

KILMERSDON PARISH COUNCIL

YOU ARE SUMMONED TO ATTEND THE MEETING OF KILMERSDON PARISH COUNCIL AT THE COLES GARDEN MEETING ROOM ON MONDAY 15th APRIL 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 18th March 2019 (Pages 1-6)
4. **PUBLIC SPEAKING TIME** (max 15 mins).
5. **NEIGHBOURHOOD PLAN UPDATE**
6. **FINANCIAL MATTERS** To approve expenditure as follows (two months)

Payee	Detail	Gross	Net	Power	Ch no
Zurich	Insurance	£512.16	£512.16	LGA 1972 s.111	001295
Holcombe PC	Contribution to grit bin agreed 18/3/19	£43.90	£43.90	LGA 1972, s 112	001296
L Close	Salary (Mar)	£241.62	£241.62	LGA 1972 s.143	001297

7. **SSE BUSINESS ENERGY CONTRACT RENEWAL STREET LIGHTING (Pages 7-10)**
8. **HIGHWAY MATTERS**
 1. Renovation of the fingerpost at Church Square – investigation into Heritage Lottery Funding and a contribution from Somerset CC.
 2. The following items have been reported to Highways:
 - Light at Jack and Jill Hill
 - Charlton Lane – rubbish in the road.
 3. The B3139 just before the bridge as you approach Kilmersdon from Ammerdown. A local resident has suggested an Armco barrier due to fact that in the past 8 months there have been 3-4 incidents of cars coming off the road and into the woods.
9. **PLAYING FIELD**
 - Damage to a seat of a picnic bench, possible rot underneath. Nick Taylor has been contacted.
 - 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. - £250 quote from Big Wood. This

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was on the APM agenda for any guidance on whether to discontinue this item. One email of support for the zip wire received.

- The junior climber – the quarterly Inspection recommends replacing all rotten timbers -- £230 quote Big Wood and paint deck and bridge of multi play with anti slip - £120 was accepted and the work was commissioned.
- The trim trail – the quarterly inspection recommends removing the additional timbers and replacing rotten timbers and covering the exposed concrete. Big Wood was chased for a quote.
- The seesaw: Next to one of the caps in the beam that secures this to the suspension unit there is a hole alongside the cap .This is possibly be due to the beam decaying internally .And this will make the beam weak at the centre pivot point. - £120 quote Big Wood. Clerk to get tenders for a replacement in metal or plastic.- £2,562.91 from GB Sport and Leisure.
- Swing – replace two cradle seats and paint swing crossbar - £390 quote big Wood. £360 for the swing seats and £185 for the legs and crossbeam quoted by Greensward.
- Wobbly football post – Nick Taylor has been contacted.
- Greensward has pointed out that there is no allowance in the contract for any non-selective spraying of weeds and grasses around the car park, kerb edges, tree bases etc at Kilmersden..Cost per application (x3 recommended per annum) £45.00 plus vat.

10. PLANNING APPLICATIONS (Cllr Butt)

- 2019/0513/VRC Application to remove condition 2 (28 day holiday let restriction) of planning approval 2013/2142/VRC (Conversion of redundant farm buildings to 2 units for holiday letting purposes (variation of original planning permission 110422/000).
- 2019/0422/VRC Application to remove condition 10 (occupation of holiday let) on planning consent 107992/001 (CONVERSION OF REDUNDANT FARM BUILDINGS INTO 9 UNITS OF HOLIDAY ACCOMMODATION) Red House Farm White Post To Charlton Road

11. FORWARD PLANNING (Pages 11-12)

12. CORRESPONDENCE

13. OUTSIDE BODIES

14. NOTICEBOARD AT COLES GARDEN

15. LITTER PICK PRIOR TO VILLAGE DAY WHICH THIS YEAR IS 27TH MAY

16. MATTERS OF REPORT AND ITEMS FOR THE NEXT MEETING

17. DATE OF NEXT MEETING – 14th May 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.

18. REVIEW OF LEASES

KILMERSDON PARISH COUNCIL

L Close

**Lesley Close
Parish Clerk**

4th April 2019

Tel: 07521 951471

Clerk@kilmersdonpc.co.uk
www.kilmersdonpc.co.uk

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.

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**Minutes of the Meeting of
Kilmersdon Parish Council
Held at the Coles Garden Meeting Room
At 7.30pm on Monday 18th March 2019**

PRESENT: Cllr K Lewis (Vice Chair, in the chair), Cllrs N Brand, R Butt, D Hudson.

ABSENT: Cllr R Morse and Cllr S Gibbs.

