

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 17TH JUNE 2019 AT 7.30PM

A G E N D A

1. **APOLOGIES** To receive apologies for absence
2. **REGISTERS OF INTEREST** To confirm receipt of all Registers of Interest
3. **DECLARATIONS OF INTEREST** To note any Councillors' interests
4. **MINUTES** To approve the Minutes of the Parish Council Meeting held on 20th May 2019.
Pages 1-5.
5. **PUBLIC SPEAKING TIME** (max 15 mins).
6. **FINANCIAL MATTERS** To approve expenditure as follows

Payee	Detail	Gross	Net	Power	Ch no
L Close	May salary	£251.56	£251.6	LGA 1972. S112	001308

7. HIGHWAY MATTERS

1. Renovation of the fingerpost at Church Square – to map the fingerposts on a large scale map of the Parish.
2. Arrangements for a meeting with Highways Officers to discuss moving 30mph signs, installation of ARMCO barriers and parking opposite the pub.

8. PLAYING FIELD

- Damage to a seat of a picnic bench, possible rot underneath. Nick Taylor has been contacted regarding the second picnic bench.
- The zip wire – update on crowd funding (Cllr Brand) and the maintenance manual (Cllr Lewis).
- Deterioration of the noticeboard next to the play area – update on contact with the community group who installed the equipment.
- Maintenance of the Spiral Garden – Request to the Kilmersdon Gardening Club to consider maintaining this flower bed – unfortunately they do not have the resources to assist.
- Damage to the slide – £1,340 including installation for a stainless steel slide quoted by Big Wood.
- From the weekly inspections - Train engine part of small climbing frame starting to wobble
- From the weekly inspections - someone seems to be keeping their camper van in the village hall car park and because of its size it is pushing over one of the small trees planted on the boundary.

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9. PLANNING APPLICATIONS (Cllr Butt)

- 2019/1279/TCA Cut back scrub and small trees along roadside to 1m from boundary. Thin self sown saplings on bank by 20%. Crown lift 2 Sycamore and one Maple by 4m to allow clearance for farm vehicles. The Tallat House Silver Street
- 2019/1144/HSE Part retrospective application for a double garage with a new replacement shallow pitch roof and replacement roof panels 3 Kilmersdon Hill
- 2019/1132/AGB prior notification of agricultural development for a proposed building. Land At 369467 151330 Hoares Lane Babington

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10. FORWARD PLANNING (Pages 6-7)

11. ANNUAL REVIEW OF THE DATA PROTECTION PRIVACY POLICY FOR COUNCILLORS AND STAFF AND THE PRIVACY POLICY FOR THE PUBLIC Available to view at

<https://kilmersdonpc.wordpress.com/accounts/>

12. CORRESPONDENCE

13. OUTSIDE BODIES

14. NOTICEBOARD AT COLES GARDEN

15. MATTERS OF REPORT AND ITEMS FOR THE NEXT MEETING

16. DATE OF NEXT MEETING – 15th July 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.

17. REVIEW OF LEASES

Lesley

Lesley Close
Parish Clerk
10th June 2019

Tel: 07521 951471

Clerk@kilmersdonpc.co.uk
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 Annual Meeting of Kilmersdon Parish Council

Held at the Coles Garden Meeting Room
At 7.30pm on Monday 20th May 2019

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

ABSENT: -

ATTENDING: L Close (Parish Clerk).

1. TO ELECT THE CHAIR

Cllr Hudson proposed Cllr Lewis, was seconded by Cllr Butt and it was **agreed** unanimously.

2. TO RECEIVE THE CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE

The Parish Council received Cllr Lewis's acceptance of office as Chair.

3. DECLARATIONS OF ACCEPTANCE OF OFFICE OF COUNCILLORS

All declarations of acceptance of office of Councillors had been received.

4. CO OPTIONS TO THE PARISH COUNCIL

There were five candidates for the four vacancies on the Parish Council. Those present were invited to say a few words to the Parish Council.

- Cllr Hudson proposed Neil Brand and Edward Drewe as Councillors, was seconded by Cllr Butt and **agreed** unanimously.
- Cllr Hudson proposed Nick Ham and Brian Nagel as Councillors, was seconded by Cllr Butt and **agreed** unanimously.

5. DECLARATIONS OF ACCEPTANCE OF OFFICE OF CO-OPTED COUNCILLORS

Declarations of acceptance of office were received from the co-opted Councillors.

