

KILMERSDON PARISH COUNCIL

**YOU ARE SUMMONED TO ATTEND THE MEETING OF KILMERSDON PARISH COUNCIL AT
THE COLES GARDEN MEETING ROOM ON MONDAY 18th FEBRUARY 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 21st January 2019.
(Pages 1-4)
4. **PUBLIC SPEAKING TIME** (max 15 mins).
5. **NEIGHBOURHOOD PLAN UPDATE**
6. **FINANCIAL MATTERS** To approve expenditure as follows

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

7. **ANNUAL REVIEW OF THE FIXED ASSET REGISTER (Page 5)**
8. **ANNUAL REVIEW OF THE INSURANCE SCHEDULE (Pages 6-8)**
9. **ANNUAL REVIEW OF THE RISK ASSESSMENT (Pages 9-10)**
10. **ANNUAL REVIEW OF COMPLIANCE WITH THE TRANSPARENCY CODE (Pages 11-15)**

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11. HIGHWAY MATTERS

Renovation of the fingerpost at Church Square

The following items have been reported to Highways

- Pot holes in the lay by at the top of the hill
- Charlton Lane – rubbish in the road.
- 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

12. PLAYING FIELD

- Damage to a seat of a picnic bench, possible rot underneath
- 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.
- The junior climber – the quarterly Inspection recommends replacing all rotten timbers.
- The trim trail – the quarterly inspection recommends removing the additional timbers and replacing rotten timbers and covering the exposed concrete.
- Quote from Greensward for the monthly litter picking of the field and car park £45 pcm

13. PLANNING APPLICATIONS (Cllr Butt)

- 2019/0083/HSE Erection of a conservatory on south elevation and curtilage Summerhouse, The Hayes School Lane
- 2019/0154/TCA Works to trees in a conservation area:- H1 - Conifer hedgerow - Remove to ground level. T1 and T2 - Willows - Fell. The Limes Ames Lane
- 2019/0224/TCA Works to trees in a conservation area - T1 - Poplar - remove first 7 main limbs. T2 - Poplar - fell. T3 - Poplar - remove large limbs. T4 -Poplar - remove first 4 main limbs to a height of approx 30ft. T5 -Poplar - remove first 4 main limbs to a height of approx 20ft. 4 Hoares Lane

14. REVIEW OF LEASES

15. CORRESPONDENCE

16. OUTSIDE BODIES

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

To receive any feedback from the article in Kilmersdon Parish News

18. MATTERS OF REPORT AND ITEMS FOR THE NEXT MEETING

19. DATE OF NEXT MEETING – 18th March 2019 .

To note that in an election year the May Parish Council meeting should be held within 14 days of the election (2nd May). Accordingly, to consider changing the date of the May Parish Council meeting to one of the following Weds 8th May, Thurs 9th May, Tues 14th May, Weds 15th May.

KILMERSDON PARISH COUNCIL

LJ Close

Lesley Close
Parish Clerk
11th February 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.

KILMERSDON PARISH COUNCIL

Minutes of the Meeting of Kilmersdon Parish Council Held at the Coles Garden Meeting Room At 7.30pm on Monday 21st January 2019

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

ABSENT: Cllr R Morse

ATTENDING: L Close (Parish Clerk).

143. APOLOGIES

Apologies for absence were received from Cllr Morse.

144. DECLARATIONS OF INTEREST

- Cllr Butt declared an interest in item 12 Planning application no 2018/3018/HSE as the applicant.
- Cllr Lewis declared an interest in the same planning application as a neighbour.

145. MINUTES

The minutes of the Parish Council meeting held on 17th December 2018 were **agreed** as a true record and signed by the Vice Chair.

146. PUBLIC SPEAKING TIME

There were no comments from the public.

147. NEIGHBOURHOOD PLAN

Cllr Hudson reported on two meetings and a good team established to undertake the work. An article was to go into Kilmersdon Parish News and is on the website. Neighbourhood Plan documents were being stored on One Box, which would be shared with Councilors. The current map of green space infrastructure was to be examined by the working group.

Agreed to fund £50 in expenses for the Rode Consultant to visit the Kilmersdon Neighbourhood Plan Group. **Action – the Clerk to inform Sally Evans.**

148. FINANCIAL MATTERS

The following payment was **agreed**.

Minutes are draft until approved at the next meeting.

