

KILMERSDON PARISH COUNCIL

YOU ARE SUMMONED TO ATTEND THE MEETING OF KILMERSDON PARISH COUNCIL AT THE COLES GARDEN MEETING ROOM ON MONDAY 17th SEPTEMBER 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. **VACANCY** on the Parish Council. To consider filling the vacancy by co-option.
4. **MINUTES** To approve the Minutes of the Parish Council Meeting held on 16th July 2018. (Pages 1-4)
5. **PUBLIC SPEAKING TIME** (max 15 mins).
6. **NEIGHBOURHOOD PLAN** To welcome Planning Policy Officer, Jo Milling. Update from the working group (Pages 5-6)
7. **FINANCIAL MATTERS** To approve expenditure as follows

| Payee | Detail | Gross | Net | Power | Ch no |
|--------------------------------------|-----------------------------|---------|---------|-----------------|--------|
| 1&1 Internet Ltd refunded to L Welch | Quarterly website fee | £17.96 | £14.97 | LGA 1972, s111 | 001251 |
| SJH Services | Grass cutting and strimming | £180.00 | £180.00 | LGA 1972, s 143 | 001252 |
| L Welch | Salary (July) | £241.42 | £241.42 | LGA 1972, s112 | 001253 |
| ATP Jolliffe | Playing field lease | £1.00 | £1.00 | LGA 1972, s111 | 001254 |
| L Welch | Salary (Aug) | £241.42 | £241.42 | LGA 1972, s112 | 01255 |
| SPFA | Annual playing field check | £80.00 | £80.00 | LGA 1972, s111 | 01256 |
| Greensward | Works to youth shelter | £734.75 | £612.29 | LGA 1972, s 143 | 01257 |

8. **REQUEST FOR FUNDING (Page 7)**
9. **INSURANCE**
The Parish Council three year agreement comes to an end 31/3/19. To consider going out to tender.
10. **HIGHWAY MATTERS**
 - Verges on Kilmersdon hill in need of cutting, trees overhanging road at Silver Street and the verge and hedge on right hand side at Silver St – reported to Mendip 19/6/18 who investigated. Maps and this year's schedule of works requested 17/7/18 along with details of any planned reductions in maintenance this year and were supplied by Mendip 31/7/18.

KILMERSDON PARISH COUNCIL

11. PLAYING FIELD

- Signage for the eight overflow parking spaces – to note the order has been placed at a cost of £369.60.
- Quote for infill of top soil beneath the swing seat - £250 Big Wood Play Systems. Quote from Nick Taylor for a frame and chippings which would form a longer term solution (under the basket swing, pole and zip wire) - £1,210.00. This compares with tigermulch under the basket swing previously quoted at cost of £3,100. A final alternative might be wet pour, which is likely to cost somewhere between these two final quotes.
- To consider booking in the annual inspection 2019 with ROSPA at a cost of £66.50 plus VAT for up to five play items, any over five would be an additional £3.50 per item to be undertaken in June with the 2019 quarterly inspections re-arranged around it.
- Damage to the chain bridge on the main climbing frame (reported to Big Wood Play Systems 23/7/18, chased 9/9/18).
- Graffiti to the youth shelter – staining over it quoted as £180 for one coat and £320 for two. Plus optionally £142.29 for a product which makes graffiti easier to wash off plus £150 per coat to apply. This work was agreed by Councillors by email to enable it to be done in the summer.
- From the weekly play park checks - The football posts are quite loose. There are also dead overhanging branches above the zip wire which could be of concern.

12. PLANNING APPLICATIONS (Cllr Butt)

2018/1985/FUL Construction of a new access, a new stone wall to replace the existing closed board timber fence adjacent to the property and associated works. Location: 3 Kilmersdon Hill To Frome Road. Deadline extended until 18/9/18.

13. **PLANNING APPEAL** To note the appeal: 2017/1558/VRC Application to remove conditions 2 (holiday let), 3 (operation by owner/ occupier Batch Farm), (Approval of external materials), (approval of joinery), (approval of external attachments), (non occupation until access as approved) and remove condition (parking and turning arrangements) from application 084623/011 Creamery 1-3 Batch Farm Ammerdown Bridge To Hatchet Hill

14. **CCTV FOR THE VILLAGE HALL CAR PARK** As requested the Clerk contacted PCSO Mike Storey, 22/5/18 and Apex Alarms for a quote to lease CCTV, 27/5/18, chased 25/6/18 and 18/8/18. Indicative quote sought from West Country Security Systems 18/7/18. Estimate from Apex Alarms received 24/7/18 in the amount of £2,000-£2,500 with details circulated by email.

