the sewage works bridge in Ames Lane.

Copies of contracts, agreements and photographs showing the effects of the work carried out must be forwarded to the Environment Agency as soon as possible in support of the claim for funding.

Finger sign posts at the triangle are all done, including corrected spelling mistakes.

827 Planning

There was no firm news on the Mendip Local Plan, but the Clerk heard at the Somer Valley Partnership Meeting on 7 May that BANES is expecting approval from the Planning Inspector. The current opinion was that the nature of answers to the many questions asked meant that the Inspector would probably ask for a review in six months.

The Parish Council comments on the National Planning Framework consultation were forwarded in submissions to both SALC and the DCLG Select Committee, in time to meet both deadlines.

828 Traffic Calming

Clerk due to meet the Highways Engineer in the near future to discuss implementation and costs to parish council. Date to be agreed. The 30mph speed limit for Charlton is still awaiting approval from the Avon and Somerset Police.

**CLERK'S REPORT (CONTD):**

829 Lighting

All the street lights that had failed last week were reported and it was understood the fault would be rectified by 16 May.

A separate report to County Cllr Harvey Siggs, who had expressed an interest and asked to be informed.

830 Playing Field

After making two phone calls to Linden's, with no effect, the Clerk had written asking for the dividing fence in the playing field to be removed along with the electric cable taped to the fence. He had asked that it be removed before Village Day.

831 Highway

One of the Speed Indicator Devices in School Lane was not working and had been reported to Highways. An inspection would be carried in the near future.

The Speed Indicator Device (SID) programme is continuing to operate for the 2014/2015 financial year. SIDs will be installed at Kilmersdon Hill in the weeks commencing 04 August 2014 and 08 December 2014.

A change to policy was proposed that offered Parish/Town Councils the flexibility to administer a SID within their own community. Acceptance by the parish council was required by 31 May. At this point, members posed a number of questions which the Clerk undertook to refer to the Highways Agency.

**13. REVIEW PROCEDURES:**

832 The Clerk outlined the online backup facilities he was using and asked how the parish council would like to be able to access the council records he held on its behalf. The method chosen was to use the Dropbox facility, but it was currently set to manual update to avoid a repeat of lost data resulting from a computer crash last year. The Clerk undertook to examine the available methods of granting access and Cllr Hudson said he would provide advice to the Clerk on how to achieve a safe backup and sharing arrangement which would be automatically updated and always copied to the backup facility accurately.

**14. CORRESPONDENCE:**

833 None received.

**15. MATTERS OF REPORT & ITEMS FOR NEXT MEETING:**

834 None

**16. DATE OF NEXT MEETING:**

835 **The next Parish Council meeting will be held on 2<sup>nd</sup> June at 7.30 p.m. in the Coles Garden Meeting Rooms.**

836 There being no other business, the meeting closed at 10.10pm