ATTENDING: Cllr E Drewe, Mendip District Councillor for Kilmersdon
L Close, Parish Clerk.

161. APOLOGIES
Apologies for absence were received from Cllr Morse and Cllr Gibbs.

162. DECLARATIONS OF INTEREST
There were no declarations of interest.

163. MINUTES
The minutes of the Parish Council meeting held on 21st January 2019 were **agreed** as a true record and signed by the Vice Chair. The February meeting was not quorate.

164. PUBLIC SPEAKING TIME
There were no comments from the public.

165. NEIGHBOURHOOD PLAN
Cllr Hudson reported that the Neighbourhood Plan Working Group received a quote from LB Planning and would use it to apply for Government funding in April. The group continues with data gathering and will put an article in Kilmersdon Parish News. Cllr Drewe assisted with a Conservation Area enquiry.

166. FINANCIAL MATTERS
The following payments for the past two months were **agreed**.

Minutes are draft until approved at the next meeting.

Signed:

Date:

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Payee	Detail	Gross	Net	Power	Ch no
K Lewis	2x keys cut playing field	£10.00	£8.34	LGA 1972 s.112	001282
Greensward	Pruning above the zip wire	£234.00	£195.00	LGA 1972, s 112	001283
L Close	Reimburse 1&1 quarterly website fee	£17.96	£14.97	LGA 1972 s.143	001284
L Close	Salary (Jan)	£241.42	£241.42	LGA 1972 s.143	001285
Kilmersdon Meeting Room	Neighbourhood Plan meeting room hire	£20.00	£20.00	LGA 1972 s133	001286
Kilmersdon Meeting Room	PC meeting room hire	£61.00	£61.00	LGA 1972 s 133	001287
L B Planning	Neighbourhood Plan Consultant	£50.00	£50.00	LGA 1972 s.143	001288
Somerset CC	Village signs	£634.12	£634.12	LGA 1972, s112	001289
GB Sport and Leisure	Nov 18 and Feb 19 play inspections	£132.00	£110.00	LGA 1972, s 112	001290
L Close	Petty cash reimbursement	£38.26	£37.71	LGA 1972 s 133	001291
L Close	Salary (Feb)	£241.42	£241.42	LGA 72 s.143	001292
K Lewis	Noticeboard materials	£12.94	£10.78	LGA 1972, s112	001293
SALC	Subs	£152.38	£152.38	LGA 1972 s.143	001294

167. ANNUAL REVIEW OF THE FIXED ASSET REGISTER

The fixed asset register was **agreed**.

168. ANNUAL REVIEW OF THE INSURANCE SCHEDULE

The review of the insurance schedule was noted. **Agreed** to renew with Zurich at a cost of £512.16 for a three year agreement. **Action – the Clerk**

169. ANNUAL REVIEW OF THE RISK ASSESSMENT

The risk assessment was agreed.

170. ANNUAL REVIEW OF COMPLIANCE WITH THE TRANSPARENCY CODE

The review was noted.

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171. HIGHWAY MATTERS

(1) Renovation of the finger post at Church Square – The Parish Council noted that whilst Somerset CC own the fingerposts, they do not have the means to maintain them. They have a list of contractors.

Agreed (1) to arrange the renovation of the finger post at Church Square by Somerset Forge with the supply and fit of a new fabricated (hollow) crown at a cost of £320.

(2) the Clerk to inform Somerset CC in advance and ask for a contribution to the cost.

(3) the funding for similar work on other fingerposts in the parish to be put into the next budget. **Action – the Clerk**

(2) The following items had been reported to Highways

- Pot holes in the lay by at the top of the hill – these had now been filled temporarily
- Charlton Lane – rubbish in the road – **the Clerk to chase.**
- B3139 after Charlton Lane and before the Red House Farm on the left hand side as you travel towards the White Post roundabout – there is an overhanging branch which forces high vehicles out into the centre of the highway – this had now been rectified.

(3) Grit bin – The Parish Council received a request from Holcombe Parish Council to share the cost of a grit bin with Coleford as well at a cost each of £43.90, to be located near but outside the Kilmersdon Parish border.

Agreed to go ahead with the share of the cost. **Action – the Clerk**

(4) Concerns regarding the bridge and flooding – The Parish Council received a request from Mells Parish Council to contact Highways with concerns about the bridge and flooding. There was a view that this was not an issue within the Kilmersdon boundary. Cllr Drewe to talk this over at the Mells PC meeting the following week. **Action – Cllr Drewe**

(5) Dangerous stretch of the B3139 before the bridge as you approach Kilmersdon from Ammerdown – The Parish Council discussed this stretch of road which has seen 3-4 incidents of cars coming off the road into the woods. Cllr Drewe stated that Highways hope to have the 60mph signs reduced to 30mph next month. There is also a need for more chevrons here which he would discuss with Highways.