15. FORWARD PLANNING (Pages 8-9)

Village sign at the top of the hill – a quote and three visuals attached for the sign. Village Day Committee has contributed £200 to date. The £835 quote from Glasdon is for supply and delivery, but it would fall upon the Parish Council to have it fixed in situ. **(Pages 10-14)**

16. CORRESPONDENCE

17. OUTSIDE BODIES

18. MATTERS OF REPORT AND ITEMS FOR THE NEXT MEETING

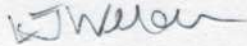
KILMERSDON PARISH COUNCIL

19. **DATE OF NEXT MEETING:** 15th October 2018

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

20. **REVIEW OF LEASES**

Fee estimate sent to the landlord 18/7/18, chased 9/9/18.



Lesley Welch
Parish Clerk
10th September 2018

Clerk@kilmersdonpc.co.uk

www.kilmersdonpc.co.uk

Tel: 07521 951471

To: Cllrs N Brand, R Butt, S Gibbs, D Hudson, 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 Meeting of
Kilmersdon Parish Council
Held at the Coles Garden Meeting Room
At 7.30pm on Monday 16th July 2018**

PRESENT: Cllr R Morse (Chair), Cllrs N Brand, R Butt, S Gibbs, D Hudson,
K Lewis (Vice Chair)

ABSENT: -

ATTENDING: S Evans, N Evans, S Hall for item 7 Neighbourhood Plan,
L Welch (Parish Clerk).

53. APOLOGIES

There were no apologies for absence.

54 .DECLARATIONS OF INTEREST

There were no declarations of interest.

55. VACANCY

There were no applicants for co-option at this stage, but the item is to go back on the next agenda.

56. MINUTES

The minutes of the Parish Council meeting held on 18th June 2018 were **agreed** as a true record and signed by the Chair. The minutes of the Annual Parish Meeting held on 21st June 2018 were noted.

57. PUBLIC SPEAKING TIME

There were no items from the public.

58. NEIGHBOURHOOD PLAN

Planning Policy Officer, Jo Milling would be pleased to meet the Neighbourhood Plan Working Group, which consisted of Sandra Hall, Sally and Nick Evans and those councillors who would like to be involved. Sally to contact Jo to arrange an initial meeting. The Clerk to invite Jo to the September Parish Council meeting for an overview.

59. FINANCIAL MATTERS

It was **agreed** not to renew the SPFA subscription and, next year to seek the annual inspection from ROSPA.

The following payments were **agreed**.

ACTION

Sally Evans

Clerk

Minutes are draft until approved at the next meeting.

Signed:

Date:

KILMERSDON PARISH COUNCIL

ACTION

| Payee | Detail | Gross | Net | Power | Ch no |
|-------------------------|-----------------------------|---------|---------|-----------------|--------|
| Kilmersdon Meeting Room | Room hire | £62.00 | £62.00 | LGA 1972, s133 | 001246 |
| L Welch | Salary (June) | £241.42 | £241.42 | LGA 1972, s112 | 001247 |
| HMRC | Tax quarterly | £181.00 | £181.00 | LGA 1972, s112 | 001248 |
| SJH Services | Grass cutting and strimming | £375.00 | £375.00 | LGA 1972, s 143 | 001249 |
| GB Sport and Leisure | Quarterly inspection (May) | £66.00 | £55.00 | LGA 1972, s 143 | 001250 |

60. HIGHWAY MATTERS

- (1) Parking at Silver Street – It was noted that the Clerk had requested optimization of space and amendment to the terms and conditions of the garages as requested.
- (2) Parking sign – Slippage of the parking sign had been rectified by Mendip.
- (3) Verges, trees and shrubs had been reported and Somerset CC had acknowledged the complaint and was investigating. With more overhanging vegetation there are now blind spots, in particular from no.3 to the layby around the sheep field and the hedge in Silver St. **Agreed** to report these in particular and request the schedule of works in Kilmersdon and how it differs from last year along with a map.