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Payee	Detail	Gross	Net	Power	Ch no
L Close	Salary (Dec)	£241.42	£241.42	LGA 1972 s.143	001280
Appleton Hardscape	Surfacing under the basket swing	£2,124.00	£1,770	LGA 1972 S112	001281

149. BUDGET 2019/20

The Parish Council discussed adding planned expenditure to help keep the village tidy. **Action – the Clerk to seek a quote from Greensward for monthly litterpick of the car park and playing field.** **Agreed** that the needle found in the play area and kicked under the hedge be removed by Greensward.

Resolved: that the 2019/20 budget be agreed as circulated.

150. PRECEPT 2019/20

Resolved: that the precept be agreed as £14,323 which equates to £60.97 for a band D property, with a Kilmersdon tax base of 234.91.

151. ARTICLE ON THE PRECEPT

Resolved: that with the addition of the precept / band D figure, the article be agreed.

152. HIGHWAY MATTERS

30mph sign – It was agreed to write to the planning authority stating that it was the Parish Council’s understanding that permission for planning application 2018/2799/HSE at 3 Kilmersdon was conditional on the moving of the 30mph sign. The entrance onto the current 60mph highways had now been constructed and was in use, posing a huge danger to all.

Village sign – It was confirmed that the village sign would go on the Somerset CC insurance, not the Parish Council.

153. PLAYING FIELD

- Damage to a seat of a picnic bench, possible rot underneath – a quote is awaited from Nick Taylor.
- The footpath at the playing field is overgrown with weeds. – The landowner has looked at it and confirmed it would go on a schedule shortly.
- Dead pheasants in the playing field car park – the land agent confirmed that he had raised this with the shooting tenants.
- 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
Minutes are draft until approved at the next meeting.

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spring on the cable. **Action – Clerk to chase the quote from Big Wood Play Systems**

- The junior climber – the quarterly inspection recommends replacing all rotten timbers. **Action – Clerk to chase the quote from Big Wood Play Systems**
- The trim trail – the quarterly inspection recommends removing the additional timbers and replacing rotten timbers and covering the exposed concrete. **Action – Clerk to chase the quote from Big Wood Play Systems**

154. PLANNING APPLICATIONS

(1) 2018/3018/HSE Loft conversion, creation of a window in the north east elevation, insertion of 6 rooflights and relocation of existing photovoltaic panel, 1 Manor Close. **Agreed** to refer the planning authority to the North Somerset Planning Standards Nov 2013 and Mendip District Local Plan Part1: Strategy and Policies 2006 - 2029.

(2) 2019/0066/TCA T1 Maple – fell. T2 Maple – fell T3 Magnolia – fell. T4 Maple – pruning reduction of canopy to reduce the impact of crown. Prune back from growth extremities by a maximum of 2m to live growth points, 33 Church Sq. **Agreed** to rely on the Tree Officer's expertise.

155. REVIEW OF LEASES

The Parish Council received correspondence from the landowner on the review of leases. **Agreed** that (1) the Parish Council has no authority to speak on behalf of the Village Hall Committee; (2) without the advice of a solicitor the Parish Council is not in a position to comment on the correspondence.

156. CORRESPONDENCE

There was no correspondence.

157. OUTSIDE BODIES

There were no outside bodies reports.

158. 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. **Agreed** to circulate the information via Kilmersdon Parish News.

159. MATTERS OF REPORT AND ITEMS FOR THE NEXT AGENDA

- Lay by at the top of the hill – **Action the Clerk to report the deep potholes**
- Quote from Nick Taylor for the bench

Minutes are draft until approved at the next meeting.

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- Charlton Lane – rubbish in the road. **Action – Clerk to report this as one of the worst areas for litter.**
- 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. **Action – Clerk to report to Somerset CC.**

160. **DATE OF NEXT MEETING** 18TH February 2019.

The meeting ended at 9.00pm.

Minutes are draft until approved at the next meeting.

Signed:

Date:

Kilmersdon Parish Council

Fixed Asset List at 28/1/19

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	£1,888
4	Buzy Tower	Playing field	2013	£1	£10,910
5	Youth Shelter	Playing field	2002	£3,980	£3,980
6	Sports surfaces	Playing field	2004	£3,998	£3,998
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	£3,700
11	Grassmat	Playing field	2013	£1	£3,500
12	Train with slide	Playing field	2013	£1	£2,700
13	Matting	Playing field	2013	£1	£1,200
14	Trim trail	Playing field	2013	£1	£3,600
15	Goalposts	Playing field	2013	£1	£550
16	Spiral garden	Playing field	2014	£1	£12,961
17	Birds nest swing	Playing field	2013	£1	£875
18	See saw	Playing field	2013	£1	£600
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
22	Safety surfacing under the basket swing	Playing field	2019	£1,770	£1,770
	Total value			£14,290.00	£57,889.00

Annual Review of the Insurance Schedule 2019

The Parish Council insurance is with Ecclesiastical via Came and Company and expires 31 May 2019. I understand this is year 3 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.

