

# 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> SEPTEMBER 2019 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 15<sup>TH</sup> July 2019. (Pages 1-4).
4. **PUBLIC SPEAKING TIME** (max 15 mins). To welcome Nikki and Kelly of the community group which established the play park.
5. **FINANCIAL MATTERS** To approve expenditure as follows

Payee	Detail	Gross	Net	Power	Ch no
ATP Jolliffe	Playing field lease	£1.00	£1.00	LGA 1972. S112	001315
L Close	July and Aug salary	£503.32	£503.32	LGA 1972 s.143	001316
L Close	Repayment of quarterly web fee to 1&1	£17.96	£14.97	LGA 1972. S112	001317
K Lewis	Repayment of noticeboard repair items to Homebase	£13.50	£12.90	LGA 1972. S112	001318
Kilmersdon Meeting Room	Room hire for Neighbourhood Plan	£39.00	£39.00		001319
Kilmersdon Meeting Room	Room hire for Parish Council meetings	£72.00	£72.00		001319
Mendip DC	Election expenses	£90.50	£90.50		001320

1. To note Income: Village Day Grant refund - £100; Neighbourhood Plan Grant - £4,821.
2. Online banking and Internal Control (**Pages 5-6**)
3. Review of the Internal Control Environment (**Pages 7-8**)

### 6. **HIGHWAY MATTERS**

1. Renovation of the fingerpost at Church Square – draft application to the Heritage Lottery fund in the amount of £3,625 circulated electronically, awaiting supporting documents.
2. Parish map: To print and mount a map of Kilmersdon- £50 including delivery. Confirmation awaited of the framing and positioning of the map at Coles Garden.
3. Meeting with Norton St Philip and Hemington PCs regarding 40mph limit from Norton St Philip to the White Post roundabout. – verbal update on the 29<sup>th</sup> August meeting.

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### 7. PLAYING FIELD

1. Damage to a seat of a picnic bench, possible rot underneath. Nick Taylor to be contacted when the grass cutting season slows down.
2. The zip wire – replacement of the zip wire mechanism. Comparison quote from GB Sport and Leisure - £350.60.
3. Deterioration of the noticeboard next to the play area – a new sign was ordered from Signefex at a cost of £114 plus vat including installation.
4. Maintenance of the Spiral Garden – Quote from Greensward: Once per year (Jan/Feb) A major clear back of the foliage to promote regrowth. Clear all weed and spread 2 tons of bark mulch. Three times per year. Clear all weed growth and tidy area. Annual Cost: £675.00 plus vat. Quote from Ionut Tirila: £15 per hour – 4-6 hours required in the first instance and then an agreed number of hours per month thereafter. Plus £40 for mulch as a one off cost. Quote from the Uncommon Gardener - £280 per year – this equates to four visits a year and disposal of the vegetation. He would also cut down the overhanging branch of the noticeboard at Coles Garden within this quote.
5. New play equipment to replace the wooden equipment as it reaches end of life – meeting with representatives from the community group who installed the equipment. Offer of help from a local resident (**Page 9**)
6. Trim Trail quote to replace rotten elements
7. From the weekly inspections: The goalpost on first goal as you look at it from the playground is very loose and 'rotten'. On the large piece of climbing equipment-one of the wooden pieces which is part of the swinging bridge is looking rotten. Last year Greensward quoted £365 to dig out and reset the goal posts.
8. Motorhome Parking at the Village Hall/Playing Field car park
9. The hedge which abuts the garden machinery car park - it has over time been allowed to become far too tall and is a hazard to cut. The solutions are as follows:
  1. Major height reduction over the winter (approx 50%). Cost for this would be £750.00 plus vat, this includes removing the debris.
  2. A third annual cut is required. Cost for this would be £75.00 plus vat.