(6) Light on Jack and Jill hill – the top light has still not been mended. **The Clerk to chase.**

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172. PLAYING FIELD

- Damage to a seat of a picnic bench, possible rot underneath – **Agreed** that Nick Taylor to be asked to do the repair at the quoted cost of £185. **Action – the Clerk**
- **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. **Agreed** to consider discontinuing the zip wire. To raise this as a possibility at the Annual Parish Meeting and in Kilmersdon Parish News (2) the clerk to check with ROSPA the recommended inspection frequency for this equipment. **Action – the Clerk**
- **The junior climber** – the quarterly inspection recommends replacing all rotten timbers. **Agreed** (1) to accept the quote of £230 from Big Wood Play Systems. (2) to accept the quote of £120 to paint the deck and bridge of the multi play with anti slip. **Action – the Clerk**
- **The trim trail** – the quarterly inspection recommends removing the additional timbers and replacing rotten timbers and covering the exposed concrete. **The Clerk to chase this item.**
- **Litter** picking on the field and car park – **Agreed** to accept the quote of £45pcm from Greensward.
- **The seesaw**: Next to one of the caps in the beam that secures this to the suspension unit there is a hole alongside the cap This is possibly due to the beam decaying internally, which will make it weak at the centre pivot point. **Agreed** to seek the cost of a replacement in metal or plastic before considering the repair at a cost of £120. **Action – the Clerk**
- **Swing** – replace two cradle seats and paint swing crossbar – **Agreed** to obtain a comparable quote and bring to the next meeting. **Action – the Clerk**
- **Wobbly football post** – raised previously when it was agreed to monitor, the weekly inspections have raised this issue again. **Agreed** to ask Nick Taylor if he can undertake the work. **Action – the Clerk**

173. PLANNING APPLICATIONS

- 2019/0320/LBC Proposed Installation of 8No. air conditioning units to Main House on roof, 2No. to Lodge House at South side and 2No. to Coach House to the rear, including associated pipe work and internal units. Safety Railing on Main House Roof, (Part-Retrospective). Babington House Vobster Cross To Hatchet Hill Babington – **Agreed** to express concern that unauthorised work had already started which we would hope the Planning Officers would address.
- 2019/0509/LBC Proposed terrace extension to existing Orangery with materials to match existing. Two sash windows in the Log Room to be converted to gunstock style French Doors using the same proportions and glazing divisions as the existing windows. Existing brick chimney

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breast in the Log Room is to be demolished and reconstructed to house a flue of sufficient diameter and height to service the existing fireplace. Minor Amendments, Alterations and Additions to Main House and Leisure Facilities (Part Retrospective) Babington House Vobster Cross To Hatchet Hill - **Agreed** to express concern that unauthorised work had already started which we would hope the Planning Officers would address.

- 2019/0508/FUL Proposed terrace extension to existing Orangery with materials to match existing. Two sash windows in the Log Room to be converted to gunstock style French Doors using the same proportions and glazing divisions as the existing windows. Existing brick chimney breast in the Log Room is to be demolished and reconstructed to house a flue of sufficient diameter and height to service the existing fireplace. Minor Amendments, Alterations and Additions to Main House and Leisure Facilities (Part Retrospective) Babington House Vobster Cross To Hatchet Hill Babington - **Agreed** to express concern that unauthorised work had already started which we would hope the Planning Officers would address.
- 2019/0387/TCA Works to trees in a conservation area:- T1 - Holly tree - reduction to 10ft. Church Of St Peter And St Paul Church Street Kilmersdon – **Agreed** to accept the Tree Officer’s advice

174. FORWARD PLANNING

The Clerk to update the forward planning summary for the next meeting.

175. CORRESPONDENCE

There was no correspondence.

176. OUTSIDE BODIES

There were no outside bodies reports.

177. ONGOING MAINTENANCE OF THE SOMERSET WOOD IN MEMORY OF THOSE WHO LOST THEIR LIVES IN THE FIRST WORLD WAR

The Parish Council received correspondence from Cheddon Fitzpaine and West Monkton parishes regarding maintenance of a Somerset Wood in memory of those who lost their lives in the First World War. There had been no feedback following an article in Kilmersdon Parish News. **Agreed** to not pursue this further.

