

## KILMERSDON PARISH COUNCIL

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**YOU ARE SUMMONED TO ATTEND A MEETING OF KILMERSDON PARISH COUNCIL AT THE  
 COLES GARDEN MEETING ROOM ON MONDAY 18<sup>th</sup> NOVEMBER 2019 AT 7.30PM**

### A G E N D A

1. **APOLOGIES** To receive apologies for absence
2. **DECLARATIONS OF INTEREST** To note any Councillors' interests
3. **MINUTES** To approve the Minutes of the Parish Council Meeting held on 21<sup>st</sup> October 2019. (Pages 1-4).
4. **PUBLIC SPEAKING TIME (max 15 mins).**
5. **FINANCIAL MATTERS** To approve expenditure as follows

Payee	Detail	Gross	Net	Power	Ch no
Mr Jamie A Common – Uncommon Gardens	Quarterly maintenance of the spiral garden	£70.00	£70.00	LGA 1972. S112	001387
L Close	Petty cash refund April - Oct	£56.44	£55.88	LGA 1972 s.112	001388
L Close	Oct Salary	£251.76	£251.76	LGA 1972. S143	001389
L Close	L Close – refund to 1&1 quarterly website fee	£17.96	£14.97	LGA 1972 S143	001390

1. Online banking – query about whether payments can be made after the meeting by the Clerk. Response from the Internal Auditor circulated 10/11/19.
2. Income – to note the refund by Big Wood Play Systems for the see saw in the amount of £160.00 on 3/10/19.
3. Grant applications 2019/20. To consider the following

2019/20	Budgeted	Applied for
Village Day	£50	£150
Parish Magazine	£400	-
PCC	£1,300	-
Other	£250	-

Applications forms were sent to the Village Day, the Parish Magazine and the PCC.

#### 6. **HIGHWAY MATTERS**

1. Renovation of the fingerpost at Church Square – application to the Heritage Lottery fund in the amount of £3,625 submitted Sept. Response chased 10/11/19.
2. Parish map: To print and mount a map of Kilmersdon- update.

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3. Meeting with Norton St Philip and Hemington PCs regarding 40mph limit from Norton St Philip to the White Post roundabout. – 25<sup>th</sup> October. Notes circulated electronically 28/10/19.

### 7. PLAYING FIELD

1. Damage to a seat of a picnic bench, possible rot underneath. Nick Taylor is investigating.
2. The zip wire – replacement of the zip wire mechanism arranged Sept 2019.
3. See saw – taken out of use Sept 2019. This week's weekly play park check highlighted a metal protrusion where the new see saw would be fixed.
4. Trim Trail quote to replace rotten elements - update on local help in replacing the timbers
5. Stabilising the goal posts – update Cllr Ham
6. The hedge which abuts the garden machinery car park – update Cllr Ham
7. Masterplan for the Play Park – two play providers being met on site w/c 11/11/19
8. Tree Inspection quotes – Greensward £200 for first annual inspection, £150 thereafter.
9. Funding – to note that Vanessa Dale has submitted funding requests to Sperring Trust (£5,000) and Ward Councillors Initiative Funding . The Clerk has written requesting donations from Babington House and Charltons Timber on 4/11/19, as requested at the last meeting.

### 8. PLANNING APPLICATIONS (Cllr Butt)

### 9. CORRESPONDENCE

### 10. OUTSIDE BODIES

- Neighbourhood Plan update

### 11. WEBSITE ACCESSIBILITY Cllr Drewe

### 12. MATTERS OF REPORT AND ITEMS FOR THE NEXT MEETING

### 13. DATE OF NEXT MEETING – 16<sup>th</sup> December 2019

*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.*

### 14. REVIEW OF LEASES

*Jonall*

**Lesley Close**  
**Parish Clerk**

10<sup>th</sup> November 2019 [Clerk@kilmersdonpc.co.uk](mailto:Clerk@kilmersdonpc.co.uk) Tel: 07521 951471 [www.kilmersdonpc.co.uk](http://www.kilmersdonpc.co.uk)

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 21<sup>st</sup> October 2019

**PRESENT:** Cllr K Lewis (Chair) Cllrs N Brand, R Butt, E Drewe, N Ham, D Hudson and B Nagel.

**ABSENT:** -

**ATTENDING:** L Close (Parish Clerk).

### 82.APOLOGIES

Apologies for absence were received from District Cllr Alison Barkshire.

