

# 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 16<sup>TH</sup> MARCH 2020 AT 7.30PM

## A G E N D A

1. **ELECTION OF CHAIR**
2. **APOLOGIES** To receive apologies for absence
3. **DECLARATIONS OF INTEREST** To note any Councillors' interests
4. **MINUTES** To approve the Minutes of the Parish Council Meeting held on 18<sup>th</sup> February 2020. (Pages 1-3).
5. **PUBLIC SPEAKING TIME (max 15 mins).**

*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** Overview of the issues circulated electronically to Councillors 27/1/20.

*To revert back to public session.*

7. **FINANCIAL MATTERS** To approve expenditure as follows

Payee	Detail	Gross	Net	Power	Ch no
LB Planning	Neighbourhood Plan	£1,137.00	1,137.00	Localism Act s.116-121	001410
L Close	Salary - February	£251.56	£251.56	LGA 1972 S143	001411
J A Common	Spiral garden – quarterly maintenance	£70	£70	LG Misc Provisions Act 1976 s 19	001412

7.1 Annual Review of the Fixed Asset Register (**Pages 4-5**)

7.2 Annual Review of the Insurance Schedule (**Pages 6-7**)

7.3 To note that the NatWest Bank mandate has been rejected due to a missing signature.

8. **FORWARD PLANNING (Pages 8-10)**

9. **HIGHWAY MATTERS**

**Fingerposts** -To consider re-submitting the application for funding from the Heritage Lottery and the information from a local person who specialises in renovating fingerposts (**Page 11**)

## KILMERSDON PARISH COUNCIL

### 10. PLAYING FIELD

1. Rot on the cross beams of the two benches. Nick Taylor is investigating.
2. See saw – taken out of use Sept 2019. Hazard tape is requested.
3. Trim Trail highlighted as medium risk in the latest quarterly play inspection. To consider replacing it with a more robust alternative, using the funding from the Sperring Charity for this purpose.

### 11. PLANNING APPLICATIONS (Cllr Butt)

### 12. CONSIDERATION OF A LEGAL CHALLENGE IN RESPECT OF THE MAIN MODIFICATIONS TO THE MENDIP LOCAL PLAN PART 2

### 13. CORRESPONDENCE Village Shop (Pages 12-13)

### 14. OUTSIDE BODIES

- Neighbourhood Plan

### 15. WEBSITE ACCESSIBILITY To receive new quote(s) for the website development.

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

### 17. DATE OF NEXT MEETING – 20<sup>th</sup> April 2020

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

8<sup>TH</sup> March 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 (Vice Chair), 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 the Meeting of Kilmersdon Parish Council Held at the Kilmersdon Village Hall At 9.30pm on Tuesday 18<sup>th</sup> February 2020

- PRESENT:** Cllr Ken Lewis (Chair) Cllrs N Brand, N Ham, D Hudson and B Nagel.
- ABSENT:** Cllrs R Butt and E Drewe
- ATTENDING:** Cllr A Barkshire (Mendip District Council); One member of the public; L Close (Parish Clerk).

### 146.APOLOGIES

Apologies were received from Cllrs Butt and Drewe.

### 147.DECLARATIONS OF INTEREST

Cllr Hudson declared an interest in item 10 Planning Application as a member of Babington House.

### 148.MINUTES

The minutes of the Parish Council meeting held on 20<sup>th</sup> January 2020 were **agreed** as a true record.

### 149.PUBLIC SPEAKING TIME

- A member of the public raised the stream around Kilmersdon which has burst its banks in a couple of areas due to obstructions. Last time this happened there was flooding in Church Street. At Ames Lane, the field towards Radstock has a footbridge where a pipe from the farmland is clogged with debris. **Agreed** to contact A Jolliffe as the landowner.  
*Action – the Clerk*
- There was an enquiry about traffic calming in the village and the Chair confirmed that Cllr Mike Pullin is taking this up with the Highways Officer.
- The sign to Radstock at the top of the hill has been broken for five years and needs straightening. **Agreed** to report to Highways. *Action – the Clerk*

### 150.FINANCIAL MATTERS

The following payments were **agreed**.