178. NOTICEBOARD AT COLES GARDEN

Cllr Lewis gave an update on repairs he had undertaken after the noticeboard fell over. A local person is helping out and further costs will involve new Perspex and internal noticeboard. **Agreed** the Clerk asks the Village Hall if their noticeboard can be used to display the Election notices.
Action – the Clerk

179. MATTERS OF REPORT AND ITEMS FOR THE NEXT AGENDA

There were none.

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180. DATE OF NEXT MEETING 15TH April 2019.

The Annual Parish Meeting to be held on 15th April at 7pm immediately prior to the Parish Council meeting – The Play Park and an update on broadband to go on the agenda. The Clerk to draft an agenda for circulation. **Action – the Clerk**

Agreed that the May Parish Council meeting be changed to 14th May 2019 to comply with regulations in an election year.

The Election procedure was discussed. **Agreed** that the Clerk circulates the procedure for standing for election to all Councillors. **Action – the Clerk**

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.

181. REVIEW OF LEASES

Following a summing up of the position so far, it was **agreed** that the Clerk contacts the landlord to ask for the revised draft of the leases for consideration without prejudice, noting that consultation with the Village Hall Committee is not to take place via the Parish Council. **Action – the Clerk**

182. ANNUAL PAY REVIEW OF THE CLERK

The Clerk was awarded an annual pay increase in line with Spinal Column Point 19 (£10.37 per hour) of the NALC pay scales with effect from 1st April 2019. **Action – the Clerk**

The meeting ended at 9.30pm.

Minutes are draft until approved at the next meeting.



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Kilmersdon Parish Council
The Mews
Thickthorn Lane
Radstock Somerset
Chilcompton
BA3 4XS



Customer ID 20923923
Tender ID 1698878
Contact Number 0800 0723317
Email Address
direct.sales.basingstoke@sse.com
Date 15 March 2019

Dear Customer

Renew your SSE Business Energy contract today

We understand that the energy that powers your business can be one of the most significant costs you have to pay and we want to make sure you get the right deal.

Your current SSE Business Energy Electricity contract for the supply address above is due to expire on the 31 May 2019, so we are writing to you to let you know how to renew your contract to benefit from the best available rates. Our renewal offer prices are fixed for a period of 24 months and are subject to our standard terms and conditions. We also have other contract lengths available and will be happy to discuss these with you directly.

How to renew your contract

It's easy, you can accept our offer by

- Sending an email to direct.sales.basingstoke@sse.com
- By post to 1 Forbury Place - 43 Forbury Road, Reading, RG1 3JH with your MPAN and Customer ID
- Over the phone 0800 0723317

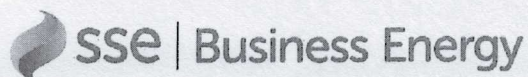
You will need to confirm your MPAN and supply address to complete your renewal

This renewal offer is only available until 1 May 2019 (subject to availability)

ssebusinessenergy.co.uk

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If you'd prefer not to renew your contract with us at this time, you have the following options

- You will need to provide written notice of termination by 1 May 2019 and move to a new supplier by 1 June 2019. Written notice of termination should be sent by email to sortnotices@sse.com, or by post to **SSE Energy Supply Limited, Business Energy Sales, Contract Administration, PO Box 6302, Winchester Road Basingstoke, RG21 8ZU.**
- Alternatively if you choose not to renew and do not provide written notice, we will apply Variable Business Rates or appropriate domestic tariff from 1 June 2019. Once Variable Business Rates are applied, you must give us 30 days notice of your intent to move to a supplier of your choice.
- If however SSE Business Energy receives a termination notice but continues to supply your Non Half Hourly business premises after this date you will be placed on a Deemed Rates or appropriate domestic tariff.

Find all the information you need on the SSE website www.ssebusinessenergy.co.uk/help-and-advice from Deemed and Variable Business Rates to Energy Efficiency advice; you can also find details on bills, the fuel mix disclosure and submission of meter readings to make everything simpler for you.

If you'd like to talk any of this over with us, please give us a call on 0800 0723317 and we will be happy to help.