### 83.DECLARATIONS OF INTEREST

Cllrs Ham and Hudson declared an interest in planning application 2019/2346/FUL and 2019/2347/LBC Babington House.

### 84.MINUTES

The minutes of the Parish Council meeting held on 16<sup>th</sup> September 2019 were amended with the addition of Tim Gibbs, Auto Speed Watch, in the attendance list and, with this amendment, **agreed** as a true record and signed by the Chair.

### 85.PUBLIC SPEAKING TIME

There were no members of the public.

### 86.FINANCIAL MATTERS

The following payments were **agreed**.

Payee	Detail	Gross	Net	Power	Ch no
Signefex	Playing field noticeboard	£158.40	£132.00	LGA 1972. S112	001382
Greensward	Playing field contract June-Sept	£720.00	£600.00	LGA 1972 s.112	001383
L Close	Sept Salary	£251.56	£251.56	LGA 1972. S143	001384
L Close	F Secure laptop security	£39.99	£33.32	LGA 1972 S143	001385
Lord Hylton	Garage rent	£ 50.00	£41.67	LGA 1972 S112	001386

1. **Refund from Big Wood for the see saw** – the Clerk to check it has been transferred. *Action – the Clerk*
2. **Online banking and Internal Control** – The report of the Clerk was received. **Agreed** that the Clerk investigates whether it is necessary for two Councillors to log in on line and confirm the payments or whether this can be done by the Clerk following agreement at Parish Council. *Action – the Clerk*

*Minutes are draft until approved at the next meeting.*

Signed:

Date:

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- 3. **Review of the Internal Control Environment** – The review was noted.
- 4. **Receipts and Payments for six months to 30/9/19** – the payments list was received.
- 5. **Draft budget 2020/21** – It was suggested that children’s parties at the Village Hall benefit from the play park and the suggestion be put to them that a donation from the hire fee be given to the Parish Council for upkeep of the play park. *Action – Cllr Hudson*  
**Agreed** that tree inspections were required annually and that quotes should be obtained for the budget. *Action – the Clerk*  
 Whilst auto speed watch is not currently recognised by Avon and Somerset Police, this might change and Cllr Drewe would keep the Parish Council informed.  
 The Neighbourhood Plan did not require funding from the Parish Council. The Neighbourhood Plan Drop In on 23th November at Coles Garden was noted.  
 Footpath, noticeboard and bench repairs – the budgeted £750 to be split between these items. *Action – the Clerk*

#### 87.HIGHWAY MATTERS

- 1. Renovation of the Kilmersdon fingerposts – application to the Heritage Lottery fund in the amount of £3,625 had been submitted.
- 2. To print and mount a map of Kilmersdon- **Agreed** to get agreement on an Amazon frame, A1 size, from Dave Durkin *Action – Cllr Lewis* and if acceptable arrange printing at a cost of £50. *Action – Cllr Brand*
- 3. Meeting with Norton St Philip and Hemington PCs regarding 40mph limit from Norton St Philip to the White Post roundabout. – a verbal update on the 29<sup>th</sup> August meeting was given. The next meeting, to include the three County Councillors was scheduled for 25<sup>th</sup> October 2019 at 2pm.
- 4. Auto speedwatch – Response from Tim Gibbs was noted. **Agreed** no action at this time
- 5. Responsibilities relating to SIDs – the guidance from Somerset CC Traffic were noted.
- 6. Serious accident in Kilmersdon that week – **Agreed** that the Parish Council writes a strong letter to the Highways Authority highlighting the accident, stating that the Parish Council has for over two years persistently pushed for action to improve road safety and requesting a zebra crossing to allow pedestrians and children a safe and legal place to cross the road, combined with a reduction in speed limit to 40mph and in the meantime the mobile SID to monitor speeds. *Action – the Clerk*