Clerk

61. PLAYING FIELD

- (1) Signage for the eight overflow parking spaces – discussion had continued with the signmaker for a reflective sign, white on black, on two grey posts. Cllr Lewis to email the artwork and price.
- (2) Quote for infill of top soil beneath the swing seat – Nick Taylor had agreed to quote for the longer term solution of a frame for woodchips beneath the nest swing, the fireman's pole and the zip wire. **Agreed** that the Clerk chases up the quote.
- (3) From the weekly inspections – Big Wood Play Systems had repaired the bridge free of charge. It was noted that the pole supporting the handrail is partly rotten. **Agreed** to repair at a cost of £190. Further noted that the balance beams were very loose. **Agreed** to repair at a cost of £450. Big Wood Play Systems to be asked to tape off the section urgently. To be funded from ear marked reserves.
- (4) Early Annual Inspection of the Play Area by SPFA. – noted that the inspection had taken place three months early. The

Cllr Lewis

Clerk

Clerk

Minutes are draft until approved at the next meeting.

Signed:

Date:

KILMERSDON PARISH COUNCIL

Clerk has queried this with SPFA and is awaiting a response.

ACTION

62. PLANNING APPLICATIONS

2018/1544/HSE Two storey side extension, 4 Railway Cottages – no objections.

In the following items we are guided by the Tree Officer:

- 2018/1626/TCA T1 Lawsons Cyprus, remove to ground level and grind stump, Shutes End, Ames Lane
- 2018/1649/TCA T4 Ash Tree, removal, The Limes, Ames Lane
- 2018/1656/TPO T1-T3 Limes. Removal of epicormic growth from the stems up to 4m. The Limes, Ames Lane
- In respect of the Village Shop some factual errors were noted in the article on the front page of Kilmersdon News in that (1) it had not been a unanimous decision by the Village Hall Committee and (2) claiming the existing parking at the Village Hall as allocated to the shop is not feasible and does not take consideration of existing usage of this parking. **Agreed** that Cllr Lewis writes an article for Kilmersdon News, the Clerk to ask for it to go on the front page.

Cllr Lewis

Clerk

63. DRUG TAKING AT THE VILLAGE HALL CAR PARK

Agreed to seek other quotes for CCTV.

Clerk

64. CORRESPONDENCE

There was no correspondence.

65. OUTSIDE BODIES

There were no reports from Outside Bodies.

66. MATTERS OF REPORT AND ITEMS FOR THE NEXT AGENDA

Neighbourhood Plan; Vacancy on the Parish Council.

67. DATE OF NEXT MEETING: 17th September

- 68. 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.

Minutes are draft until approved at the next meeting.

KILMERSDON PARISH COUNCIL

69. REVIEW OF LEASES

The Parish Council discussed a quote from Thrings. **Agreed** to contact the landlord with the fee estimate of £3,000 plus VAT and disbursements

ACTION

Clerk

70. TENDERS FOR GRASS CUTTING

Four tenders were requested, including the existing service provider. Three tenders had been received. **Agreed** to accept the lowest quote of £1,800 plus VAT per annum from Greensward with effect from February 2019. And to give notice to the existing provider with the service to end at the end of October 2018.

Clerk

The meeting ended at 9.25pm

Minutes are draft until approved at the next meeting.

Signed:

Date:

NEIGHBOURHOOD PLAN

Introduction

In preparation for the Parish Council meeting on 17 September we met Jo Melling on 20 August to discuss how to approach the preparation of a Kilmersdon Neighbourhood Plan. We had a very useful discussion. The main points that we would wish to highlight to the Parish Council in their consideration of how to approach the task are outlined below. We understand that Jo will attend the Parish Council meeting.

Neighbourhood planning

Neighbourhood plans are a formal part of the planning process, which derives from the National Planning Policy Framework (NPPF) and includes Local Plans, in our case the Mendip Local Plan. An endorsed Neighbourhood Plan will become part of the statutory development plan for the area concerned.

The neighbourhood planning process is intended to be flexible but it must primarily be about the use and development of land and buildings. It can not conflict with the strategic policies in the Area Local Plan or be used to try to prevent development that is included in the Local Plan. Its main advantages are that it is statutory and community led, giving localities the opportunity to influence the development of their area. Neighbourhood Plans can only be prepared by two types of "qualifying bodies": Parish Councils or Neighbourhood Forums in areas where Parish or Town Councils do not exist.