Payee	Detail	Gross	Net	Power	Ch no
L Close	January Salary	£251.76	£251.76	LGA 1972. S143	001407
L Close	Quarterly web fee to 1&1	£17.96	£14.97	LGA 1972 S143	001408
N Taylor	Repair to bench	£169	£169	LGA Misc Provisions 1976 s 19	001409

1. **Annual Review of the Fixed Asset Register: Agreed** to amend the insurance value of the play equipment following the recent tenders.

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

Signed:

Date:

## KILMERSDON PARISH COUNCIL

2. **Annual Review of the Insurance Schedule: Agreed** to revise the insurance figures for the play equipment in the light of the recent tenders. *Action – the Clerk*
3. **Annual Review of the Transparency Code 2020** was noted.
4. **Noted that the VAT 126 claim** has been made from 1/2/18-31/1/20 in the amount of £1,806.45
5. **The NatWest Bank mandate has been rejected due to a missing signature** – this was deferred to the following meeting.

### 151.RISK MANAGEMENT REVIEW

The Risk Management Review was **agreed**.

### 152.HIGHWAY MATTERS

1. The positive response from Somerset Highways in relation to signage for the bend on the B3139 approaching the White Post was noted. The anti skid surfacing was also being checked.
2. Cllr Pullin is contacting Rebecca Davies to re-visit the issue of speeding through the village.

### 153.PLAYING FIELD

1. Nick Taylor had repaired the rotting bench seat. However the cross beams on both benches need replacing. *Action – the Clerk*
2. See saw – taken out of use Sept 2019. Cllr Nagel reported that this was being delivered to his home and he would arrange installation. *Action – Cllrs Drewe and Nagel*
3. Trim Trail replacement of rotten elements – Cllr Nagel confirmed it was sound for now and he would re-look at it in the summer. *Action – Cllr Nagel*
4. Tree Report – Four quotes were received on a like for like basis. **Agreed** to accept the lowest quote in the amount of £300 from Ben Windell. *Action – the Clerk*

### 154.PLANNING APPLICATIONS

- 2020/0129/LBC Installation of an accessible bathroom, additional AC units and associated joinery. Babington House Vobster Cross To Hatchet Hill Babington. **Agreed** to defer to the advice of the Listed Building Officer.

### 155.MENDIP LOCAL PLAN PART 2

Following the public meeting that evening it was agreed that the outcome gave a clear mandate to the Parish Council to object to proposals MN1 and MN3. The Clerk to draft a response for comments. Consideration of a legal challenge to go on the next agenda. *Action – the Clerk*

### 156.CORRESPONDENCE

There was no correspondence.

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

KILMERSDON PARISH COUNCIL

**157.OUTSIDE BODIES**

**Neighbourhood Plan** – Part of the Government grant might need to be returned as unspent at 30<sup>th</sup> March and then re-applied.

**158.WEBSITE ACCESSIBILITY** – deferred to the next meeting

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

Consideration of a legal challenge in respect of the Main Modifications to the Mendip Local Plan Part 2.

**160.DATE OF NEXT MEETING:** 16<sup>th</sup> March 2020

**161.**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.

**162.REVIEW OF LEASES**

16<sup>th</sup> March meeting to commence with public comments, followed by Part 2, review of leases.

The meeting ended at 10.05pm

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

Signed:

Date:

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Kilmersdon Parish Council

Fixed Asset List at 23/2/20

Ref no	Description	Location	Date acquired	Value	Insurance value
1	Kilmersdon Road signs (2)	B3139	no record	£730	£730
2	Charlton Road signs (2)	B3139	no record	£730	£730
3	Double swings	Playing field	2002	£1,888	£5,650
4	Buzy Tower	Playing field	2013	£1	£11,707
5	Youth Shelter	Playing field	2002	£3,980	£3,980
6	Sports surfaces	Playing field	2004	£3,998	£13,670
7	Jubilee bench	Coles Garden	2012	£358	£358
8	Bench	Kilmersdon Hill	no record	£1	£358
9	Bench	Jack and Jill hill	no record	£1	£358
10	Zipwire	Playing field	2013	£1	£7,810
11	Grassmat	Playing field	2013	£1	£3,500
12	Train with slide	Playing field	2013	£1	£15,280
13	Matting	Playing field	2013	£1	£1,200
14	Trim trail	Playing field	2013	£1	£4,305
15	Goalposts	Playing field	2013	£1	£550
16	Spiral garden	Playing field	2014	£1	£12,961
17	Birds nest swing	Playing field	2013	£1	£4,244
18	See saw	Playing field	2013	£1	£2,641
19	Lenovo laptop v110 with Microsoft office and F secure software	Clerk's home	2017	£653	£653
20	OKI Scanner/printer	Clerk's home	2017	£170	£170
21	Heartsafe AED Locator with a value of £2,300	Wall of Norton Garden Machinery	2018	£1	£2,300
23	Playing field noticeboard	Playing field	2019	£132	£132

