

## KILMERSDON PARISH COUNCIL

**YOU ARE SUMMONED TO ATTEND A MEETING OF KILMERSDON PARISH COUNCIL TO BE HELD REMOTELY VIA ZOOM ON MONDAY 21<sup>st</sup> SEPTEMBER 2020 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 20<sup>th</sup> July 2020. (Pages 1-3).
4. **PUBLIC SPEAKING TIME (max 15 mins).**
5. *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.*
6. **REVIEW OF LEASES (Page 10 – confidential, circulated separately)**
7. **TO REVERT TO PUBLIC SESSION**
8. **FINANCIAL MATTERS** To approve expenditure as follows

Payee	Detail	Gross £	Net £	Power	Ch no
Love Creative	Second instalment of website design fee.	445.50	371.25	LGA Misc Provisions Act 1976 s.19	001435 paid 18/8/20
1&1	Website quarterly fee	25.20	21.00	LGA Misc Provisions Act 1976 s.19	001436 paid 18/8/20
N Close	Salary - July	256.42	256.42	LGA 1972 S112	001437 paid 18/8/20
Savills	Playing field rent	1	1	LGA Misc Provisions Act 1976 s.19	
L Close	Salary - August	256.42	256.42	LGA 1972 S112	
L Close	Internet security renewal via F Secure				

9. **HIGHWAY MATTERS**
  - Discussions with Sara Davies of Highways (see item 1 of the Forward Planning report)
  - Overgrown vegetation opposite the Jolliffe (see item 5 of the Forward Planning report)
10. **PLAYING FIELD**
  1. Trim Trail – to prioritise the play equipment for renewal due to rot.
  2. Garden area next to the playing field and the spiral garden – voluntary work by councillors was raised for consideration at the last meeting.
  3. Stabilising the football posts - update



## KILMERSDON PARISH COUNCIL

11. PLANNING APPLICATIONS (Cllr Butt)
12. CORRESPONDENCE
13. LITTER PICKING PROPOSAL IN KILMERSDON (Page 4)
14. LOCAL OUTBREAK MANAGEMENT PLAN (Page 5)
15. MDC MEETING INVITE (Page 6)
16. NEW POLICE BEAT MANAGER Invitation to meet (Page 7)
17. OUTSIDE BODIES
18. FORWARD PLANNING (Pages 8-9)
19. MATTERS OF REPORT AND ITEMS FOR THE NEXT MEETING
20. DATE OF NEXT MEETING – 19<sup>th</sup> October 2020

  
Lesley Close  
Parish Clerk

14<sup>th</sup> Sept 2020 [Clerk@kilmersdonpc.co.uk](mailto:Clerk@kilmersdonpc.co.uk) Tel: 07521 951471 [www.kilmersdonpc.co.uk](http://www.kilmersdonpc.co.uk)

To Cllrs N Brand, R Butt, E Drewe, G Doswell, 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

### Minutes of a Meeting of Kilmersdon Parish Councillors

Held remotely via Zoom

At 7.30pm on Monday 20<sup>th</sup> July 2020

**PRESENT:** Cllr E Drewe (Vice Chair in the chair) Cllrs R Butt, N Ham, D Hudson and B Nagel.

**ABSENT:** Cllrs N Brand and G Doswell

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

#### 44. APOLOGIES

Apologies were received from Cllrs Brand and Doswell and Mendip Councillor Alison Barkshire.

#### 45. DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 46. MINUTES

The minutes of the Parish Council meeting held on 15<sup>th</sup> June 2020 were **agreed** as a true record and would be signed after the meeting.

#### 47. PUBLIC SPEAKING TIME

There were no members of the public.

#### 48. CONFIDENTIAL SESSION

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.

#### 49. REVIEW OF LEASES

The Parish Council discussed correspondence via Savills and **agreed** (1) the Clerk contacts Savills to raise the fact that the caveat giving the landlord overall control over the wording of the leases/ sub lease is not acceptable and stating that the Parish Council does not have the funds to meet the likely shortfall in legal costs; (2) Cllrs Butt and Nagel contact John Clayton of the Village Shop Committee to outline in person the situation and the shortfall in funds to set up the leases. *Action – The Clerk, Cllrs Butt and Nagel*

#### 50. TO REVERT TO PUBLIC SESSION

The meeting reverted to public session.

