

KILMERSDON PARISH COUNCIL

Minutes of the Annual Meeting of Kilmersdon Parish Council

Held at the Coles Garden Meeting Room
At 7.30pm on Monday 21st May 2018

PRESENT: Cllr R Morse (Chair), Cllrs S Gibbs, D Hudson.

ABSENT: Cllrs R Butt and K Lewis.

ATTENDING: Cllr Edward Drewe, Mendip DC; L Welch (Parish Clerk).

1. TO ELECT THE CHAIR

Cllr Gibbs proposed Cllr Morse, was seconded by Cllr Hudson and it was **agreed** unanimously.

2. TO RECEIVE THE CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE

The Parish Council received Cllr Morse's acceptance of office as Chair.

3. TO ELECT THE VICE CHAIR

Cllr Hudson proposed Cllr Lewis in his absence, was seconded by Cllr Gibbs and it was **agreed** unanimously.

4. APOLOGIES

Apologies for absence were received from Cllrs R Butt and K Lewis.

5. DECLARATIONS OF INTEREST

There were no declarations of interest.

6. VACANCY

In his absence it was **agreed** to co-opt Neil Brand to the Parish Council. Neil Brand's declaration of acceptance of office would be on the agenda for the following meeting.

The recent resignation of Andrew Jolliffe was noted. The vacancy would be advertised. **Agreed** that Andrew Jolliffe be removed from the bank mandate and Neil Brand be added.

7. TO CONFIRM THE COUNCILLOR RESPONSIBLE FOR PLANNING APPLICATIONS

Cllr Hudson proposed Cllr Butt in his absence as the councillor responsible for planning applications. He was seconded by Cllr Gibbs and it was **agreed** unanimously.

8. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES

- (a) PACT – **resolved** to ask Cllr Lewis if he would like this role.
- (b) Village Hall Committee – **agreed** as Cllr Hudson

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Signed:

Date:

ACTION

Clerk

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(c) Village Day Committee – **agreed** as Cllr Gibbs

ACTION

9. MINUTES

The minutes of the Parish Council meeting held on 16th April 2018 were **agreed** as a true record and signed by the Chair.

10. PUBLIC SPEAKING TIME

Cllr Drewe discussed the Temporary Village Shop application and the changes which had been recommended relating to access to highway and serving notice on Linden Homes, colours/drawings, trees and parking. The drip feed of information to the website, with the last piece of information only going up the previous week was noted. For the sake of consistency and in view of the fact that the last application went to the board, the Parish Council requested that this application is treated the same way. Cllr Drewe to confirm the date of the meeting it is to be considered and the Clerk to advertise this in Parish News if possible.

Cllr Drewe

Clerk

11. FINANCIAL MATTERS

The following payments were **agreed**.

Payee	Detail	Gross	Net	Power	Ch no
L Welch	Salary (April)	£241.62	£241.62	LGA 1972, s112	001239
Paul Clark Accountants	Internal Audit	£180.00	£150.00	LGA 1972. S111	001240
Came and Company	Insurance	£668.23	£668.23	LGA 1972, s111	001241
1&1 Internet Ltd reimbursed to L Welch	Quarterly fee	£17.96	£14.97	LGA 1972 s.143	001242
The Cartridge People reimbursed to L Welch	Toner	£37.50	£31.27	LGA 1972, s112	01243
SJH Services	Grass cutting and strimming	£145.00	£145.00	LGA 1972 s.143	01244

12. TO RECEIVE THE INTERNAL AUDIT REPORT 2017/18

The Internal Audit report was **agreed**.

13. ANNUAL GOVERNANCE STATEMENT

The Annual Governance Statement was considered, **agreed** and signed.

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Signed:

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14. YEAR END ACCOUNTS 2017/18

The Year End Accounting statements as submitted for Internal Audit, were **agreed** and signed.

15. COMPARISON OF ACTUAL AGAINST BUDGET AT YEAR END 2017/18

The comparison was noted.

16. TO AGREE THE EXEMPTION CERTIFICATE

The Exemption certificate was agreed.