### 8. PLANNING APPLICATIONS (Cllr Butt)

1. 2019/2069/LBC Erection of detached garage in rear parking area using existing vehicular access. 33 Church Square Church Street.
2. 2019/2066/HSE Erection of detached garage in rear parking area using existing vehicular access. 33 Church Square Church Street.
3. 2019/2053/TPO Tree Works - Cedar Tree (M1082) requires crown lifting and removal of small branch overhanging noticeboard. Land At The Junction Of Coles Garden – for noting.
4. 2019/1968/VRC Application to vary condition 1 (plans list) of planning approval 2019/0320/LBC (Installation of 10No. 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) to two altered plans that show a change of the positioning of fan coil units within the rooms of the listed building. Removal of an approved joinery detail for the fan coil unit covers, as would prefer different details for different units. Babington House Vobster Cross To Hatchet Hill

### 9. CORRESPONDENCE

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## 10. OUTSIDE BODIES

- Neighbourhood Plan update

## 11. NOTICEBOARD AT COLES GARDEN

An application for tree works was made to cut back the overhanging branch of the cedar tree and permission was gained from White Horse Housing Association for permission to cut it back.

## 12. FORWARD PLANNING (Pages 10-11)

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

## 14. DATE OF NEXT MEETING – 21<sup>st</sup> October 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.*

## 15. REVIEW OF LEASES – Quote from Thrings circulated electronically 2/9/19.



**Lesley Close**  
**Parish Clerk**  
9<sup>th</sup> September 2019

**Tel: 07521 951471**

[Clerk@kilmersdonpc.co.uk](mailto:Clerk@kilmersdonpc.co.uk)  
[www.kilmersdonpc.co.uk](http://www.kilmersdonpc.co.uk)

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 15<sup>th</sup> July 2019

**PRESENT:** Cllr K Lewis (Chair) Cllrs N Brand, R Butt, E Drewe, N Ham, D Hudson, B Nagel

**ABSENT:** -

**ATTENDING:** District Councillor A Barkshire, Ben Short of Savills for item 16 Review of Leases  
L Close (Parish Clerk).

### 50.APOLOGIES

There were no apologies for absence.

### 51.DECLARATIONS OF INTEREST

There were no declarations of interest.

### 52.MINUTES

The minutes of the Parish Council meeting held on 17<sup>th</sup> June 2019 were **agreed** as a true record and signed by the Chair.

### 53.PUBLIC SPEAKING TIME

The Parish Council welcomed District Councillor Alison Barkshire, who was attending to learn more about the Parish Council.

### 54.FINANCIAL MATTERS

The following payments were **agreed**.

Payee	Detail	Gross	Net	Power	Ch no
Bigwoodplay systems.com Ltd	Slide	£162.00	£135.00	LGA 1972 s.143	001312
L Close	June salary	£251.76	£251.56	LGA 1972. S112	001313
K Lewis	Reimbursement of noticeboard materials	£62.90	£52.42	LGA 1972 s.143	001314

Online banking - It was **agreed** to look at the audit trail and internal control arrangements in the implementation of online banking and to complete the forms in draft for the next meeting. **Action – the Clerk**

Bank mandate signatories – **Agreed** that the authorised signatories in the current mandate for the accounts detailed in section 1.3 of the Nat West mandate form, be changed in accordance with sections 2 and 3 of the form – ie the removal of S Gibbs, W Morse and A Jolliffe, the addition of B Nagel, E Drewe and N Ham and the change of address of N Brand.

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

Signed:

Date:

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£4,821 had been received from central government, ringfenced for the Neighbourhood Plan.

### 55.HIGHWAY MATTERS

- Renovation of the fingerpost at Church Square – Grateful thanks to Cllrs Drewe and Ham for mapping the fingerposts on a large scale map of the Parish. There are 9 fingerposts in all, 7 of which require renovation. **Agreed** to submit a funding bid for the renovation of the 7 posts professionally. **Action – the Clerk**

A quote for a black and white A1 foam backed print of the parish in the amount of £50 was considered. **Agreed** that Cllr Brand seeks a quote for colour and circulates by email for decision. **Action – Cllr Brand**

