

# KILMERSDON PARISH COUNCIL

YOU ARE SUMMONED TO ATTEND THE MEETING OF KILMERSDON PARISH COUNCIL AT THE COLES GARDEN MEETING ROOM ON MONDAY 21<sup>st</sup> JANUARY 2019 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. **MINUTES** To approve the Minutes of the Parish Council Meeting held on 17<sup>th</sup> December 2018. (Pages 1-3)
4. **PUBLIC SPEAKING TIME** (max 15 mins).
5. **NEIGHBOURHOOD PLAN UPDATE** The consultant for Rode has offered to travel to Kilmersdon and assist with a scoping exercise for the sum of £50 which could be paid back in due course
6. **FINANCIAL MATTERS** To approve expenditure as follows

Payee	Detail	Gross	Net	Power	Ch no
L Close	Salary (Dec)	£241.42	£241.42	LGA 1972 s.143	001280

7. **BUDGET 2019/20** To agree the budget (Pages 4-5)
8. **PRECEPT 2019/20** To agree the precept (Pages 6-9)
9. **ARTICLE ON THE PRECEPT** To agree the draft article on the precept (Page 10)
10. **HIGHWAY MATTERS**
11. **PLAYING FIELD**
  - Damage to a seat of a picnic bench, possible rot underneath
  - Footpath overgrown with weeds (the landowner is attending to this, chased 6/1/19)
  - Dead pheasants in the playing field car park (the land agent confirmed 18/12/18 that he had raised it with the shooting tenants).
  - The aerial cableway – the quarterly Inspection recommends replacing the missing finger plates to the jockey, dismantling and checking the internal brake and replacing parts if necessary and adjusting the stop spring on the cable.
  - The junior climber – the quarterly Inspection recommends replacing all rotten timbers.
  - The trim trail – the quarterly inspection recommends removing the additional timbers and replacing rotten timbers and covering the exposed concrete.



## KILMERSDON PARISH COUNCIL

12. **PLANNING APPLICATIONS (Cllr Butt)**  
2018/3018/HSE Loft conversion, creation of a window to the North East elevation, insertion of 6No. rooflights and relocation of existing photovoltaic panel, 1 Manor Close.
13. **REVIEW OF LEASES**
14. **CORRESPONDENCE**
15. **OUTSIDE BODIES**
16. **ONGOING MAINTENANCE OF THE SOMERSET WOOD IN MEMORY OF THOSE WHO LOST THEIR LIVES IN THE FIRST WORLD WAR (information circulated 8/1/19)**
17. **MATTERS OF REPORT AND ITEMS FOR THE NEXT MEETING**
18. **DATE OF NEXT MEETING – 18<sup>th</sup> February 2019**

*LJ Close*

**Lesley Close**  
**Parish Clerk**  
14<sup>th</sup> January 2019

**Tel: 07521 951471**

[Clerk@kilmersdonpc.co.uk](mailto:Clerk@kilmersdonpc.co.uk)  
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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 17<sup>th</sup> December 2018**

- PRESENT:** Cllr K Lewis (Vice Chair, in the chair), Cllrs N Brand, D Hudson, S Gibbs.
- ABSENT:** Cllrs R Butt and R Morse.
- ATTENDING:** 2 members of the public for public comments.  
L Close (Parish Clerk).

**129.APOLOGIES**

Apologies for absence were received from Cllrs Butt and Morse and from County Councillor Mike Pullin and District Councillor Edward Drewe.

**130.DECLARATIONS OF INTEREST**

Cllr Brand declared an interest in item 9 Planning Application 2018/2780/HSE as the applicant.

**131.MINUTES**

The minutes of the Parish Council meeting held on 19<sup>th</sup> November 2018 were **agreed** as a true record and signed by the Vice Chair.

**132.PUBLIC SPEAKING TIME**

The Vice Chair welcomed the applicant and agent of planning application 2018/2799/HSE 3, Kilmersdon. They outlined the background to the application and put forward a suggestion of zinc cladding instead of wood for the garage. They had thought the garage was allowed under permitted development rights but, being higher than 4m, required retrospective planning approval.

**133.NEIGHBOURHOOD PLAN**

Cllr Hudson reported on the progress of the Plan, with a meeting planned with Rode for a first hand account from a similar authority of how they brought their Neighbourhood Plan to fruition.

