

**Minutes of the Kilmersdon Parish Council
held at Coles Garden Meeting Room
at 7.30pm on Monday 18 May, 2015**



ANNUAL PARISH COUNCIL MEETING

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

IN ATTENDANCE: Clerk.

Min No

1. THE NEW COUNCIL:

837 The Clerk read out the names of the newly elected Council members:
S Gibbs, D Hudson, A Jolliffe, R Morse and D Phripp.

2. ACCEPTANCE OF OFFICE:

838 The Members signed the forms for Declaration of Acceptance of Office.

839 The signed forms were then handed to the Clerk and countersigned.

840 Declaration of Interests Forms were handed to each Member with a request to return them on completion to the Clerk, within 28 days. Copies would then be passed to the Monitoring Officer to form the Register of Members Interests.

3. ELECTION OF CHAIRMAN:

841 Cllr W Morse was elected as Chairman.
Proposed by Cllr D. Hudson and seconded by Cllr Gibbs.

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

4. DECLARATIONS OF INTERESTS:

843 There were no declarations.

844 The Clerk handed out the Declaration of Interest forms and requested that these be completed and returned to him within 28 days. These would be copied and forwarded tot the Monitoring Officer to comprise the Register of Councillors Interests. The originals would be retained by the Clerk to form the Parish Council Register of Councillors Interests.

5. APOLOGIES:

845 Apologies received from County Cllr H Siggs (his report is attached) and Ward Cllr E Drewe.

6. PUBLIC SPEAKING TIME:

846 There was no public representation.

7. MINUTES:

847 The Minutes of the Parish Council Meeting held on 13 April were approved and signed.

8. ANNUAL PARISH MEETING:

848 The reports and minutes of the Annual Parish Meeting were not available. The Clerk undertook to prepare draft minutes for approval by the Chairman.

9. **MATTERS ARISING:**
- 849 The gate at the playing field had been fitted incorrectly and would be temporarily removed for Village Day.
- 850 A request had been received for use of the field on 20 June was approved.
10. **ELECTION OF OFFICERS:**
- 851 **Cllr D Hudson** was proposed as **Vice Chairman**, by Cllr A Jolliffe; seconded by Cllr S Gibbs.
- 852 The appointed **Financial Officer (RFO)** was confirmed to be **The Clerk, Terry Nicholls**. Proposed by Cllr A Jolliffe; seconded by Cllr S Gibbs.
- 853 The **Planning Working Party** was not elected, but it was agreed that Cllrs Morse and Phripp would temporarily process planning applications as they arose. Members to be elected at a later meeting.
- 854 **The Village Hall Committee** representative was agreed to be Cllr D Hudson; Proposed by Cllr D Phripp; seconded by Cllr R Morse.
11. **FINANCIAL MATTERS:**
- 855 It was agreed that the **bank signatories** should continue to be **Cllrs Hudson, Jolliffe, Phripp and Morse**, with the **Clerk as countersignatory**.
- 856 **Cllr J Hubble** had not been elected to the parish council and could no longer be a signatory. The Clerk undertook to arrange that the bank removed the authorisation.
- 857 The Clerk said he had completed the audit actions and passed all the documentation to the Internal Auditor.
- 858 An invoice from Came and Co for insurance was approved at £568.50
Cheque No. 1109. (LGA 1972, s111)
- 859 An invoice from SALC for subscription was approved at £139.87
Cheque No. 1110 (LGA1972, s143.)
- 860 An invoice from Kilmersdon Village Hall for refreshments at the Annual Parish Meeting was approved at £30.00.
Cheque No. 1111 (LGA 1972, s 133)
- 861 An invoice from SJH Services for grass cutting was approved at £210.00.
Cheque No. 1112. (LGA 1972, s111)
12. **MEETING DATES:**
- 862 The meeting dates for 2015 and 2016 were agreed.

13. PLANNING MATTERS:

863 **Cllr Jolliffe declared an interest at this point.**

864 An appeal had been lodged in respect of the refusal of planning application 2014/1587/OTA for the erection 6 dwellings on land south west of Frome Road, Writhlington. Council confirmed its original support for the application and the Clerk undertook to forward comments to the Planning Officer.