Last year we increased the Insurance Schedule play area surfacing to a total of **£10,000**. In 2019 we had new surface under the basket swing (valued at **£1,770**). The fixed asset shows surfaces totalling £10,468, I would suggest therefore that it is not necessary to increase the insurance. As a rough indicator, I am told that play area surfacing is usually about a quarter of the cost of the equipment.

The Insurance Schedule specifies **£12,547.82** 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 **£29,626.28** for play equipment. The fixed asset register shows play equipment (including goalposts) totalling **£24,823**. So insurance cover is adequate.

There is no insurance for the garage.

There is an 'all risks' sum of £5,000 on the insurance schedule.

(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 **£27,002**, (being £6,315, plus balances in the bank, which at 31st March 2018 were £20,687)

The limit of indemnity on the Insurance Schedule of **£150,000** is therefore adequate cover.

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(3) Loss of earnings

The loss of earnings cover in the event of business interruption is broken down into two elements (1) actual lost income which is a standard figure of £10,000; and (2) unavoidable loss should we no longer be able to operate in our current manner. This is a standard figure of £10,000.

(4) Employers' Liability

The limit of indemnity is £10 million.

(5) Public Liability

The limit of liability is £10 million.

Last year we asked the question about volunteers and were told: volunteers, Councillors and employees undertaking activities on behalf of the Parish Council, such as litter picking, are covered automatically by the policy we arrange under the Employers' and Public Liability sections where a £10 million limit of indemnity applies under both sections.

If aged over 16 and under 85 they are also covered by the Person Accident section where there is a sum payable of £50,000 in the event of an accident causing death, loss of limbs or sights or permanent total disablement. A £250 weekly benefit is payable for a maximum period of 2 years but should the accident prevent the individual from pursuing their usual occupation.

(6) Personal Accident

Councillors and employees are covered for personal accident to the limit of £50,000. There is no reference to volunteers in the Schedule.

(7) Claims during the year

There have been no claims in the past year.

(8) Additions this year

- With the agreement of the Parish Council we added the spiral garden to the insurance schedule in the amount of **£15,000**. (valued at **£12,961**).
- We also added the Parish Council laptop and printer/scanner to the insurance schedule (valued at **£823**)

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- We added the defibrillator (valued at **£2,300**)
- In 2017 we increased safety surfacing to **£10,000**. The new safety surfacing under the basket swing (valued at **£1,770**) was added to the Fixed Asset register in January 2019. The total value of safety surfaces on the Fixed Asset register is **£10,468**.

(9) Other items to note

Interestingly we are insured for three hirings of premises per year for private social events, up to £2,000 per event. This excludes bouncy castles, fly walls, bungees and similar, catered food, bonfires and fireworks, organised sports and any hazardous activity.

Goods in transit are not insured.

The annual premium was £668.23 in 2018 (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).

(10) For decision

In anticipation of the end of the three year insurance period and for budgeting purposes, we went out to tender in 2018, with the lowest tender being Zurich who quoted **£539.52** for a three year agreement, compared with Came and Company who suggested budgeting £695 for insurance. To consider agreeing the Zurich quote.