#### 51. FINANCIAL MATTERS

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

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

Signed:

Date:



## KILMERSDON PARISH COUNCIL

Payee	Detail	Gross £	Net £	Power	Ch no
ROSPA Playsafety Ltd	Annual play inspection	94.80	79.00	LGA Misc Provisions Act 1976 s.19	001430
Greensward e	Quarterly grounds maintenance	537	447.50	LGA Misc Provisions Act 1976 s.19	001431
HMRC	Clerk's tax	192.20	192.20	LGA 1972 S112	001432
Close	Salary - June	256.62	256.62	LGA 1972 S112	001434

e

**Internet banking** – It was noted that the application was in progress.

## 52. HIGHWAY MATTERS

Sara Davies had been in contact regarding the Kilmersdon issues. **Agreed** that the Clerk responds highlighting the need for armco barriers on the bend approaching the village from Ammerdown, double white lines on Kilmersdon Hill, moving the 30mph signs back to their original positions and addressing parking outside the Jolliffe Arms. *Action – the Clerk*

Jack and Jill Hill – vegetation has been cut back. The Clerk to ask the contractors to cut back some overhanging branches. *Action – the Clerk*

Overhanging vegetation opposite the Jolliffe Arms – the Clerk to contact Andrew Jolliffe. *Action – the Clerk*

## 53. PLAYING FIELD

1. See saw – Grateful thanks were expressed to Matt Crosier and Cllr Nagel for the excellent work on the see saw.
2. Trim trail – There had been no responses to the consultation to move from wooden to metal equipment on the trim trail. However, the annual play inspection by ROSPA categorized the trim trail as low risk, as opposed to medium risk in the quarterly inspections. The annual inspection highlighted instead the football posts, the basket swing and the zip wire as medium risk. **Agreed** that Cllr Nagel talks to Cllr Brand about which items of play equipment should be prioritised for renewal. *Action – Cllr Nagel*
3. Garden area next to the play park – One quote was received. **Agreed** to put it on hold whilst voluntary work by councillors was considered. *Action – all Councillors*
4. Stabilising the football posts – Cllr Ham was looking at addressing this shortly. The Clerk to pass the playing field key to Cllr Nagel for ease of picking it up when required. *Action – Cllr Ham*
5. Items arising from the ROSPA Annual Play Inspection – The items were noted and Cllrs Butt, Drewe and Nagel agreed to meet on site the following week to work out how to address the issues. *Action – Cllrs Butt, Drewe and Nagel*

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

Signed:

Date:

2



## KILMERSDON PARISH COUNCIL

**54. PLANNING APPLICATIONS**

2020/1169/OTS Outline Planning Permission for the erection of 6no dwellinghouses with details of access. Land Adj Orchid Close Writhlington Radstock – **Agreed** to object on the grounds that this is open countryside and there is no legitimate reason to build here. Further the scheme is cramped and out of character with the adjacent properties and very close to the road. The Parish Council would be minded to find it acceptable if it was affordable housing and the other issues were addressed.

2020/1226/CLP Change of use from garage to living space, the Tallat House, Silver St – no objections.

2020/0756 - Magdapur, Fosseyway South - **Agreed** in the light of the amended drawings and that it complies with highways standards, that the Parish Council withdraws its objections. The Clerk to contact the public who contacted the Parish Council directly with their concerns. *Action – the Clerk*

**55. MENDIP LOCAL PLAN PART 2 EXAMINATION**

**Agreed** that Cllr Drewe represents the Parish Council at the hearing. The Clerk to contact the Planning Inspector accordingly. The Parish Council thanked Cllr Drewe for taking this role. *Action – Cllr Drewe, The Clerk*

**56. CORRESPONDENCE**

There was no correspondence.

**57. OUTSIDE BODIES**

Neighbourhood Plan – Cllr Hudson reported that he was drafting a survey which had been delayed due to the current situation.