14. CLERK'S REPORT:

865 Clerks workload

The workload is still high, much of which was in connection with additional tasks brought about by the creation and maintenance of a parish council website, together with acting in accordance with Government directives to publicise the recent elections.

866 It had also been necessary to review and update practices and procedures; standing orders, and introduce new requirements for transparency in preparation for the abolition of External Audit.

867 All statutory dates have been met for all of the above tasks.

868 Work delayed was mainly progress chasing of actions by others. Without progress chasing, the matters remained outstanding.

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

870 Finance

All accounts have been completed and the supporting documents assembled. The statutory date has again been brought forward to 8th June and again it is expected that this date will be met. The Internal Auditor is aware and has agreed to complete his work before the first week of June.

There will be some overlap with public inspection dates and audit, but this is being managed by including on the formal notice that the public may "view by appointment". All documents must be with the External auditor by 8th June and Council will need to approve at the following meeting. As we do not meet in August, we need to minute closure of the Audit at the July meeting to ensure the end date of 30 September will be met.

871 The Pensions Regulator has issued the next step in automatic enrolment. It will be a matter of studying what is next required, which includes ensuring the payroll and tax software are compatible with the automatic process, plus guidance on planning the approach to using the facility.

872 Footpaths

The streams are all cleared, but tree stumps and other debris that is causing obstruction still need to be cleared. The contractor will carry out free inspections, but it has been agreed that £500 will be set aside to cover the cost of debris removal.

873 Copies of contracts, agreements and photographs showing the effects of the work carried out have been forwarded to the Environment Agency in support of the claim for funding. Payment of the grant of £3500 has been agreed and is being arranged by their Payment Department.

874 A large batch of footpath maps and details were forwarded to the Clerk by the Footpath Warden in connection with footpaths which appear to fall between BANES and Mendip. The enquiry is related to how we shall manage this.

875 Planning

The Mendip Local Plan has been completed but is currently being refined. Work commenced on the preparation of a Village Design Statement, which is intended to be the forerunner of a Parish Plan,

876 There had been minimal reaction from the public, but the process is being continued. As the details become apparent, it is hoped that a public committee will be formed to continue with the project. Savill's have expressed a wish to be involved at all stages in the preparation of the Plan.

877 Traffic Calming

The 30-mph speed limit for Charlton was installed and a related matter was resolved by the painting of double white lines on Kilmersdon Hill.

878 Actions not attended to include:

- re-siting of the 30mph limit sign at the East side of Kilmersdon to increase visibility for motorists arriving from Radstock.
- Graphical village signs at each end of the village, to act as advance warning of the 30-mph limits.
- request for improvement to road crossing safety – a pedestrian crossing or patrol warden.

879 Lighting

All the street lights appear to be working correctly.

880 Playing Field

Action was in hand to finalise the clearance of the remains of the fence near Manor Close and make good the ground, in time for the Village Day Event.

Enquiries in connection with forming a policy in connection with casual landings of helicopters had been progressed through the CAA, but now lies with the council to direct further enquiries to the Air Ambulance charity. This had been started and is awaiting action by the Clerk. He expects to attend to this before the next meeting.

881 Highway

Speed Indicator Devices have been placed at random times. The results were used as part of the justification for the Charlton improvements. One is currently working near the Playing Field.

882 In view of the level of commitment to managing the SIDs, it was decided to decline to offer for Parish/Town Councils the have flexibility for administration of the devices.

15. CORRESPONDENCE:

883 None received.

16. MATTERS OF REPORT & ITEMS FOR NEXT MEETING:

884 Consider enhancing the means of access through the playing field gate.

885 Stile in Waterside Lane School Lane in need of repair.

881 Prevention of damage to Village Hall Roof from sport misuse.

886 Concerns in respect of traffic level in the parish.

17. DATE OF NEXT MEETING:

887 **The next Parish Council meeting will be held on 15th June 2015 at 7.30 p.m. in the Coles Garden Meeting Rooms.**

888 There being no other business, the meeting closed at 9.10pm