17. TO NOTE THE CONFIRMATION OF DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

The dates of 4/6/18-13/7/18 were agreed and would be advertised.

18. HIGHWAY MATTERS

(1) Feedback from Sustrans suggesting the sharing of costs of a dog bin for the cycle track, £228.09 + installation, with Mendip DC meeting the costs of emptying the bins. **Agreed** to offer 50% of the cost of purchase and installation of the dog bin.

Clerk

(2) Parking at Silver Street – The Parish Council noted that two of the five garages were not structurally sound. **Agreed** that the Clerk chases Aster to rebuild, repair or (preferably) take down the garages to make space for parking.

Clerk

19. PLAYING FIELD

(1) Signage for the eight overflow parking spaces – to be deferred until Cllr Lewis's return.

(2) Quote for infill of top soil beneath the swing seat, £250.00. **Agreed** to seek a comparative quote from Nick Taylor.

Clerk

(3) Missing screw on the football post and wobbly post on the bridge Big Wood Play Systems confirmed they rectified this.

Clerk

(4) Grass-crete rising slightly by the slide nearest the zip wire – Nick Taylor to be asked for a quote to rectify.

(5) The May Quarterly Inspection was received. Cllr Morse to read and recommend appropriate action.

Cllr Morse

20. PLANNING APPLICATIONS

2018/1036/TCA Works to tree in a conservation area – row of conifers, removal to ground and grinding of stumps, The Limes, Ames Lane – there were no comments on this application.

2018/0268/FUL Village shop and Café – It was noted that new documents had been submitted with a new consultation period commencing 23 April. Since then reports had been added to the website in a piecemeal fashion there was no confidence that the application was being considered on the basis of the documents available on the website. For this reason it was agreed to let the

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Parish Council's original objections stand and make no further comments.

ACTION

21. NEIGHBOURHOOD PLAN

There had been no further volunteers this month to join the Working Group, however there was a very welcome offer for the school council to take part. **Agreed** to invite the one volunteer so far to the next meeting and for Councillors to approach people in person to take part in this initiative.

Clerk
All
Councillors

22. PROPOSED TPO ON TWO SILVER BIRCHES IN THE PLAYING FIELD

The TPO had been submitted 17/4/18.

23. SPEED INDICATOR DEVICE

It was noted that the speed indicator device would cost £200 if located in one position with readings twice a year. **Agreed** not to go ahead with the device.

24. ANNUAL PARISH MEETING

Agreed that the APM should be at 7.30pm on Thursday 21 June. Cllr Morse to approach Ian Glover, Enforcement Officer of Mendip DC to give a talk. The Clerk to approach a member of SUSTRANS for the same reason.

Cllr Drewe

Clerk

25. CORRESPONDENCE

The correspondence from John Clayton had been considered under minute 20 Planning Applications.

26. ANNUAL REVIEW OF THE CODE OF CONDUCT, THE STANDING ORDERS, THE FINANCIAL REGULATIONS, COMPLAINTS PROCEDURE, FREEDOM OF INFORMATION POLICY AND PUBLICATION SCHEME AND HEALTH AND SAFETY POLICY

These documents were **agreed**, with the next review in May 2019.

27. OUTSIDE BODIES

Village Day would be on Monday 28th May.

28. HOARES LANE/SILVER STREET

The debris had now been cleared.

29. MATTERS OF REPORT AND ITEMS FOR THE NEXT MEETING

Drug taking in the Village Hall car park – It was noted that the PCSO recommended security lighting and possibly CCTV. Agreed that the Clerk contacts Apex Alarms for a quote for leasing CCTV and to contact the PCSO to ask if CCTV data was provided whether the police would be able to take action.

Clerk

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30. **DATE OF NEXT MEETING:** Parish Council meeting: 18th June 2018 at Coles Garden. Annual Parish Meeting: 21 June at the Village Hall.

31. It was agreed to exclude the press and public under s.1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that the publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

32. **REVIEW OF LEASES**

A number of solicitor firms were recommended for the Clerk to seek a guide price based on Cllr Butt's overview of the issues.

The meeting ended at 10.00pm

ACTION

Clerk

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