**58. FINGERPOSTS**

**Agreed** (1) to go ahead with the quote from Somerset Forge to renovate Church Square fingerpost, including the crown, at a cost of £540. (2) to submit the application to Heritage Lottery for the rest of the fingerposts when the fund re-opens. *Action – the Clerk*

**59. MATTERS OF REPORT AND ITEMS FOR THE NEXT MEETING**

Councillors were asked to submit background information about themselves for Kilmersdon Parish News in the next few days. *Action – all Councillors*

**60. DATE OF NEXT MEETING: 21<sup>st</sup> September 2020**

The meeting ended at 8.35pm

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

Signed:

Date:

3



05/08/2020

Gmail - Litter picking proposal in Kilmersdon

4



Lesley Close <kilmersdonclerk@gmail.com>

## Litter picking proposal in Kilmersdon

4 messages

**Julie Palmer** <juliepalmer2001@hotmail.com>  
To: "clerk@kilmersdonpc.co.uk" <clerk@kilmersdonpc.co.uk>

Mon, Jul 27, 2020 at 1:49 PM

Dear Parish Clerk,

I have offered to organise a local litter picking event for the new 'Kilmersdon Happening' group. The proposed date for this (subject to the Covid situation of course) is Saturday 20th February 2021.

I'm informed that the Parish Council have previously organised litter picking in Kilmersdon so before going ahead I wanted to make sure it won't conflict with anything the Parish Council are planning to do next year.

Please could you let me know if the date and event are likely to be OK from the Parish Council's point of view.

Very many thanks,

Julie Palmer.

4 Railway Cottages, Kilmersdon.

**Lesley Close** <kilmersdonclerk@gmail.com>  
To: Julie Palmer <juliepalmer2001@hotmail.com>

Mon, Jul 27, 2020 at 1:52 PM

Hi Julie

Many thanks for your email. I just wanted to confirm receipt and I will get back to you following the next Parish Council meeting.

With kind regards,

Lesley

Lesley Close  
Parish Clerk  
**Kilmersdon Parish Council**  
Tel. 07521 951471

The view and comments expressed in this email are confidential to the recipients and should not be passed on to others without permission.

[Quoted text hidden]

**Lesley Close** <kilmersdonclerk@gmail.com>

Tue, Jul 28, 2020 at 10:56 AM

To: Brian Nagel <brian@dataconnection.onmicrosoft.com>, Donald Hudson <donauld@kilmersdon.com>, Edward Drewe <edward@caveassociates.co.uk>, Gael Doswell <gaeldoswell@gmail.com>, Neil Brand <neil\_x\_brand@nfumutual.co.uk>, Nick Ham <ham.nick@rocketmail.com>, Raph Butt <raphbutt@btinternet.com>

Dear Councillors

I shall put this item of correspondence on the next PC agenda, unless you would prefer me to respond earlier to let her know that there is no problem with her request.

With kind regards,

Lesley

Lesley Close  
Parish Clerk  
**Kilmersdon Parish Council**  
Tel. 07521 951471

The view and comments expressed in this email are confidential to the recipients and should not be passed on to others without permission.

[Quoted text hidden]

**donauld@kilmersdon.com** <donauld@kilmersdon.com>

Tue, Jul 28, 2020 at 11:53 AM

To: Lesley Close <kilmersdonclerk@gmail.com>, Brian Nagel <brian@dataconnection.onmicrosoft.com>, Edward Drewe <edward@caveassociates.co.uk>, Gael Doswell <gaeldoswell@gmail.com>, Neil Brand <neil\_x\_brand@nfumutual.co.uk>, Nick Ham <ham.nick@rocketmail.com>, Raph Butt <raphbutt@btinternet.com>

Lesley,

I do not have any objections; any PC litter pick would not be until may.



28/07/2020

Gmail - [OFFICIAL] Local Outbreak Management Plan - C-19



Lesley Close <kilmersdonclerk@gmail.com>

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**[OFFICIAL] Local Outbreak Management Plan - C-19**

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**Tompkins, Sarah** <Sarah.Tompkins@mendip.gov.uk>  
To: MEN\_Ext\_Parish Clerk - Kilmersdon <kilmersdonclerk@gmail.com>

Wed, Jul 22, 2020 at 2:22 PM

Good Afternoon Lesley

I hope you are well and enjoying this gorgeous weather.

I have been asked to make sure that Parishes and Town Clerks are aware of the Somerset Local Outbreak Management Plan detailed below:

Summary page: <https://www.somerset.gov.uk/local-outbreak-management-plan-for-somerset/#Communication>

Full plan webpage: <https://www.somerset.gov.uk/covid-19-draft-local-outbreak-management-plan-for-somerset/> (This does currently state this is a draft but this is the LOMP)

Once you have had a chance to look at Local Outbreak Management Plan (LOMP) please can you advise on the following:

- What are the implications of the LOMP in your area?
- Are you confident that the local support is available again/still?
- If there is a local outbreak, what help is needed from Mendip District Council?

I look forward to hearing from you.