**Agreed** that the entire parish of Kilmersdon is considered appropriate for designation as the Neighbourhood Plan Area as it is a logical planning unit, with the entire parish being administered by Kilmersdon Parish Council.  
**Action: The Clerk to write accordingly to Mendip DC.**

**134.FINANCIAL MATTERS**

The following payments were **agreed**.

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



## KILMERSDON PARISH COUNCIL

Payee	Detail	Gross	Net	Power	Ch no
Parish Church – for the parish churchyard	Parish Church – for the parish churchyard	£1,000	£1,000	LGA 1972, s. 142	001272
Parish News	Grant for newsletter	£400	£400	LGA 1972 s.142	001273
Citizens Advice	Grant	£300	£300	LGA 1972 s.137	001274
Village Day	Grant	£50 or £100	£50 or £100	LGA 1972 s.137	001275
Mendip Community Transport	Grant	£100	£100	LGA 1972 s.137	001276
L Close	Salary (Nov)	£241.42	£241.42	LGA 1972 s.143	001277
Greensward	Grasscutting – Sep - Nov	£540.00	£450	LGA 1972 s.	001278
HMRC	Tax	£181.20	£181.20	LGA 1972, s.143	001279

### 135.HIGHWAY MATTERS

**30mph signs** – A meeting on site with the Highways Officer brought clarity to the proposed location of the moving of the 30mph signs, which was in hand with Somerset CC.

**Village sign** – The location of the signs had been confirmed and they would be installed in this financial year. **Action: once installed, the Clerk is to put the signs on the Parish Council’s insurance schedule in case of damage.**

### 136.PLAYING FIELD

- Damage to a seat of a picnic bench, possible rot underneath – **Action: Cllr Lewis to discuss with Cllr Morse.**
- The footpath at the playing field is overgrown with weeds. The landowner has agreed to attend to this. **Action: The Clerk to chase the work in the new year.**

### 137.PLANNING APPLICATIONS

(1) 2018/2654/FUL Occupation of building as Archery Centre (D2) with ancillary retail use(A1). Unit 20, Charmborough Business Park Charlton Road Holcombe – no objection.

(2) 2018/2799/HSE 3 Kilmersdon Erection of garage and replacement cladding to west facing gable (part retrospective) – **Agreed** that the existing objections still stand .(1) the height of the garage is still an issue, the upper storage room making it higher than a standard garage. (2) The proposed cladding would be better in stone to match the existing structure and the new stone wall and (3) due to the danger of access the 30mph signs need to be moved before the access comes into use.

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



## KILMERSDON PARISH COUNCIL

(3) 2018/2780,HSE 1 Kilmersdon, Proposed first floor extension and re-furbishment of the existing porch. – no objection.

(4) 2018/1239/FUL – the consent for a stale block, shed, holiday lodge and menage on land to the south of Lowerfield Farm. **Agreed** to write to Mendip DC expressing disappointment that the objections of the Parish Council and adjoining residents had no effect on the Council’s decision. In particular the restricted access will cause traffic issues and Mendip is asked how they intend to control the occupancy condition as the condition stated on the consent seems woefully inadequate.

### 138.FORWARD PLANNING

- Rat infestation and clearance of the site next to the playing field – whilst the rat infestation seems to have gone, the site suffers from fly tipping, the rat boxes are still down and the vegetation needs cutting back. **Action: The Clerk to email the landowner.**
- Village sign at the top of the hill – now that the work has been arranged, to remove from the list.
- Local initiatives to reduce speed – to remove from the list
- Moving the 30mph signs – this is moving ahead, to monitor
- Missing bollard at the treatment works – to monitor
- Proposed TPO on the silver birch trees in the playing field – **Action: Clerk to ask the Tree Officer how long a provisional TPO lasts.**
- Review of leases – to put on the January agenda to discuss more fully.

### 139.CORRESPONDENCE

There was no correspondence.

### 140.OUTSIDE BODIES

There were no outside bodies reports.

### 141.MATTERS OF REPORT AND ITEMS FOR THE NEXT AGENDA

Use of the Village Hall car park for laying out dead pheasants after a shoot – **Action:** The Clerk to write to the land agent with a polite message to the shoot organisers reminding them that the car park is for all for parking purposes and asking that they do not lay out dead pheasants in the car park. It is immediately next to a children’s play area and is therefore not appropriate.

### 142.DATE OF NEXT MEETING 21<sup>st</sup> January 2019.

The village hall is not available for the Annual Parish Meeting scheduled for 15<sup>th</sup> April 2019. **Agreed** to hold the APM at the Coles Garden Meeting room at 7pm 15<sup>th</sup> April 2019, followed immediately by a Parish Council meeting.