6. TO ELECT THE VICE CHAIR

Cllr Butt proposed Cllr Drewe, was seconded by Cllr Hudson and it was **agreed** unanimously.

7. APOLOGIES

There were no apologies for absence.

Minutes are draft until approved at the next meeting.

Signed:

Date:

KILMERSDON PARISH COUNCIL

8. REGISTERS OF INTEREST

Registers of interest forms were received from Cllrs Lewis, Butt and Hudson. Forms would be sent to Cllrs Brand, Drewe, Ham and Nagel. **Action – the Clerk**

9. DECLARATIONS OF INTEREST

There were no declarations of interest.

10. TO CONFIRM THE COUNCILLOR RESPONSIBLE FOR PLANNING APPLICATIONS

Cllr Hudson proposed Cllr Butt as the Councillor responsible for planning applications. He was seconded by Cllr Drewe and it was **agreed** unanimously.

11. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES

- (a) PACT – **resolved** to appoint Cllr Nagel to the role.
- (b) Village Hall Committee – **agreed** as Cllr Hudson.
- (c) Neighbourhood Plan Working Group – **agreed** as Cllr Hudson.

12. MINUTES

The minutes of the Parish Council meeting held on 15th April 2019 were **agreed** as a true record and signed by the Chair. The Annual Parish Meeting minutes of 15th April 2019 were noted.

13. PUBLIC SPEAKING TIME

There were no members of the public present.

14. FINANCIAL MATTERS

The following payments were **agreed**.

Payee	Detail	Gross	Net	Power	Ch no
Nick Taylor	Noticeboard and picnic bench	£277.00	£277.00	LGA 1972, s112	001300
L Close	April salary	£251.76	£251.76	LGA 1972. S112	001301
1&1 Internet Ltd reimbursed to L Close	Quarterly fee	£17.96	£14.97	LGA 1972 s.112	001302
SALC	Annual subs	£153.69	£153.69	LGA 1972 s.143	001303
Paul Clark Accounts Ltd	Internal Audit	£180.00	£180.00	LGA 1972 s.111	001304
Bigwoodplay .com Ltd	Play equipment repair	£1380.00	£1150.00	LGA 1972 s.112	001305
K Lewis reimbursed Cut Plastic Sheeting	Noticeboard doors - material	£83.38	£69.48	LGA 1972, s112	001306
SJH Services	Dec 2018 clearance of leaves	£55.00	£55.00	LGA 1972, s112	001307

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It was confirmed that although the December 2018 clearance of leaves by SJH Services was outside the contract period, the invoice would be paid. However, a letter would accompany the cheque confirming that no further payments were to be made. **Action – the Clerk**

15. TO RECEIVE THE INTERNAL AUDIT REPORT 2017/18

The Internal Audit report was circulated and discussed.

- It was noted that a typing error on the minutes of April 2018 showed the N Taylor invoice as £100 when the final invoice was in fact £400.
- It was confirmed that VAT is reclaimed every other year.
- There was also a query on whether VAT was applicable on the PG Owen invoice. P G Owen had confirmed that the company undertaking the work is not VAT registered.
- Finally it was confirmed that next year payroll services would not be included in staff costs on the advice of the Internal Auditor.

The Internal Audit report was **agreed**.

16. ANNUAL GOVERNANCE STATEMENT

The Annual Governance Statement was considered, **agreed** and signed.

17. YEAR END ACCOUNTS 2018/19

For the sake of completeness, the following items were noted: ch1282 reimbursement of two playing field keys; ch1293 reimbursement of noticeboard materials

The Year End Accounting statements as submitted for Internal Audit, were **agreed** and signed.

A list of earmarked reserves to be circulated to all Councillors. **Action – the Clerk**

18. COMPARISON OF ACTUAL AGAINST BUDGET AT YEAR END 2018/19

The comparison was noted.

19. TO AGREE THE EXEMPTION CERTIFICATE

The Exemption certificate was **agreed**.

20. TO NOTE THE CONFIRMATION OF DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

The dates of 17/6/19-26/7/19 were **agreed** and would be advertised.

21. ANNUAL REVIEW OF THE CODE OF CONDUCT, THE STANDING ORDERS, THE FINANCIAL REGULATIONS, COMPLAINTS PROCEDURE, FREEDOM OF INFORMATION POLICY AND PUBLICATION SCHEME AND HEALTH AND SAFETY POLICY

These documents were **agreed**, with the next review in May 2020.