In considering whether it would be beneficial to prepare a Kilmersdon Neighbourhood Plan Jo mentioned that the government will shortly issue new estimates of housing needs requirements that will be fed into the next iteration of local plans (the current Mendip Local Plan was adopted in 2014). She said that this would lead to a significant increase – some 40% - in the housing targets laid on local authorities from 2019 onwards. These new targets would have an immediate impact in that the target for housing site numbers in Mendip next year would increase from 490 to 580. The outcome of the Planning Appeal Process partly depends on whether or not local authorities have agreed development plans in place to deliver five years worth of housing supply. The imposition of the higher target could therefore lead to speculative applications from developers being agreed by default if local councils have not got up to date plans in place. This could affect sites such as the three land owner suggestions in Kilmersdon on which the Parish Council commented as part of Local Plan II last year.

Although the primary focus is on development/land use issues, Neighbourhood Plans can also include other aspects relevant to community development including employment, schools, environment, heritage and transport. They also provide an option to identify areas valued by the community as Local Green Spaces which should be protected from inappropriate development.

Neighbour Planning Process

Parish Councils and others involved should not underestimate the work involved in drawing up a Neighbourhood Plan. Equally, the process is intended to be flexible and the degree of effort required will clearly depend on the size, nature and complexity of the locality concerned. There is a great deal of experienced and expertise available and plenty of online and other advice (eg from the Locality community organisation group, CPRE and Mendip Council itself). Jo mentioned Locality can help meet the costs of consultancy assistance (grants of up to £9k) if a suitable case can be presented.

At the start of the process the Parish Council would need to consider the nature of its own involvement (e.g. which PC members would lead on the plan), the size of the project team (more than three people!) and of any Steering Committee (Jo felt between 6 – 10). It would be essential that the whole process should proceed in close consultation with Jo and her colleagues at Mendip at all stages. It would also be helpful to consult other similar communities in this area producing plans for example Rode which seems to be particularly suitable. We have had a quick look at their website and their Plan (approved 2017) which seems to be a good starting point for our own Plan.

The work would be led and directed by the Parish Council and should involve the whole community at the relevant stages. These are likely to include : producing a project plan and identifying the main issues, developing a programme and objectives, generating options, drafting the plan and consulting through questionnaires, meetings etc.,

Once the draft plan has been produced formal consultation has to take place with a number of bodies including the County Council, the Environment Agency, English Heritage and Natural England. The draft plan is then subject to external scrutiny by an examiner (who would visit the area) agreed by the local planning authority. The examiner will assess whether the plan can proceed to the final stage: a referendum for all those registered to vote within the Parish of Kilmersdon decided by a majority vote of 50% of those voting.

Sandra Hall, Sally and Nick Evans

04/09/2018

Ken Hutton
Wilscombe
Kilmersdon
RADSTOCK
BA355T

Dear Parish Council

As you are aware the defibrillator outside Norton Garden Machinery is having regular safety checks made by local people along with regular maintenance. Also we organise CPR training/refreshers for anyone who would like to attend.

I am asking if the Parish Council if they would be willing to help by making a donation towards the training and maintenance. The ongoing maintenance and training costs for 2018 will be approximately £100.00

I do hope you can help in some small way.

Kind regards

Ken Hutton

Forward Planning – to bring to the Parish Council every quarter:– June/September/December/March

| Date | Item | Financial consideration | Update |
|-----------------|--|---|--|
| 1 March 2018 | Rat infestation and clearance of the site next to the Playing Field – the works have been completed but some items were left, barbed wire needs replacing and ongoing maintenance is required. | None | March 2018 - Cllr Lewis took a photo of items which have been left and the Clerk contacted the landowner with this information and the request that the barbed wire strand is replaced to avoid fly tipping, the ground is kept clear during the growing season and Cllr Hudson's offer to meet to discuss these matters. 24/4/18 Clerk spoke with Andy Edwards who confirmed he would complete these works in time for the Village Day 28/5/18. |
| 2 April 2018 | Village sign at the top of the hill | £200 donated to the sign by the Village Day Committee | April 2018 - Sue Meadows is looking at alternative signs due to the high cost of the one initially proposed. Liaison continued 18/7/18. Photos and costings of £835.68 quoted for the 17/9/18 meeting. |
| 3 April 2018 | Local initiatives to reduce speed | None | April 2018 - County Councillors and District Councillors are calling a meeting with reps from all local Parish Councils to discuss speed reduction from the White Post to the A36 and from Buckland Dinham to Radstock. Measures might include uniformity of speed, double white lines and possibly a roundabout at Terry Hill. |
| 4 Feb 2018 | Moving the 30mph signs to their original positions, with gates outside no. 3 and at the bottom of the hill. | Feb 2018 Parish Council agreed to fund £2,000, this being 50% of the works. | April 2018 - This is waiting to go on the Somerset CC schedule of works. |