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24 Village signs	Entrances to Kilmersdon	2019	£634	Insured by Somerset CC
<b>Total value</b>			<b>£13,286.12</b>	<b>£93,287.00</b>

Items donated to the Parish Council are valued at £1.

Updated 23/2/20

**Annual Review of the Insurance Schedule 2020**

The Parish Council insurance is with Zurich and 2019/20 is year 1 of a 3 year agreement. I would highlight the following points:

**(1) Sums insured**

I have checked the sums insured against our fixed asset register.

The insurance schedule specified **£10,400** for surfaces. Following quotes to replace disintegrating items of the play park, the fixed asset register shows surfaces totalling **£18,370** (as per the Wicksteed Quote January 2020). I have contacted Zurich to increase the level of cover.

The Insurance Schedule specifies **£13,423** for street furniture. Assuming that street furniture consists of benches, youth shelter and road signs, then it appears that insurance is adequate, the total cost of such items on the fixed asset register coming to **£6,156**.

The Insurance Schedule specifies **£30,812** for play equipment. The fixed asset register shows play equipment (including goalposts) totalling **£56,167** (As per the Wicksteed quote of January 2020). I have contacted Zurich to increase the level of cover accordingly.

There is no insurance for the garage. I am unaware of the contents of the garage.

**(2) Fidelity Guarantee**

As a minimum this figure should equate to half the year's precept plus cash balances in the bank. I calculate the Fidelity Guarantee therefore should be at least **£25,298**, (being £7,162, plus balances in the bank, which at 31<sup>st</sup> March 2019 were £18,136)

The limit of indemnity on the Insurance Schedule of **£250,000** is therefore adequate cover.

**(3) Loss of earnings**

The loss of earnings cover in the event of business interruption is broken down into two elements (1) Loss of non negotiable money in situations specified in the police £250,000; and (2) Loss of other money - £5,000 in transit, £500 in the private residence of any member or employee.



## KILMERSDON PARISH COUNCIL

**(4) Employers' Liability**

The limit of indemnity is £10 million.

**(5) Public Liability**

The limit of liability is £12 million.

**(6) Personal Accident**

Councillors and employees are covered for personal accident to the limit of £50,000.

**(7) Libel and slander**

The sum insured is £250,000.

**(8) Claims during the year**

There have been no claims in the past year.

**(9) Additions this year**

There have been no additions this year.

**(10) Other items to note**

The annual premium in 2019/20 was £539.52 with Zurich. In 2018 it was £668.23 (Came and Company), £587.88 in 2017 (Came and Company), compared with £563.49 in 2016 (Came and Company) and £568.50 in 2015 (Broker Network).

Lesley Close

23<sup>rd</sup> February 2020

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

	Date	Item	Financial consideration	Update
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 Pulin 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.
2	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 <b>7/4/19</b> : '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  <b>Alistair Millington</b> Land Manager – England South  Clerk chased for an update 4/6/19. 7/6/19 update from Sustrans:

				<p>We'll be carrying out a number of jobs on the path between September and Christmas and I intend to do these two jobs as part of this work. I have set aside a sum for the dog bin. I hope to have enough for the bollard but I've not given much thought to the specification yet. I gather previous bollards have been removed.</p> <p>Chased by the Clerk 2/1/20</p> <p>Response from Sustrans 6/1/20 Hi Lesley</p> <p>Happy New Year. I've met the contractor on site to agree what we're doing but I'm not expecting it to be done until February</p>
3	May 2018	Dog waste bin on the cycle path	<p>50% of cost of dog bin £228.09 plus installation. With Sustrans paying the remaining 50% and Mendip DC emptying it.</p>	<p>Agreed at Parish Council 21/5/18. Chased 7/4/19. Chased 4/6/19. See above message of 7/6/19 from Sustrans.</p> <p>Chased by the Clerk 2/1/20</p> <p>Response from Sustrans 6/1/20 Hi Lesley</p> <p>Happy New Year. I've met the contractor on site to agree what we're doing but I'm not expecting it to be done until February</p>
4	Sept 2018	Review of leases	No cost to the Parish Council	<p>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.</p> <p>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.</p>
5	July 2019	Noticeboards at Coles Garden and the spiral garden		To schedule painting/ varnishing of the noticeboards in 2022.