Lesley Close

28th January 2019

Risk Assessment and Management Kilmersdon Parish Council

Activity: Kilmersdon Risk Assessment		Assessment Date: 28 01 19		Review Date: February 2019		
Hazard and Risk	People at risk	Underlying causes	Our Controls	Severity	Probability	Target date & by whom
Business continuity The lack of adequate plans to ensure the Business Continuity of Council operations	Councillors, Clerk, public	Any event which might cause major disruption to the continuity and delivery of council business	Parish Business Continuity Plan in place. Online back up is installed via Dropbox, which continually updates. Records can be instantly retrieved by all Councillors via shared links.	Medium	Low	
Financial viability Lack of proper accounting and poor budget activity. Illegal expenditure.	Councillors, Clerk, public	The extent to which the financial security is affected by internal and external events	Accounts and budgets are prepared and submitted by the Clerk for scrutiny and approval by the Parish Council. Internal audit conducts independent verification. Insurance covers fidelity and property risks. Annual review of the insurance schedule ensures that current levels are evaluated. The power by which the Council spends is recorded next to each item of expenditure in the minutes.	Medium	Low	Annual review of the insurance schedule - Clerk - Feb 2019
Difficulties in the financial sector	Council	All banks have taken measures to reduce their risks, but the risk remains	The Council to hold its funds in secure holdings. The Nat West 'Statement of principles' is aimed at continued, but safer lending combined with support for small businesses which is subject to advance notification to the bank of impending crises. We are only covered for £75,000 per bank should a bank go under - we should be aware of banks which are the same bank but different names eg Tesco bank is not a bank in its own right but is part of another bank; The low risk banks are those which operate solely in the UK (eg.Santander whilst offering higher interest rates is based in Europe).	High	Medium	
Cash Stolen - Personal injury - Loss of income	Councillors, Clerk, public		There is no petty cash. Postage and stationery is purchased by the Clerk, recorded with receipts in a book which is signed and paid at Parish Council. Payments & Receipts Schedule examined by Parish Council each month.	Medium	Low	
Banking - Loss of monies - Security	Council		An effective and controlled budget process is maintained. The budget is reviewed in October to provide early warning of impending difficulties. Calculation of the precept against the total budget includes 6 months net expenditure as a cash reserve.	Medium	Low	
Cheque and direct debit Fraud	Council		Two Members to sign all cheques and initial invoices as seen. Payments & Receipts Schedule examined by PC each month.	Low	Low	

- Loss of monies - Reputation -			Monthly direct debit payments signed off by two Councillors			
Not achieving desired efficiencies and service improvements	Council		All actions are minuted. A disciplinary process is in place. A code of conduct is in place. The Financial Regulations outline our procurement procedures. Our actions are held to account through internal audit.	Low	Low	
Insufficient Councillors to carry out the business and operations	Council	Failure to attract enough councillors to serve on the council	Council matters are distributed by newsletter, reporting the range of council business. The website is updated regularly with the latest parish council news. The annual parish meeting attracts local people.	Low	Low	
Failure of the Clerk in the performance of duties	Council	Failure to fulfil any duty which has adverse effects on the council	Clerk is trained in all aspects of council business and receives supplementary updates via the professional bodies of NALC and SLCC.	Low	Low	
Death or serious injury from negligence or failure Failure to adequately safeguard against significant injury or death at the play area	Public and young people in particular	Lack of adequate risk assessment and action at the play area by the village hall	Play equipment is inspected annually. In September 2017 it was agreed to have three quarterly inspections via GB Sports and Leisure and an annual inspection by ROSPA. In addition weekly checks were set up in 2018, undertaken by volunteers, which helps give advance notice of play area damage Parish Council to consider all risks identified at the play area in a timely way according to their risk level.	High	Medium	
Fire/flood - loss of records	Council	Natural disaster resulting in Parish Council records being lost	All records are backed up via Dropbox. Ancient archives are held at the Somerset Archives Office. Business Continuity Plan in place.	Low	Low	

Assessor's signature: _____

Date: 1/2/19

Clerk's signature: *J. Charles*

Date: 1/2/19

Review of Compliance with the Transparency Code for Smaller Authorities

<u>Information title</u>	<u>Information which should be published</u>	<u>2017/18</u>	<u>2018/19 – progress to date</u>
<p>All items of expenditure over £100</p>	<p>Annual publication no later than 1 July. Publish details of each individual item of expenditure.</p> <p>Copies of all books, deeds, contracts, bills, vouchers, receipts and other related documents do not need to be published but should remain available for inspection.</p> <p>For each individual piece of expenditure the following should be published:</p> <ul style="list-style-type: none"> a. Date the expenditure was incurred. b. Summary of the purpose of the expenditure c. Amount d. VAT that cannot be recovered. 	<p>Published on website</p> <p>Available to view</p> <p>Published on website</p>	