| | | | | |
|---|------------|---|------|--|
| 5 | March 2018 | Missing bollard at the Treatment works | None | Noted that subject to budget constraints, Sustrans has confirmed it will try to schedule the replacement of the bollard in works for the financial year 2018 19. |
| 6 | March 2018 | Proposed TPO on the silver birch trees in the playing field | None | The TPO application was submitted 17/4/18 and chased 27/5/18 and 19/6/18 and 18/7/18. Tree Officer offered to do a provisional TPO since time had not allowed him to assess it fully. This offer was circulated to Councillors and was accepted 23/7/18. |

10

13/08/2018

Gmail - Kilmersdon Gateway Option 1 third visual.pdf



Lesley Welch <kilmersdonclerk@gmail.com>

Kilmersdon Gateway Option 1 third visual.pdf

1 message

Sue Meadows <suedmeadows@gmail.com>

Wed, Aug 8, 2018 at 10:17 PM

To: kilmersdonclerk@gmail.com

Dear Lesley,

Herewith the latest I have received from Glasdon at a cost of £835, as it has a larger arc on the sign. I will send over the whole email, but the first image of Farrington Gurney's logo and wording is misleading, although correct with the revised cost. Hope this all makes sense. Thanks for your help. Warmest wishes from Sue

Sent from my iPad

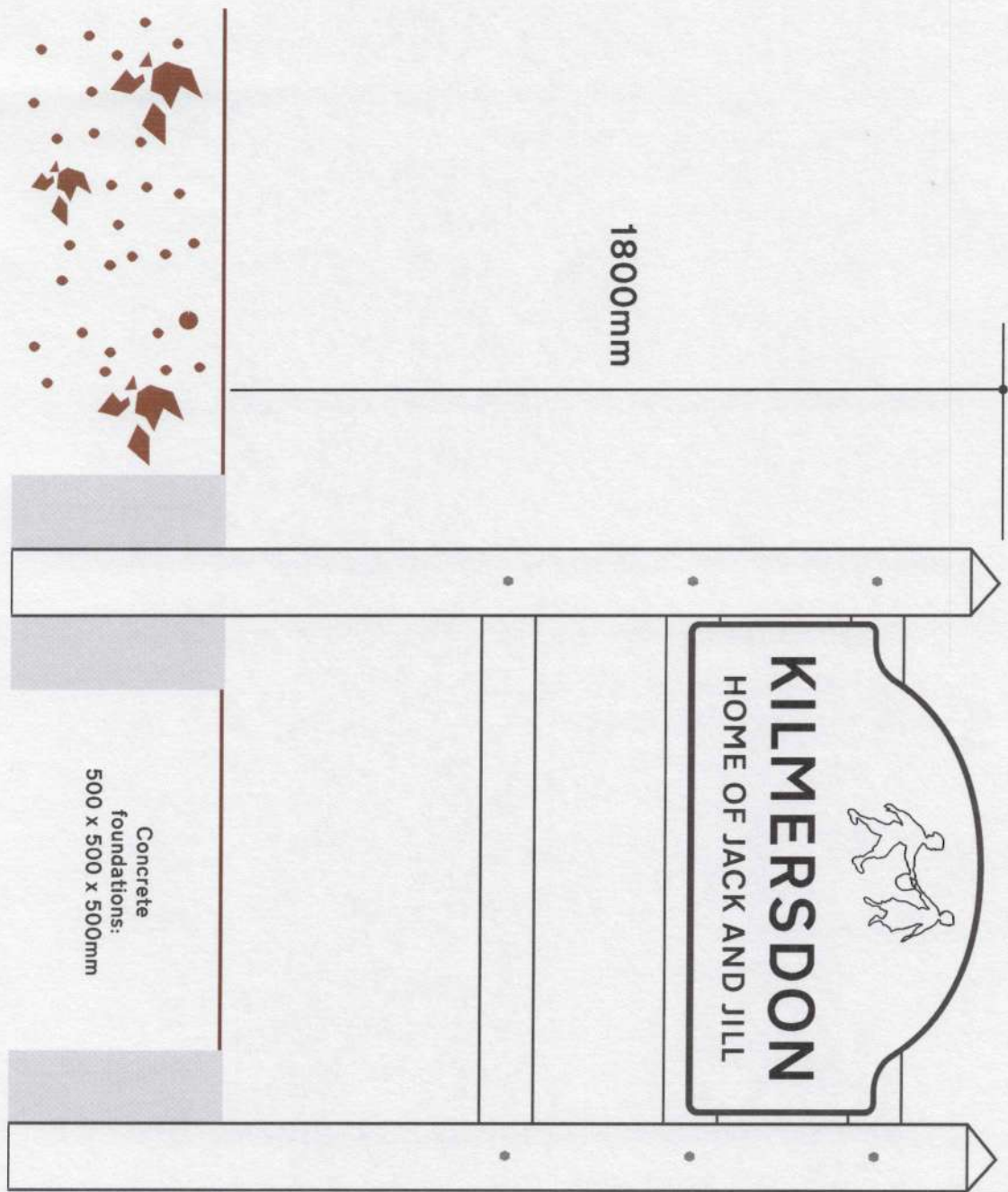


Kilmersdon Gateway Option 1 third visual.pdf

42K



Scale 1:14
Glasdon




Gateway overall dimensions:
Height: 2300mm
Width: 1500mm

Sign Dimensions:
Height: 688mm
Width: 1150mm

NOTE: THIS SIGN MEETS THE MINIMUM REQUIREMENTS OUTLINED BY THE DfT & TSRGD

| Customer Details |
|---|
| Sue Meadows Kilmersdon Parish Council Waterlea Bungalow Charlton Radstock Somerset BA3 5TN Account Code: PKIL-1055 |