6	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		
7	Nov 2019	The hedge which abuts the garden machinery car park – Many thanks to Cllr Ham for cutting the hedge. <b>Agreed</b> to review this again before the end of February.		

11  
Approximate  
costs £280  
per finger post



Mrs Lesley Close  
**Clerk to Kilmersden Parish Council**  
The Mews  
Thickthorn Lane  
Chilcompton  
Somerset  
BA3 4XS

29 February 2020

Dear Lesley

### **Potential decoration of parish fingerposts**

I am a local self-employed painter and decorator and have over the last few years undertaken redecoration of many of the wonderful fingerposts which survive as iconic landmarks in our Somerset countryside and villages.

As you are probably aware Somerset County Council have been finding it increasingly difficult to fund the redecoration of these fingerposts and some parish councils have therefore been undertaking this work themselves.

To date I have carried out work for Leigh on Mendip, Holcombe, Cranmore and Coleford parishes. I now consider myself experienced in undertaking this redecoration. I am familiar with how to clean the signs without damaging them, their preparation for longevity of the decoration and the right paint and colour schemes to use. I understand the necessary health and safety measures and have undertaken NRSWA qualifications for working on the highway. With this experience, I can carry out the work efficiently and effectively.

I am proud of the transformation this redecoration is having on the appearance of our countryside and villages and I therefore write to ask if there are signposts in your parish which you may want decorated in the coming year and for which I would be please to provide you with a quotation. I attach a couple of photographs of my work to the email with this letter.

04/03/2020

Gmail - Village shop

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Lesley Close <kilmersdonclerk@gmail.com>

**Village shop**

3 messages

john clayton <john.clayton@outlook.com>  
To: kilmersdon clerk pc <clerk@kilmersdonpc.co.uk>

Mon, Mar 2, 2020 at 2:31 PM

Dear Lesley

Would you please submit this correspondence to the parish council at the next meeting.

We have recently had discussions with Andrew Jolliffe and he is acceptable of our proposals about the village shop, we are keen now to get an agreement with the parish council regarding taking possession of the necessary piece of land. Ben Short has been instructed to discuss this with you. I understand that you are already dealing with Ben on another matter so hopefully you can discuss our details at the same time. We would appreciate an early agreement in order to start our fundraising efforts.

Yours faithfully  
John Clayton

Lesley Close <kilmersdonclerk@gmail.com> Mon, Mar 2, 2020 at 5:21 PM  
To: Brian Nagel <brian.nagel@chawtonhector.com>, Donald Hudson <dona1d@kilmersdon.com>, Edward Drewe <edward@caveassociates.co.uk>, Ken Lewis <ken@kenlewisdesign.co.uk>, Neil Brand <neil\_x\_brand@nfmutual.co.uk>, Nick Ham <ham.nick@rocketmail.com>, Raph Butt <raphbutt@btinternet.com>

Dear Councillors

This will be on the agenda of the next meeting.

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>  
To: john clayton <john.clayton@outlook.com>

Mon, Mar 2, 2020 at 5:21 PM

Dear John

Many thanks for your e mail. I shall make sure it is on the 16th March agenda.

Best wishes,

Lesley

Lesley Close

08/03/2020

Gmail - Village Shop

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Lesley Close <kilmersdonclerk@gmail.com>

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## Village Shop

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john clayton <~~john.clayton@outlook.com~~>  
To: Lesley Welch <kilmersdonclerk@gmail.com>

Thu, Mar 5, 2020 at 3:04 PM

Hi Lesley

I have been speaking to Ben Short who has been asked by Andrew Jolliffe to discuss the transfer for the piece of land we want to build the village shop. He mentioned that the parish council wish to treat this separately to any discussions about the village hall boundaries which I believe he is currently talking to you about. Could you please ask the councillor's how we should proceed with these discussions and can they arrange a time for a meeting with Ben, we can be available anytime. Would this need to go on the next agenda

Regards

John Clayton