The meeting ended at 8.45pm.

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



**KILMERSDON PARISH COUNCIL DRAFT BUDGET 2019/20**

Figures are net

	2018/19		2018/19		2019/20
	Budget	Actual at 6 months	Estimate to year end	Actual at year end	Budget
<b>EXPENDITURE</b>					
<b>Clerks Salary</b>	2950.00	1448.92	2950.00		2950.00
Tax	736.00	181.00	736.00		736.00
Payroll admin	45.00	0.00	215.00		215.00
<b>Office expenses</b>					
Postage	100.00	0.00	100.00		100.00
Stationery	50.00	31.21	50.00		60.00
Website	76.84	39.97	76.84		85.00
Recruitment ad	0.00	0.00	0.00		0.00
IT security	25.00	0.00	25.00		25.00
<b>Hire of Meeting Rooms</b>	206.00	62.00	206.00		206.00
<b>Insurance</b>	605.00	668.23	668.23		540.00
<b>Audit</b>	185.00	150.00	150.00		160.00
<b>Subscriptions</b>					
SALC	145.00	0.00	145.00		160.00
SLCC	0.00	0.00	0.00		0.00
C C for Somerset	35.00	0.00	35.00		35.00
SPFA	15.00	0.00	0.00		0.00
<b>Grass Cutting</b>	1809.00	990.00	990.00		1800.00
Hedge trimming	180.00	0.00	180.00		0.00
<b>Village Cleaning/Tidying</b>					
Footpaths	750.00	400.00	750.00		750.00
Bench repair	0.00	394.66	394.66		0.00
Moving 30mph signs	0.00	0.00	0.00		2000.00
Village sign	0.00	0.00	400.00		0.00
<b>Neighbourhood Plan</b>					
<b>Playing Field</b>					
Rent	1.00	1.00	1.00		1.00
Garage	50.00	0.00	50.00		50.00

S.137



Inspections	245.00	135.00	245.00	250.00
Play Equipment	2000.00	1802.29	2200.00	2000.00
<b>Capital Expenditure</b>				
Computer equipment	0.00	0.00	0.00	0.00
<b>General expenditure</b>				
Street Lighting	180.00	92.38	180.00	200.00
Contingency cover	0.00	0.00	0.00	0.00
<b>Grants</b>				
Village Day	30.00	0.00	50.00	50.00
Parish Magazine	400.00	0.00	400.00	400.00
PCC	1300.00	0.00	1300.00	1300.00
Ground Force	200.00	0.00	200.00	0.00
Others		50.00	50.00	250.00
<b>Total</b>	<b>12318.84</b>	<b>6446.66</b>	<b>12747.73</b>	<b>14323.00</b>
			0.00	0.00

<b>INCOME</b>				
Playing Field hire	50.00	0.00	0.00	0.00
Precept	12630.00	12630.00	12630.00	12630.00
Bank interest	0.00	3.20	3.20	0.00
Donation to village sign	0.00	0.00	200.00	0.00
VAT refund	0.00	0.00	0.00	0.00
Transparency grant	0.00	0.00	0.00	0.00
<b>Total</b>	<b>12680.00</b>	<b>12633.20</b>	<b>12833.20</b>	<b>12630.00</b>

Surplus/deficit      361.16      6186.54      85.47      0.00      -1693.00



**Explanation of the Precept calculation 2019/20**

Using the figures from the draft budget, we can predict that the total net expenditure at year end 2018/19 will be £12,545, compared with £13,179 last year.

Using the figures from the draft budget, the proposed total net expenditure for 2019/20 is £14,323, compared with £12,269 in 2018/19. An increase of about **14%**. The main difference in the two years budgets is an extra £2,000 allocated to the moving of the 30mph signs and we are not budgeting £50 income for playing field hire this year as there were no bookings this year.

The tax base for 2019/20 is going up by about 10 from 224.13 to 234.91.