#### 88.PLAYING FIELD

- 1. Damage to a seat of a picnic bench, possible rot underneath. Nick Taylor was to assess the damage that week.
- 2. The zip wire – maintenance work had been arranged. The Clerk to chase. *Action – the Clerk*

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3. See saw – taken out of use Sept 2019. A synthetic/aluminium alternative would be investigated. *Action - Cllrs Drewe, Ham, Lewis and Nagel*
4. Deterioration of the noticeboard next to the play area – a new sign was ordered from Signefex at a cost of £114 plus vat including installation, plus an extra £18 for the back board.
5. Trim Trail replacement of rotten elements to be chased *Action – Cllr Nagel*
6. Stabilising the goal posts – **Agreed** that both goalposts should be moved and put in line, with top soil in the worn areas in the Spring *Action – Cllr Ham*
7. Motorhome Parking at the Village Hall/Playing Field car park – the local resident had found alternative parking.
8. The hedge which abuts the garden machinery car park – would be cut in the coming months. *Action – Cllr Ham*
9. Litter picking in the car park – The Clerk to chase the dates Greensward undertake this work. *Action – the Clerk*
10. Cutting back of the tree overhanging the noticeboard. Now that permission had been gained, the contractor to be contacted by the Clerk to undertake the work, with Cllr Lewis offering to meet him on site to confirm exactly what should be cut. *Action – the Clerk and Cllr Lewis*
11. Masterplan for the Play Park – The crowdfunding initiative needed much greater publicity – **Agreed** to produce a leaflet to go out with Kilmersdon Parish News, to go up in the Village Hall and on the noticeboard. *Action – Cllr Brand. Cllr Hudson to contact Kilmersdon Parish News to request the front page. Cllr Nagel to liaise with Vanessa regarding an application to the Sperring Trust. The Clerk to write to Babington House, Charltons and any other large companies in the parish to request a donation. Action – the Clerk*  
It was further agreed to meet play providers on site for a plan to renew the wooden items piece by piece with more robust alternatives, starting with the see saw, in order to have an idea of the total cost of funding required. *Action – the Clerk*

### 89.PLANNING APPLICATIONS

**Agreed** that the decision be left to the planning officer following consultation responses in respect of the following applications

- 2019/2346/FUL Alteration to the back of house services spaces, and internal renovations to the bathrooms for the main house on Babington Estate. Location: Babington House
- 2019/2347/LBC Alteration to the back of house services spaces, and internal renovations to the bathrooms for the main house on Babington Estate Location: Babington House Vobster Cross To Hatchet Hill Babington

### 90.CORRESPONDENCE

There was no correspondence.

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### 91. OUTSIDE BODIES

Neighbourhood Plan- had been reported earlier in the meeting.

### 92. WEBSITE ACCESSIBILITY

A quote for an accessibility report on the website to be sought *Action – Cllr Drewe*

### 93. MATTERS OF REPORT AND ITEMS FOR THE NEXT MEETING

There were no items raised.

**95. DATE OF NEXT MEETING:** 18<sup>th</sup> November 2019. The 2020 meeting dates were noted.

**96.** 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.

### 97. REVIEW OF LEASES

The Committee noted the landlord's offer to meet the legal fees up to £1000.

**Agreed** to ask Savills to send the draft lease. *Action – the Clerk*

The Parish Council to read and review the lease whilst another legal quote is sought. *Action - Cllr Brand*

The meeting ended at 9.35pm

*Minutes are draft until approved at the next meeting.*

Signed:

Date: