

KILMERSDON PARISH COUNCIL

YOU ARE SUMMONED TO ATTEND A MEETING OF KILMERSDON PARISH COUNCIL TO BE HELD REMOTELY VIA ZOOM ON MONDAY 15TH JUNE 2020 AT 7.30PM

A G E N D A

1. **ELECTION OF CHAIR AND VICE CHAIR AND TO RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE OF THE CHAIR**
2. **APOLOGIES** To receive apologies for absence
3. **DECLARATIONS OF INTEREST** To note any Councillors' interests
4. **MINUTES** To approve the Minutes of the Parish Council Meeting held on 18th May 2020. (Pages 1-4).
5. **PUBLIC SPEAKING TIME (max 15 mins).**
6. *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.*
7. **REVIEW OF LEASES (Pages 9-10 confidential)**
8. **TO REVERT TO PUBLIC SESSION**
9. **FINANCIAL MATTERS** To approve expenditure as follows

Payee	Detail	Gross	Net	Power	Ch no
L Close	Salary - May	£256.42	£256.42	LGA 1972 S112	001427
Paul Clark Accountants Ltd	Internal audit	£150.00	£180.00	LGA 1972 S143	001428
SALC	Affiliation fee	£167.19	£167.19	LGA 1972 S112	001429

NatWest Bank mandate – telephone/online banking application in progress.

Bank signatories – To confirm the addition of all councillors to the bank mandate and the removal of former councillors.

10. **HIGHWAY MATTERS**
11. **PLAYING FIELD**
 1. See saw – progress on its renovation
 2. Trim Trail – response from the consultation
 3. Garden area next to the playing field and the spiral garden

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12. **PLANNING APPLICATIONS (Cllr Butt)**
Notification of outline planning application for erection of up to 6 x dwellings at land adjoining Orchid Close, Writhlington.
13. **FORWARD PLANNING (Pages 5-6)**
14. **ONE SOMERSET CONSULTATION ON THE PROPOSAL TO CREATE ONE COUNCIL FOR SOMERSET (Page 7)**
15. **CORRESPONDENCE**
Royal British Legion consultation on the dressing of military graves (**Page 8**)
16. **OUTSIDE BODIES**
17. **TRUESPEED IN THE VILLAGE**
18. **MATTERS OF REPORT AND ITEMS FOR THE NEXT MEETING**
19. **DATE OF NEXT MEETING – 20th July 2020**

Lesley Close

Lesley Close
Parish Clerk

8th June 2020 Clerk@kilmersdonpc.co.uk Tel: 07521 951471 www.kilmersdonpc.co.uk

To Cllrs N Brand, R Butt, E Drewe, G Dodd, N Ham, D Hudson, B Nagel.

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

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Minutes of a Meeting of Kilmersdon Parish Councillors Held remotely via Zoom At 7.30pm on Monday 18th May 2020

PRESENT: Cllr N Brand (Chair) Cllrs R Butt, G Doswell, E Drewe (Vice Chair), N Ham, D Hudson and B Nagel.

ABSENT: -

ATTENDING: L Close (Parish Clerk).

1. ELECTION OF CHAIR

Cllr Brand was elected Chair and requested that this item remains on the agenda so the role might be passed to another Councillor next month.

2. DECLARATION OF ACCEPTANCE OF OFFICE OF GAEL DOSWELL

The Parish Council welcomed Gael Doswell and invited her to say a few words. Cllr Doswell's Declaration of Acceptance of Office was received and it was noted that the Register of Interest had been completed.

3. APOLOGIES

There were no apologies for absence.

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

5. MINUTES

The minutes of the Parish Council meeting held on 20th April 2020 were **agreed** as a true record.

6. PUBLIC SPEAKING TIME

There were no members of the public.

7. FINANCIAL MATTERS

The following payments were **agreed**. They would be passed to Cllr Brand to sign and pass on to another Councillor to sign and return to the Clerk.

Payee	Detail	Gross	Net	Power	Ch no
Love Creative UK	25% of web development fee	£297.00	£247.50	LGA 1972 S143	001421
Groundwork UK	Return of unspent Neighbourhood Plan grant	£3500.77	£3500.77	LG Misc Provisions Act 1976 s 19	001422
L Close	Refund of Apr – July web fee	£25.20	£21.00	LGA 1972 S143	001423
Zurich Municipal	Annual Insurance	£591.81	£591.81	LGA 1972 S143	001424
L Close	April salary	£256.62	£256.62	LGA 1972 S143	001426

Minutes are draft until approved at the next meeting.