**Precept options**

- (1) Due to the increase in predicted net expenditure, we might wish to consider correspondingly increasing the precept by approximately **14%** this year from £12,630 to **£14,323**. This equates to a Band D increase from £56.35 to **£60.97**. This would ensure that the budget was funded entirely through the year's precept, without depleting any reserves.
- (2) Another way of looking at it would be to see the £2,000 for the 30mph signs as one off or capital expenditure and therefore acceptable to take this amount from the general reserves and keep the precept Band D approximately the same, **£56.62** and a precept of **£13,300**. This option would see the reserves deplete by **£1,023**.
- (3) A third option would be to take a middle path and increase the precept by **7%** to **£13,800**, a Band D equivalent of **£58.75** the advantage being that the reserves would not be depleted to the same extent as a nil increase in precept. This option would see the reserves deplete by **£523**

In terms of reserves, it is recommended to have 6 months net expenditure as a minimum cash flow reserve (**£7,162**). We also have earmarked reserves of **£6,330** which have gone down from £8,100 last year due to agreed spending on the play park this year. There is a predicted further **£7,280** in general reserves. (This being the predicted balance in bank at 31/3/2019 of £20,772 minus £13,492 in cashflow and earmarked reserves). However, we should bear in mind that the cost of maintaining a play park which is suffering from deterioration of the wood is an unknown quantity and the £7,280 might well be of use if costs escalate.




**Kilmersdon Parish Council**
**Compiled 7th January 2019**
**Budget Summary**
**Year Ending 31st March 2020**

	<b>2018/19</b>		<b>2019/20</b>	<i>Budget</i>
	<i>Projected</i>	<i>Budgeted</i>	<b>Proposed</b>	<i>Incr/Decr</i>
<b>REVENUE EXPENDITURE</b>				
Expenditure	12748	12319	14323	2004
	<u>12748</u>	<u>12319</u>	<u>14323</u>	<u>2004</u>
<b>INCOME</b>				
	203	50	0	-50
	<u>203</u>	<u>50</u>	<u>0</u>	<u>-50</u>
<b>NET REVENUE EXPENDITURE</b>	<u>12545</u>	<u>12269</u>	<u>14323</u>	<u>2054</u>
<b>CAPITAL EXPENDITURE (NET)</b>				
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL NET EXPENDITURE</b>	<u>12545</u>	<u>12269</u>	<u>14323</u>	<u>2054</u>
Financed as follows				
Balance in bank at 1st April	20687		20772	
Balance in bank at 31st March	<u>20772</u>		<u>20772</u> **	
Used to Fund Expenditure	-85		0	
<b>PRECEPT</b>	12630	12630	14323	1693
	<u>12545</u>	<u>12269</u>	<u>14323</u>	<u>1693</u>
Band D Equivalent Tax Base	<u>224.13</u>	<u>224.13</u>	<u>234.91</u>	
<b>Precept per Band D Equivalent</b>	<u>£56.35</u>	<u>£56.35</u>	<u>£60.97</u>	<u>£4.62</u>

\*\*Note: Recommended minimum reserve equal to 6 months net expenditure

7162

<u>Earmarked Reserves</u>	<u>31/03/2018</u>	<u>31/03/20189</u> <i>(Projected)</i>	<u>31/03/2020</u> <i>(Projected)</i>
Play equipment reserve	7600	7600	5830
Street lighting contingency	500	500	500
	<u>8100</u>	<u>8100</u>	<u>6330</u>

**Total cashflow and earmarked reserves**

13492



**Kilmersdon Parish Council**

Compiled 7th January 2019

**Budget Summary**

Year Ending 31st March 2020

	<b>2018/19</b>		<b>2019/20</b>	<i>Budget</i>
	Projected	Budgeted	Proposed	Incr/Decr
<b>REVENUE EXPENDITURE</b>				
Expenditure	12748	12319	14323	2004
	<u>12748</u>	<u>12319</u>	<u>14323</u>	<u>2004</u>
<b>INCOME</b>				
	203	50	0	-50
	<u>203</u>	<u>50</u>	<u>0</u>	<u>-50</u>
<b>NET REVENUE EXPENDITURE</b>	<u>12545</u>	<u>12269</u>	<u>14323</u>	<u>2054</u>
<b>CAPITAL EXPENDITURE (NET)</b>				
	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL NET EXPENDITURE</b>	<u>12545</u>	<u>12269</u>	<u>14323</u>	<u>2054</u>
Financed as follows				
Balance in bank at 1st April	20687		20772	
Balance in bank at 31st March	<u>20772</u>		<u>19749</u> **	
Used to Fund Expenditure	-85		1023	
<b>PRECEPT</b>	12630	12630	13300	<u>670</u>
	<u>12545</u>	<u>12269</u>	<u>14323</u>	<u>670</u>
Band D Equivalent Tax Base	<u>224.13</u>	<u>224.13</u>	<u>234.91</u>	
<b>Precept per Band D Equivalent</b>	<u>£56.35</u>	<u>£56.35</u>	<u>£56.62</u>	<u>£0.27</u>