- Arrangements for a meeting with Highways Officers to discuss moving 30mph signs, installation of ARMCO barriers and parking opposite the pub. – the response from Highways was received and it was noted that Cllr Pullin continued to lobby on the Parish Council's behalf. **Agreed** (1) to put the suggestion of a traffic order for a 40mph limit from Norton St Philip to the White Post roundabout (with 30mph retained within the villages) to Hemington and Norton St Philip Parish Councils with the request that they consider part funding the work (2) the Parish Council to commit the £2,000 previously allocated to the moving of the 30mph signs to this initiative for the Kilmersdon section of work; (3) having received responses from Hemington and Norton St Philip to draft an email accordingly to Highways proposing the work and outlining the parishes' funding contributions. All emails to be cc. Cllr M Pullin. (4) The member of the public who suggested the Armco barriers to be sent a copy of the Highways' response and these minutes to show the Parish Council's proposed way forward. **Action – the Clerk**

### 56.PLAYING FIELD

- Damage to a seat of a picnic bench, possible rot underneath. Nick Taylor has been contacted regarding the second picnic bench – to be chased. **Action – the Clerk**
- The zip wire – update on crowd funding and the maintenance manual - £190 raised so far via crowd funding, less 2.9% handling charge. **Agreed** to draw down the funds in £1,000 increments. For the audit trail Cllr Brand would screen shot the amount to be drawn down and send to the Clerk, the funds going to an account set up by Cllr Hudson because they have to go to a single signatory account. Cllr Hudson to transfer the funds to the Parish Council. To keep momentum all avenues of sharing the crowd funding page, even outside the area to be pursued.
- The cost of replacing the mechanism in the zip wire was received. With the fingerplates already missing it was **agreed** that this work should go ahead but to seek a comparison quote from GB Sport and Leisure and make a decision by email. **Action – Cllr Lewis**

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

## KILMERSDON PARISH COUNCIL

- Deterioration of the noticeboard next to the play area – Cllr Brand is pursuing a quote for an aluminium board. **Agreed** that this be circulated by email for decision. **Action – Cllr Brand**
- Maintenance of the Spiral Garden – one quote was received. **Agreed** to seek two further quotes. **Action – the Clerk**
- Grants for replacement equipment - Cllr Nagel had made enquiries with the Sperring Trust for an indication of whether a grant might be feasible and this would be discussed with two representatives of the community group when they attend the September Parish Council meeting.
- Trim trail quote to mend the rotten elements to be chased. **Action – the Clerk**

### 57.PLANNING APPLICATIONS

- 2019/1394/VRC Application to vary condition 2 (carried out in accordance with drawings) of planning approval 2015/2664/HSE (Erection of two storey side extension, single storey rear extension, front open porch and detached garage) to improve the consented garage. Venture School Lane Kilmersdon Frome BA3 5TE – there were no objections.

### 58.REVIEW OF POLLING DISTRICTS AND POLLING PLACES

It was noted that the ARO had commented ‘no problems’ for Kilmersdon.

### 59.CORRESPONDENCE

There was no correspondence.

### 60.OUTSIDE BODIES

Neighbourhood Plan – Cllr Hudson reported that central government funding was received and work would move ahead at the next meeting on 29<sup>th</sup> July. Cllr Barkshire to provide Cllr Hudson with details of the Centre for Sustainable Energy who run workshops to facilitate the Plan.

### 61.NOTICEBOARD AT COLES GARDEN

Grateful thanks to Cllr Lewis for his work to date on the noticeboard, which is almost finished. **Action – Cllr Lewis**

A coat of varnish every few years would keep it from rotting (to go on the Forward Planning list).

Ben Short arrived at 8.40pm

- 62.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.

### 63.REVIEW OF LEASES

The Parish Council welcomed Ben Short of Savills. There was a discussion on the need to regularise the current boundaries in the documentation of the

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## KILMERSDON PARISH COUNCIL

car park, playing field and village hall. **Agreed** (1) that Ben Short would circulate the draft proposed boundary map to the Parish Council and to the Village Hall separately; (2) that the Clerk would send Ben Short contact details for the Village Hall; (3) the Clerk would send Ben Short details of the cost undertaking for the payment of legal fees by the landlord; (4) once the boundaries are regularised, a discussion on the shop would ensue in due course. **Action – the Clerk**

The Parish Council thanked Ben Short for talking this through.