Signed:

Date:

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Internet banking – It was noted that NatWest had sent an activation code but no Customer number. The Clerk is pursuing this. *Action – the Clerk*

8. **TO RECEIVE THE INTERNAL AUDIT REPORT FOR 2019/20**
The Internal Audit report was discussed and it was noted that the Clerk had actioned the recommendations.
9. **ANNUAL GOVERNANCE STATEMENT 2019/20**
The Annual Governance Statement 2019/20 was considered and **agreed**. It would be signed after the meeting and go on the website and noticeboard.
10. **YEAR END ACCOUNTS 2019/20**
The Accounting Statements 2019/20 were discussed and **agreed**. These would be signed and go on the website and noticeboard.
11. **TO AGREE THE COMPARISON OF ACTUAL AGAINST BUDGET AT YEAR END 2019/20**
The comparison was received and **agreed**.
12. **TO AGREE THE EXEMPTION CERTIFICATE 2019/20**
The exemption certificate 2019/20 was **agreed**.
13. **TO NOTE THE CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS**
It was **agreed** to advertise the period for the exercise of public rights as early as possible. The Clerk to circulate a suggested time frame which complies with the regulations. *Action – the Clerk*
14. **ANNUAL REVIEW OF THE CODE OF CONDUCT, THE STANDING ORDERS, THE FINANCIAL REGULATIONS, COMPLAINTS PROCEDURE, HEALTH AND SAFETY POLICY, FREEDOM OF INFORMATION PUBLICATION SCHEME, ANNUAL REVIEW OF THE INTERNAL CONTROL ENVIRONMENT, DATA PROTECTION PRIVACY POLICY**
<https://kilmersdonpc.wordpress.com/accounts/>
The policies were discussed and **agreed**.
15. **HIGHWAY MATTERS**
The Parish Council received correspondence from a concerned resident in relation to speeding on the hill. It was noted that this has been on the agenda for a number of years with a sustained level of concern and continued action from the PC. We have met with Somerset CC on numerous occasions but have hit a brick wall in terms of budget constraints. **Agreed** that the Clerk responds to the resident and drafts correspondence to the Police and Somerset CC Highways to reiterate our concerns and the dangers from the section of this road for circulation to Councillors. *Action – the Clerk*

Minutes are draft until approved at the next meeting.

16. PLAYING FIELD

1. See saw – Cllr Nagel reported that an industrial sized router was being sourced to treat the sharp edges. *Action – Cllr Nagel*
2. Trim trail – **Agreed** to extend the deadline to consult residents, via Kilmersdon Parish News and the website, on the possible change from wooden to metal equipment. *Action – the Clerk*
3. Garden area next to the play park – There had been no response from the contractor who maintains the spiral garden. Cllr Butt to check that the spiral garden is still being maintained. *Action – Cllr Butt*

17. PLANNING APPLICATIONS

2020/0756/FUL Conversion of dwelling house into 2no four bed dwelling houses. Magdapur Fosseyway South – **Agreed** to confirm the submission made 5/5/2020 to meet the deadline.

Although it is outside the boundary, the Parish Council considered making a response on screening planning application, 2020/0836/SCREEN 250-300 dwellings on land next to the White Post, which seeks to determine whether an Environmental Impact Assessment is required. **Agreed** that the Clerk drafts a response re-iterating previous concerns and stating that the application is premature since it is in advance of the completion of the Planning Inspector's Examination. *Action – the Clerk*

18. WEBSITE ACCESSIBILITY

The contract to Love Creative for an accessible website and the 25% deposit were **agreed**.

19. KILMERSDON PARISH NEWS

The new arrangements for Kilmersdon Parish News were noted. The Clerk was asked to include the impact of the current lockdown measures on the Annual Parish Meeting and the Annual Meeting of the Council. *Action – the Clerk*

20. CORRESPONDENCE

There were two pieces of correspondence which were considered under Minute 15 Highways and Minute 24 Review of Leases.

21. OUTSIDE BODIES

There were no reports.

22. MATTERS OF REPORT AND ITEMS FOR THE NEXT MEETING

Truespeed – the Clerk was asked to contact Truespeed to find out if they are going ahead with installation in the village and if so, the timescale.

23. DATE OF NEXT MEETING: 15th June 2020

Minutes are draft until approved at the next meeting.

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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.

24. REVIEW OF LEASES

The remote meeting held with the landlord on 31st March had not yet elicited the draft lease documentation. The Parish Council received correspondence from the Village Shop Group outlining concern at the length of time this is taking and unhappy that the Village Shop is put on hold until the leases are sorted out. The Parish Council asked that Clerk to respond stating that the Parish Council is waiting on the landlord for the leases and that the current leases do not allow the Parish Council to sublet, hence the delay.

The meeting ended at 8.10pm

Minutes are draft until approved at the next meeting.

