

# KILMERSDON PARISH COUNCIL

## Minutes of a Meeting of Kilmersdon Parish Councillors

Held remotely via Zoom  
At 7.30pm on Monday 18<sup>th</sup> 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 20<sup>th</sup> 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

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Signed:

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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*

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### 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: 15<sup>th</sup> June 2020

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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 31<sup>st</sup> 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

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