| Product Description <small>(Images shown are examples only, your final product will vary depending on specification)</small> | Qty | Unit Price | Total Price |
|--|-----|--|----------------|
|  <p>Glasdon Gateway</p> <p>manufactured from rigid Everwood, wood effect material in either Light Oak, Dark Oak or White, 2.3m height (1.8m above ground) and 1.5m width, complete with three horizontal slats and sign to read 'KILMERSDON Welcomes careful drivers' and incorporating the Jack and Jill motif above.</p> <p>* Please refer to the attached visuals.</p> <p>* Please note that we have only been able to produce two visuals out of the four as the artwork you supplied was not of high quality. If you would like us to proceed with any of the logos, these would need to be sent in to us in suitable format such as PDF, Jpg or EPS.</p> <p>i Product Information</p> <p>📄 Product News Stories</p> <p>📺 Product Videos</p> <p>🛡️ Product Warranty</p> | 1 | £835.68 | £835.68 |
| All details will remain firm for 30 days from date of quote. Delivery to be confirmed upon receipt of order. Please refer to the Conditions of Sale. | | Carriage to Somerset | £0.00 |
| | | Total <small>(excluding VAT)</small> | £835.68 |

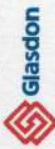
[Click here to proceed with this quote using a credit card or by paying on account](#)

| Company Reviews |
|--|
| <p>As part of Glasdon's commitment to exceptional customer service, as well as our responsibilities as an ISO9001 certified company, we invite customers to complete a Customer Satisfaction review.</p> <p>We ask customers to rate our performance on a scale of 1-5: how we handled their initial enquiry, delivery performance, product quality, after sales service and overall satisfaction with the process.</p> <p>Please read some of our reviews here...</p> |