Yours sincerely

Robert Short
Direct Sales Basingstoke



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SSE | Business Energy

Please note the following prices exclude Climate Change Levy and VAT

Customer: Kilmersdon Parish Council

Quote ID	MPAN Prefix	MPAN	Annual Consumption
24115652	01504980	2200030203367	1163 kWh
Description			
Current Rates			
Renewal Rates			
	Monthly Charge	£2.72	£2.72
	FiTs Recovery Charge	0.528 p/kWh	0.587 p/kWh
	All Units	12.844 p/kWh	15.252 p/kWh

Site Address: Kilmersdon Parish Council - Unmetered Supply Light In Car Park, Kilmersdon BA3 5TG

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Statement of Renewal Terms applicable to a Micro Business Customer contract

Customer: Kilmersdon Parish Council

Tender ID: 1698878

We classify you as a Micro Business Customer. A Micro Business Customer is identified as, and only needs to meet, one of the categories identified below:

1. an annual consumption of electricity below 100,000 kWh*
2. an annual consumption of gas below 293,000 kWh*
3. a business with fewer than ten employees or part time equivalent, and an annual turnover or balance sheet not exceeding €2 million

* Consumption values relate to the total annual consumption of your business across all of your sites.

If you do not meet any of the above criteria for a Micro Business Customer, please let us know and we will amend our records accordingly. This will not affect the rates being offered.

The fixed term period for this Agreement is due to end on 31 May 2019 (the Termination Date) and the Relevant Date will be 1 May 2019 (30 days prior to the Termination Date).

At any time on or before this Relevant Date, you may notify us in writing that you do not wish to renew your Agreement from the Termination Date. This notification will be accepted as your notice to terminate your contract at the end of the current fixed term period. Written notice of termination may be sent by email to sortnotices@sse.com, or by post to Business Energy Sales, Contract Administration, PO Box 6302, Winchester Road Basingstoke, RG21 8ZU.

If you send us a termination notice, it will be your responsibility to put in place a new contract either with us or an alternative supplier of your choice. Please also note that it will be necessary for us to have received, and have an effective registration in place, from the supplier of your choice which confirms you have contracted with them and the registration will take effect at midnight on the Termination Date.

If on the Termination Date a valid agreement is not in place with us, or your new supplier does not have an effective registration in place, we will continue to supply you with energy on our Deemed contract terms and rates, or on the appropriate Domestic tariff if applicable. Whilst we continue to supply you on a Deemed contract, you will be free to appoint us or an alternative supplier of your choice at any time.

If we do not receive a termination notice from you on or before the Relevant Date and we have not agreed the terms of a new agreement with you, we will continue to supply you with energy on our Variable Business Rates, or on the appropriate Domestic tariff if applicable. If you are transferred onto our Variable Business Rates, you must give us 30 days notice of intent in order to be able to move to a supplier of your choice.

Further information on all our pricing, including our Deemed and Variable Business Rates, is available on our website www.ssebusinessenergy.co.uk.

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

	Date	Item	Financial consideration	Update
1	March 2018	Rat infestation and clearance of the site next to the Playing Field – the works have been completed but some items were left, barbed wire needs replacing and ongoing maintenance is required.	None	March 2018 - Cllr Lewis took a photo of items which have been left and the Clerk contacted the landowner with this information and the request that the barbed wire strand is replaced to avoid fly tipping, the ground is kept clear during the growing season and Cllr Hudson's offer to meet to discuss these matters. 24/4/18 Clerk spoke with Andy Edwards who confirmed he would complete these works in time for the Village Day 28/5/18. Further encroachment of nettles reported to Andy Edwards 24/9/18 and again on 6/1/19 requesting the removal of the rat boxes, clearance of fly tipping and cutting back of vegetation.
2	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.
3	March 2018	Missing bollard at the Treatment works	None	Noted that subject to budget constraints, Sustrans has confirmed it will try to schedule the replacement of the bollard in works for the financial year 2018 19. Clerk chased for an update 20/3/19. 7/4/19: I'm sorry we ended up a bit overspent on this year's maintenance work. I'd like to do this in the next few months but I haven't started planning this year's work. If you've not heard back from me by the end of May could you email me for an update please?



				Kind regards, Alistair Alistair Millington Land Manager – England South
4	May 2018	Dog waste bin on the cycle path	50% of cost of dog bin £228.09 plus installation. With Sustrans paying the remaining 50% and Mendip DC emptying it. None	Agreed at Parish Council 21/5/18. Chased 7/4/19.
5	March 2018	Proposed TPO on the silver birch trees in the playing field		The TPO application was submitted 17/4/18 and chased 27/5/18 and 19/6/18 and 18/7/18. Tree Officer offered to do a provisional TPO since time had not allowed him to assess it fully. This offer was circulated to Councillors and was accepted 23/7/18. 6/1/19 the Clerk asked Mendip DC how long the provisional TPO lasts. Confirmed as a permanent TPO 29/1/19.
6	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.