Kind Regards

Sarah

**Sarah Tompkins**

Property Technical Officer

Mendip District Council

Council Offices


Cannards Grave Road


Shepton Mallet

Somerset BA4 5BT

 **E-mail:** [Sarah.Tompkins@mendip.gov.uk](mailto:Sarah.Tompkins@mendip.gov.uk)

**Web Address:** [www.mendip.gov.uk](http://www.mendip.gov.uk)

 **Customer Services:** 0300 303 8588

 **Mobile:** 07771 946635



14/09/2020

Gmail - [OFFICIAL] MDC- Meeting Invite



Lesley Close <kilmersdonclerk@gmail.com>

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**[OFFICIAL] MDC- Meeting Invite**

1 message

Paths <Paths@mendip.gov.uk>

Fri, Sep 4, 2020 at 8:50 AM

To: MEN\_Ext\_Parish Clerk - Kilmersdon <kilmersdonclerk@gmail.com>

Dear Mrs Lesley Close ,

On 1<sup>st</sup> June, Mendip's Cabinet approved a project that aspires to reduce the volume of commuter related vehicles in the District, through the creation of an integrated network of multi-user paths that facilitate walking and cycling to work. The paper can be found here (agenda item 6): <https://www.mendip.gov.uk/article/8723/Cabinet-Monday-1-June-2020>

We will initially focus on the connections that see the highest volumes of commuters, and would therefore have the highest impact in reducing the number of vehicles on our roads through active travel infrastructure. We are initially considering 14 routes across the District (detailed in the above mentioned paper) with the aspiration for all parishes to connect to the network.

Although the planned routes don't pass through your Parish, we would like to gain a clear understanding of your appetite for any potential schemes across the District that promote cycling. Including hosting bikeability courses, installing bike racks, joining a borrow bike scheme as well as any related data that you may hold, relevant planned and in progress projects, any active, associated volunteer groups in your parish, as well as opportunities for your parish to link into the project.

There will be an opportunity to meet with you and your neighbouring parish councils to discuss these points on **Tues 29<sup>th</sup> September at 10AM** and would be most grateful if you could attend. You may be able to attend another session if you are unable to attend this one, please email [paths@mendip.gov.uk](mailto:paths@mendip.gov.uk) to confirm your attendance at the above slot or request another time.

We look forward to hearing from you soon.

Kind regards,

Mendip Paths



14/09/2020

Gmail - introductions from you new Beat manager



Lesley Close <kilmersdonclerk@gmail.com>

**introductions from you new Beat manager**

1 message

**Toni-Marie Lines** <Toni-Marie.Lines@avonandsomerset.police.uk>

Wed, Sep 9, 2020 at 5:49 PM

Hello

I am a new Beat Manager at Frome Police station working with Sgt Rachel Clark team, joining the rural Neighbourhood policing team.

I have 13 years' experience as a Beat Manager and worked rural areas.

I would like to arrange a meeting with you, to introduce myself and to have an opportunity to discuss any of your Parish council issues and for me to get to understand how your village and parish council works

I am available the week of commencing the 5<sup>th</sup> October 2020 ?

I am looking forward to hear from you and work with you

Kind regards

*PC 1709 Toni Lines*

*Frome Beat Manager*

*Telephone 101*

*Mobile 07889655531*



**CARING**



**COURAGEOUS**



**INCLUSIVE**



**LEARNING**



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

	<b>Date</b>	<b>Item</b>	<b>Financial consideration</b>	<b>Update</b>
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. 15/6/20 – Mike Pullin expected to attend the July 2020 meeting with an update.
2	Sept 2018	Review of leases		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. 15/6/20 – KPC responded to the landlord's proposals.
3	July 2019	Noticeboards at Coles Garden and the spiral garden		To schedule painting/ varnishing of the noticeboards in 2022.



4	Nov 2019	Stabilising the goal posts – <b>Agreed</b> that both goalposts should be moved and put in line, with top soil in the worn areas in the Spring		Cllr Ham to get a quote from Ben Windell – 16/3/20. 15/6/20 - Cllr Ham confirmed the work is expected to be completed in the next few weeks.
5	Nov 2019	The hedge which abuts the garden machinery car park – Many thanks to Cllr Ham for cutting the hedge.		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. 16/5/20 – <b>Agreed</b> to hold this work in abeyance until September whilst discussions on the car park lease take place. 20/7/20 - concern was raised at the overgrown vegetation