Ben Short and Cllr Butt left the meeting at 9pm

### **64.MATTERS OF REPORT AND ITEMS FOR THE NEXT MEETING**

Planning applications would be circulated by email during August.

### **65.DATE OF NEXT MEETING: 16<sup>TH</sup> September 2019**

The meeting ended at 9.05pm

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

Signed:

Date:

**Online banking and Internal Control**

**1. Background**

At the July 2019 meeting the Parish Council was in favour of investigating online banking. This report looks at how internal control can be maintained should the Parish Council agree the implementation of online banking.

The required parameters of internal control are outlined in the Annual Governance and Accountability Return (AGAR). Part of the section which the internal auditor signs gives confirmation that the Parish Council has complied with its Financial Regulations.

The Kilmersdon Financial Regulations are based on the 2014 NALC model form, with a number of significant variations. I have outlined the relevant sections which would require amendment before proceeding with online banking. For reference, the full Financial Regulations and Standing Orders are published on the Kilmersdon PC website <https://kilmersdonpc.wordpress.com/accounts/>

An annual review of the internal control environment would clarify and strengthen the Parish Council's compliance with the AGAR. I have therefore attached a report outlining the Parish Council's Internal Control Environment.

**2. Extract from the Financial Regulations with suggested amendments in red**

**5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**

The Council's banking arrangements, including the Bank Mandate, shall be made by the Clerk and approved by the Council. They shall be reviewed annually for efficiency.

A schedule of the payments required, forming part of the Agenda for the Meeting, may be prepared by the Clerk and, together with the relevant invoices, be presented to Council. The detail may be shown in the Minutes of the Meeting. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

Cheques or orders for payment, **including electronic payments**, drawn on the bank account in accordance with the schedule as presented to council shall be signed by two members of council, and may be countersigned by the Clerk.

To indicate agreement of the details shown on the cheque or order for payment with the counterfoil/**list of electronic payments** and the invoice or similar documentation, the signatories shall each also initial the invoice and cheque counterfoil/**list of electronic payments**.

**6 INSTRUCTIONS FOR THE MAKING OF PAYMENTS**



All payments shall be effected by **electronic payment**, cheque or other instruction drawn on the Council's bankers.

All invoices for payment shall be examined, verified and certified by the Clerk. The Clerk shall ensure that the work, goods or services, to which the invoice relates shall have been received, carried out, examined and approved.

The Clerk shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The Clerk shall take all steps to settle all invoices submitted, and which are in order, at the next available Council Meeting.

The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk, (for example for postage or minor stationery items) shall be refunded quarterly.

If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.

The council will make safe and efficient arrangements for the making of its payments.

**Lists for electronic payment**, Cheques or orders for payment shall be presented for signature at a council meeting). Any signatures obtained away from such meetings (including immediately before or after such a meeting) shall be reported to the council at the next convenient meeting.

If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

~~The Council shall not operate Internet banking.- delete~~

### 3. Next steps

If the changes to the Financial Regulations are agreed, then the Nat West Digital and Direct Banking application form should be agreed, with all Councillors listed as users on the system. This includes the declaration that the Parish Council agrees that the Authorised User can access our business account(s) using Nat West digital banking and direct banking in accordance with their banking terms.

Once the system is up and running, instead of bringing cheques to the meeting I would bring a print out of the payments prepared online. If agreed by Council, two Councillors would sign the list and would then commit to logging into the system and authorising the payments after the meeting. If wi fi was available at Coles Garden meeting room the authorisation could take place at the meeting using the Kilmersdon PC laptop.

## **Annual Review of the Effectiveness of the Internal Control Environment**

The system of internal control is based within a framework comprising of the Code of Conduct, internal regulations (including but not limited to financial regulations) and administrative procedures.