\*\*Note: Recommended minimum reserve equal to 6 months net expenditure

7162

<u>Earmarked Reserves</u>	<u>31/03/2018</u>	<u>31/03/20189</u> <i>(Projected)</i>	<u>31/03/2020</u> <i>(Projected)</i>
Play equipment reserve	7600	7600	5830
Street lighting contingency	500	500	500
	<u>8100</u>	<u>8100</u>	<u>6330</u>

**Total cashflow and earmarked reserves**

13492



**Kilmersdon Parish Council**

Compiled 7th January 2019

**Budget Summary**

Year Ending 31st March 2020

	<b>2018/19</b>		<b>2019/20</b>	<i>Budget</i>
	Projected	<i>Budgeted</i>	Proposed	<i>Incr/Decr</i>
<b>REVENUE EXPENDITURE</b>				
Expenditure	12748	12319	14323	2004
	<u>12748</u>	<u>12319</u>	<u>14323</u>	<u>2004</u>
<b>INCOME</b>				
	203	50	0	-50
	<u>203</u>	<u>50</u>	<u>0</u>	<u>-50</u>
<b>NET REVENUE EXPENDITURE</b>	<u>12545</u>	<u>12269</u>	<u>14323</u>	<u>2054</u>
<b>CAPITAL EXPENDITURE (NET)</b>				
	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL NET EXPENDITURE</b>	<u>12545</u>	<u>12269</u>	<u>14323</u>	<u>2054</u>
Financed as follows				
Balance in bank at 1st April	20687		20772	
Balance in bank at 31st March	20772		20249 **	
Used to Fund Expenditure	-85		523	
<b>PRECEPT</b>	12630	12630	13800	1170
	<u>12545</u>	<u>12269</u>	<u>14323</u>	<u>1170</u>
Band D Equivalent Tax Base	<u>224.13</u>	<u>224.13</u>	<u>234.91</u>	
<b>Precept per Band D Equivalent</b>	<u>£56.35</u>	<u>£56.35</u>	<u>£58.75</u>	<u>£2.39</u>

\*\*Note: Recommended minimum reserve equal to 6 months net expenditure

7162

<u>Earmarked Reserves</u>	<u>31/03/2018</u>	<u>31/03/20189</u> <i>(Projected)</i>	<u>31/03/2020</u> <i>(Projected)</i>
Play equipment reserve	7600	7600	5830
Street lighting contingency	500	500	500
	<u>8100</u>	<u>8100</u>	<u>6330</u>

**Total cashflow and earmarked reserves**

13492



**Kilmersdon Parish Precept 2019/20**

Last year (2018/19) Kilmersdon Parish Council did not increase its precept and it remained at £12,630.  
This year ...

**What services does the Parish Council offer?**

The Parish Council is a statutory consultee on planning applications and provides a local voice on highways and environmental matters. The play area adjacent to the Village Hall comes under its remit. It supports the parish environment by paying for the street lighting at the Village Hall, grass cutting of the playing field and Jack and Jill hill, where it also funds the cutting back of the footpath and hedge trimming. The Parish Council supports local organisations through grant funding. It maintains some of the benches in the parish.

This year the Parish Council was pleased to see the setting up of the Neighbourhood Plan Working Group.

**How did the Parish Council perform last year?**

The Parish Council was pleased to support a number of local organisations through grant provision this year, amongst them the Parish Church, the Parish magazine, the Village Day, Citizens Advice, the defibrillator and Mendip Community Transport.

Earmarked reserves were used for some essential repairs to the wooden framed play equipment and a new play surface under the basket swing was commissioned.

A new sign in the village hall car park helped to bring the overflow parking spaces into use.

We went out to tender for the grass cutting contract and the new contractor has started work.

Thanks to funding from the Village Day, the Parish Council has worked with local residents and Mendip District Council for two new signs for the village.

**What is new for the next financial year?**

The £2,000 increase in the budget is the Parish Council's contribution to the moving of the 30mph signs in the village. Seen as a high priority for safety reasons, the Parish Council has been in contact with the Highways Department for many months and has agreed to meet 50% of the costs.

The Parish Council is working to represent the people of Kilmersdon and make decisions in the best interests of the village. We welcome your views and input.

**Kilmersdon Parish Council**  
**clerk@kilmersdonpc.co.uk**