Signed:

Date:

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

	Date	Item	Financial consideration	Update
1	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. Cllr Pullin confirmed he would chase this when he sent apologies for the 17/9/18 meeting. Cllr Drewe said he would follow it up at the 17/9/18 meeting. Clerk chased 22/10/18 via Sara Davis. 18/3/19 Cllr Drewe reported this was in hand for the following month. 4/6/19 Clerk chased Sara Davies for a meeting to pursue this and the Armco barriers and parking outside the pub. Response received 25/6/19 for the 15/7/19 PC agenda. Since then the County Councillors and neighbouring parishes have met to discuss the 40mph limit from Norton St Philip to the White Post roundabout.
2	Sept 2018	Review of leases	No cost to the Parish Council	Costs for reviewing the leases sent to the landlord Sept 2018. Followed up in March 2019 with a request for the revised leases for consideration without prejudice. Liaison with the landlord's solicitor is ongoing at 17/6/19. Meeting with Ben Short 15/7/19. Awaiting the draft leases and Cllr Brand seeking a quote from another solicitor. Remote meeting with the landlord 31/3/20. Revised leases awaited. To schedule painting/ varnishing of the noticeboards in 2022.
3	July 2019	Noticeboards at Coles Garden and the spiral garden		
4	Nov 2019	Stabilising the goal posts – Agreed that both goalposts should be		Cllr Ham to get a quote from Ben Windell – 16/3/20

5	Nov 2019	<p>moved and put in line, with top soil in the worn areas in the Spring</p> <p>The hedge which abuts the garden machinery car park – Many thanks to Cllr Ham for cutting the hedge. Agreed to review this again before the end of February.</p>		<p>16/3/20 -Hedge has been taken out of the playing field spec. Cllr Ham to look at cutting it back in April and invoice accordingly.</p>
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One Somerset Feedback Form

Q1 Are you completing this form as an individual or on behalf of your Town and Parish Council?

- On behalf of my Town or Parish Council
 As an individual

Q2 What is the name of the Town or Parish Council you are involved with?

Q3 Which description best described your role

- Town Councillor
 Parish Councillor
 Clerk
 Other

Q4 Were you aware before today of the proposal to create a single Somerset unitary authority?

- Yes
 No

Q5 What benefits do you believe could come from the proposal to create one Council for Somerset, delivering the services currently provided by the County and four District Councils?

Q6 What concerns do you have about the proposal to create one Council for Somerset, delivering the services currently provided by the County and four District Councils?

Q7 Considering the four possible outcomes below for the future of local government in Somerset, which of the following would be your preference:

- Remain 'as is'
 The existing county and four district councils (Somerset CC, Mendip DC, Sedgemoor DC, Somerset West & Taunton DC, South Somerset DC) working more closely through greater collaboration
 Creation of a new single-tier unitary council
 Unsure

Q8 Can you explain the reason for your answer?



The Royal British Legion

(Incorporated by Royal Charter)

Midsomer Norton & Radstock Branch
The County of Somerset



Kilmersdon Parish Council
The Mews
Thickthorn Lane
Chilcompton
BA3 4XS

8th June 2020

Dear Lesley

DRESSING OF MILITARY GRAVES IN THE BRANCH AREA

As a branch, we felt that whilst Remembrance Parade is a very important aspect in The Royal British Legion's calendar, the individual military graves in the area covered by our branch have tended to be forgotten. We feel that we need to redress this issue and are planning, with your consent and advice, to dress the graves with a posy of poppies (Wreath Type A – as supplied by The Royal British Legion). To prevent the posies from blowing away, we intend to use a small metal holder which would be inserted into the ground in front of each headstone.

Due to time constraints, we intend, subject to approval, to carry out the ceremonies on the Sunday preceding Remembrance Sunday.

The dressing of the military graves will consist of a small ceremony and prayer and will be carried out by young people from the cadet and scouting movements overseen by branch members. Representation will also be made to the Commonwealth War Graves Commission to ensure we have their support. We hope that the council will also be able to advise us of any health and safety issues associated with the cemetery at the time of the ceremony.

However, before we go ahead with what is a sensitive ceremony, we wanted to be sure that not only are we doing this with the blessing of the council but within any guidelines which you may wish to supply.

It would be very much appreciated if you could countenance the intention to dress the graves and to supply any thoughts or requirements.

Yours sincerely

Wg Cdr Geoff Wilson RAFVR ret'd
President
Midsomer Norton & Radstock Branch
The Royal British Legion

Branch Chairman
Mr Martin Feeney

Branch Secretary
Mr Carl Johnson

Branch Treasurer
Mr Will Nicol

Branch President
Wg Cdr Geoff Wilson

Poppy Appeal Organiser
Mrs Alison Wilson

Please reply to:

Wg Cdr G A Wilson RAFVR ret'd, 26 Riverside Walk, Midsomer Norton, Radstock, BA3 2PE email: geoff.a.wilson@sky.com