Brochures



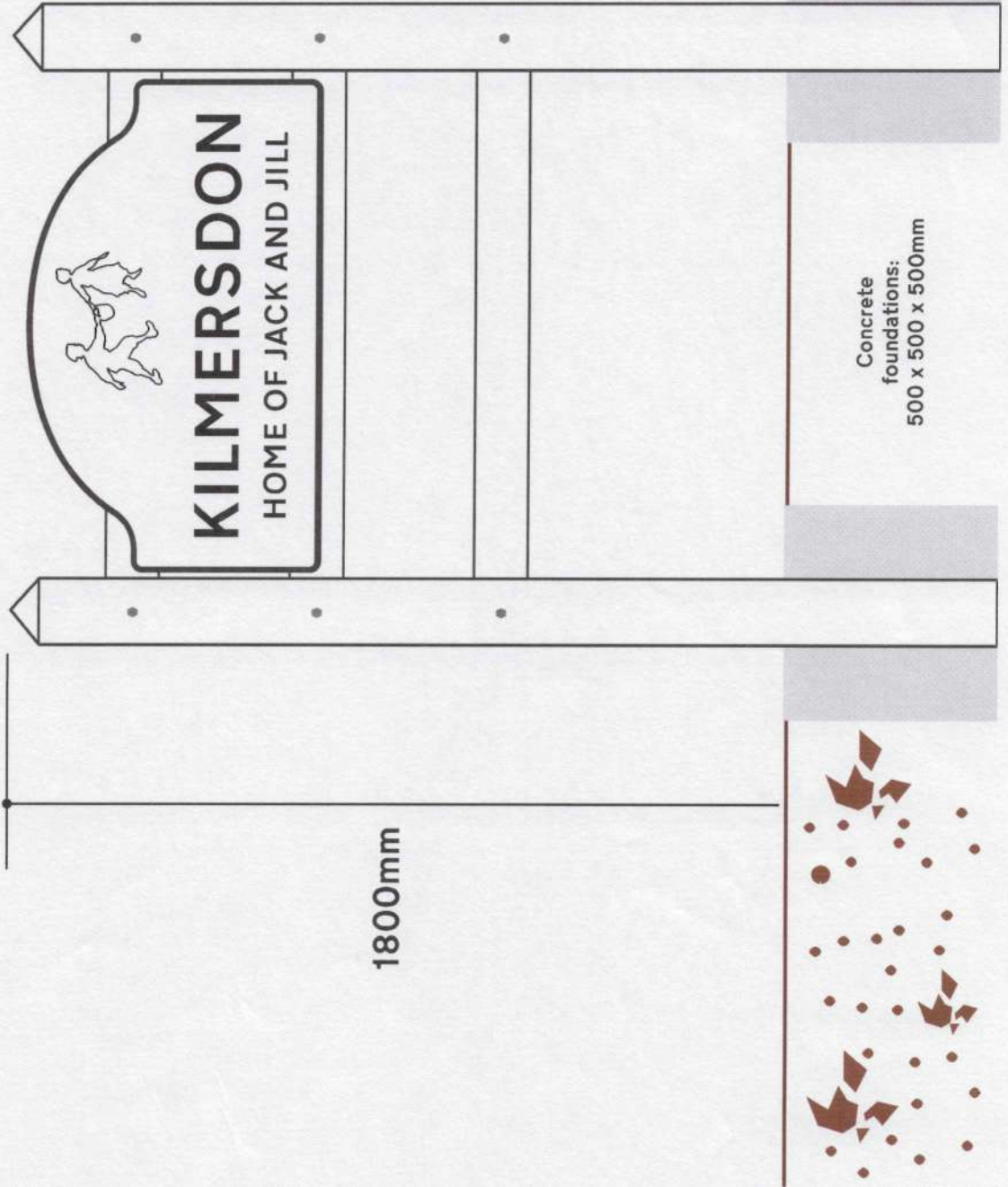
Scale 1:14



Gateway overall dimensions:
Height: 2300mm
Width: 1500mm

Sign Dimensions:
Height: 688mm
Width: 1150mm

NOTE: THIS SIGN MEETS THE MINIMUM
REQUIREMENTS OUTLINED BY THE DFT & TSRGD



1800mm

Concrete
foundations:
500 x 500 x 500mm

13

Scale 1:14



Gateway overall dimensions:
Height: 2300mm
Width: 1500mm

Sign Dimensions:
Height: 688mm
Width: 1150mm

NOTE: THIS SIGN MEETS THE MINIMUM
REQUIREMENTS OUTLINED BY THE DfT & TSRGD



1800mm

Concrete
foundations:
500 x 500 x 500mm

14