The key elements of the Council's internal control environment are:

- Standing Orders, Financial Regulations and other policies covering a range of functions are implemented and reviewed regularly. Compliance with policies, procedures, laws and regulations is the responsibility of the Parish Council together with the Parish Clerk.
- The Council has undertaken a Financial Risk Assessment in order to provide a comprehensive framework for the management of risk throughout the council.
- The Council undertakes a thorough review each year of its insurance schedule.
- The Council has measures to prevent and detect fraud, outlined below.
- Through reviews by internal and external auditors and other external agencies, the Council constantly seeks ways of ensuring continuous improvement in the way in which its functions are exercised.

### ***1. Procedures to ensure the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible***

The Clerk will enter invoices received onto the accounts record monthly. Following relevant checks, all outstanding invoices are put to the next Parish Council meeting for authorisation and payment.

Income is recorded and banked on a monthly basis by the Clerk and is undertaken in accordance with the Financial Risk Assessment.

### ***2. Procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct lost records***

When orders are placed with suppliers a record is made of the cost at the point of ordering. This includes the agreed amount, VAT and delivery charges. Where possible this is recorded in the Parish Council minutes.

On receipt of an invoice the Clerk checks this against the agreed amount and puts it to the Parish Council.

The schedule of income and expenditure is prepared monthly by the Clerk for scrutiny by the Parish Council.

All invoices, whether received by post or by email, are retained in hard copy for audit.

**3. The division of responsibilities in relation to transactions**

The Clerk will check the invoices against purchase order.

Payments made by BACS using online banking involve a three-step process:

- (1) The Clerk sets up the payments within the online banking facility.
- (2) Payments are authorised by Parish Council and signed by two signatories
- (3) Two bank signatories must then logon separately to the online banking to approve all the payments. Upon approval payments are sent.

**4. Procedures to ensure that uncollectable amounts are outlined by the Clerk before being put to the Council to be written off and approvals are shown in the accounting records**

Any bad debts are put to the Parish Council at the end of the financial year and recorded in the minutes.

**5. Measures to show that risk is properly managed**

The financial risk assessment is reviewed annually by the Parish Council.

Review History	To be reviewed annually
To Parish Council	16/9/19
Date of next review	Sept 2020

08/09/2019

Gmail - Park - funding



Lesley Close <kilmersdonclerk@gmail.com>

**Park - funding**

1 message

**Vanessa Dale** <dalevanessa1@gmail.com>

Fri, Sep 6, 2019 at 4:23 PM

To: Lesley Welch <kilmersdonclerk@gmail.com>

Hi Lesley,

I've seen a few things about the park etc. I'd love to get involved with village community initiatives but I struggle as my other half works weekends and evenings so I'm limited in that I'm looking after the children when I'm not work, so struggle to make meetings etc.

However I was wondering if the Parish Council had applied for any funding initiatives for the park and if not that would be something I would be happy to look into and apply on the village's behalf. I believe this time of year is a good time to apply for the new tax year.

Also I see we're not able to hold the village day I had a few ideas, whether they're goers or not is another matter!

annual village garden open day, outdoor screen film night,  
whether we can make use of our location near the cycle track and have cycling events which donate to maybe a joint charity one of which is the parish, pitches for cycling specialists could be rented out on the green, cooking on fire nights/feast nights, ball/gala night,  
boule tournament,  
evenings when you have street food venders and long tressel tables, bring your own wine similar to what villages do in France?

Please let me know if there is something I can do to help albeit virtually.

Kind regards  
Vanessa

~~4 Hoares Lane~~

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**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.
2	March 2018	Missing bollard at the Treatment works	None	<p>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?</p> <p>Kind regards, Alistair</p> <p><b>Alistair Millington</b> Land Manager – England South</p> <p>Clerk chased for an update 4/6/19.</p> <p><b>7/6/19 update from Sustrans:</b> 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</p>

3	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.	<p>enough for the bollard but I've not given much thought to the specification yet. I gather previous bollards have been removed.</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>
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. Liaison with the landlord's solicitor is ongoing at 17/6/19. Meeting with Ben Short 15/7/19.</p>
5	July 2019	Noticeboards at Coles Garden and the spiral garden		To schedule painting/ varnishing of the noticeboards in 2022.