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22. HIGHWAY MATTERS

- **Renovation of the fingerpost at Church Square – investigation into Heritage Lottery Funding and a request for a list of such posts from Somerset CC.** – Highways was unable to provide a map or list of fingerposts in the area. **Agreed** to obtain a large scale map for the next meeting, for councillors to mark the known fingerposts. **Action – the Clerk to obtain a map; all Councillors to note and photograph fingerposts they might pass in the parish.**
- Light at Jack and Jill Hill – ongoing. Cllr Hudson to report back on its status. **Action – Cllr Hudson**
- **Moving 30mph signs, installation of ARMCO barriers and Parking opposite the pub** – The Clerk to arrange a site meeting with a Highways Officer and councillors. **Action – the Clerk**

23. PLAYING FIELD

- Damage to a seat of a picnic bench, possible rot underneath. Nick Taylor has been contacted regarding the second picnic bench.
- The aerial cableway – Cllr Lewis to contact the manufacturer for a more detailed maintenance/ checking schedule. **Action – Cllr Lewis**
- There was a discussion on the future of the zipwire and the need for funding, the point being that reserves were running low and it would be a shame for the play park to suffer because all funds were spent on maintaining the zip wire. **Agreed** that Cllr Brand investigates and sets up a crowd funding scheme, to be advertised via the School PTA, at the play park itself, and regularly on the Parish Council website and in Kilmersdon Parish News. **Action – Cllr Brand**
- From the weekly checks – deterioration of the noticeboard next to the play area – there was a query about how effective the message on the board was, and whether it was still required. The Clerk to contact the person who set up the play park to find out if they would mind if it were removed. **Action – the Clerk**
- Donation Box. Research from Cllr Hudson was received and it was **agreed** to trial the crowd funding option at this point.
- Maintenance of the Spiral Garden – The Clerk to ask if Kilmersdon Gardening Club might consider maintaining this flower bed. **Action – the Clerk**
- Damage to the slide – Big Wood Play Systems had been contacted to urgently make safe the damaged slide. A quote to replace it with metal was requested. **Action – the Clerk**
- Hire of the playing field 16/6/19 – Agreed it might be hired at the usual fee of £50 if residing outside the parish, on the understanding that the grounds are not closed to the public; their own insurance is required for the bouncy castle. Cllr Lewis to make arrangements for the field gate key. **Action – Cllr Lewis**

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- Litterpick – Huge thanks to all who took part in the litterpick. It was amazing how much litter was collected. This to be included in the Kilmersdon Parish News article. **Action – the Clerk**

24. PLANNING APPLICATIONS

2019/0714/FUL Proposed development of outdoor Kitchen, Bar and Servery. Removal of existing temporary structures. Babington House Vobster Cross – there were no objections.

25. CORRESPONDENCE

There was no correspondence.

26. OUTSIDE BODIES

There were no reports from outside bodies.

27. NOTICEBOARD AT COLES GARDEN

Cllr Lewis had had material cut for the doors professionally and would progress the completion of works. **Action – Cllr Lewis**

28. MATTERS OF REPORT AND ITEMS FOR THE NEXT MEETING

Agreed that thanks to Roy Morse and Shayne Gibbs would be put in Kilmersdon Parish News, with gifts arranged by Cllrs Lewis and Hudson. **Action – Cllrs Lewis and Hudson**

29. DATE OF NEXT MEETING: 17th June 2019

30. 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.

31. REVIEW OF LEASES

Following a discussion it was **agreed** to respond to the landlord's solicitor stating that the plans as shown were not acceptable and re-iterate the position that the Parish Council is willing to regularise the existing position in relation to the car park and field.

The meeting ended at 9.50pm

Minutes are draft until approved at the next meeting.

Signed:

Date:

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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.20/5/19 confirmed that it was thought that this was now in hand.
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. 4/6/19 Clerk chased Sara Davies for a meeting to pursue this and the Armco barriers and parking outside the pub.
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

4	May 2018	Dog waste bin on the cycle path		<p>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>Alistair Millington Land Manager – England South</p> <p>Clerk chased for an update 4/6/19. 7/6/19 update from Sustrans: 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>
5	Sept 2018	Review of leases	<p>50% of cost of dog bin £228.09 plus installation. With Sustrans paying the remaining 50% and Mendip DC emptying it.</p> <p>No cost to the Parish Council</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>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>