End of year accounts	Annual publication no later than 1 st July. Publish signed statement of accounts according to the format included in the Annual Return form. It should be accompanied by: a. A copy of the bank reconciliation for the relevant financial year. b. An explanation of any significant variances ie. More than 10-15% in the statement of accounts for the relevant year and previous year. c. An explanation of any differences between 'balances carried forward' and 'total cash and short term investments', if applicable.	Published on website	
Annual governance statement	Annual publication no later than 1 st July. Publish signed annual governance statement according to the format	Published on website	

	included in the Annual Return form. Explain any negative responses to governance statements, including how any weaknesses will be addressed.	Not applicable	
Internal audit report	Annual publication no later than 1 July. Publish signed internal audit report according to the format in the Annual Return form. Explain any negative responses to the internal controls objectives, including how any weaknesses will be addressed. Explain any 'not covered' responses to internal control objectives.	Published Not applicable Not applicable	
List of councillor or member responsibilities	Annual publication of councillor or member responsibilities no later than 1 July, including: a. Names of all councillors or members	Published on website	All details listed here https://kilmersdonpc.wordpress.com/about/

<p>Location of public land and building assets</p>	<p>b. Committee or board membership and function (if Chairman or Vice Chairman) c. Representation on external local public bodies (if nominated to represent the authority or board).</p>	<p>Published on website</p>																									
<p>Annual publication no later than 1 July. Publish details of all land and building assets, either in its full asset and liabilities register or as an edited version. The following information must be published:</p> <ol style="list-style-type: none"> Description (including size/acreage) Location (address or description of location) Owner/custodian Date of acquisition (if known) Cost of acquisition (or proxy value) Present use 			<table border="1"> <tr> <td data-bbox="592 430 698 1008">Description</td> <td data-bbox="698 430 901 1008">Land adjacent to Kilmersdon Village Hall. 1.3 acres.</td> </tr> <tr> <td data-bbox="698 430 901 1008">Location</td> <td data-bbox="901 430 998 1008">Playing field and car park adjacent to the Village Hall, High St, Kilmersdon BA3 5TD.</td> </tr> <tr> <td data-bbox="998 430 1047 1008">Owner/custodian</td> <td data-bbox="1047 430 1096 1008">Leasehold</td> </tr> <tr> <td data-bbox="1096 430 1161 1008">Date of acquisition</td> <td data-bbox="1161 430 1209 1008">15/5/1991. 21 year lease.</td> </tr> <tr> <td data-bbox="1209 430 1258 1008">Cost of acquisition</td> <td data-bbox="1258 430 1307 1008">£1 pa</td> </tr> <tr> <td data-bbox="1307 430 1356 1008">Present use</td> <td data-bbox="1356 430 1404 1008">Playing field/ play park/ car park</td> </tr> </table> <table border="1"> <tr> <td data-bbox="1144 430 1193 1008">Description</td> <td data-bbox="1193 430 1242 1008">Garage</td> </tr> <tr> <td data-bbox="1242 430 1291 1008">Location</td> <td data-bbox="1291 430 1339 1008">No. 4 Kilmersdon</td> </tr> <tr> <td data-bbox="1339 430 1388 1008">Owner/custodian</td> <td data-bbox="1388 430 1437 1008">Rental</td> </tr> <tr> <td data-bbox="1437 430 1485 1008">Date of acquisition</td> <td data-bbox="1485 430 1534 1008">14/11/12</td> </tr> <tr> <td data-bbox="1534 430 1583 1008">Cost of acquisition</td> <td data-bbox="1583 430 1624 1008">£41.67 net pa</td> </tr> <tr> <td data-bbox="1624 430 1624 1008">Present use</td> <td data-bbox="1672 430 1624 1008">Storage</td> </tr> </table>	Description	Land adjacent to Kilmersdon Village Hall. 1.3 acres.	Location	Playing field and car park adjacent to the Village Hall, High St, Kilmersdon BA3 5TD.	Owner/custodian	Leasehold	Date of acquisition	15/5/1991. 21 year lease.	Cost of acquisition	£1 pa	Present use	Playing field/ play park/ car park	Description	Garage	Location	No. 4 Kilmersdon	Owner/custodian	Rental	Date of acquisition	14/11/12	Cost of acquisition	£41.67 net pa	Present use	Storage
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<p>Minutes, agendas and papers of formal meetings</p>	<p>Publication of draft minutes from all formal meetings not later than one month after the meeting has taken place. Publication of meeting agendas and associated meeting papers not later than three clear days before the meeting to which they relate is taking place</p>	<p>Published on website</p>	<p>Information is published here https://kilmersdonpc.wordpress.com/about/</p>
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Review schedule

	Review date
To Parish Council	19/2/17
To Parish Council	18/2/19
Next Review:	Feb 2020