

KILMERSDON PARISH COUNCIL

YOU ARE SUMMONED TO ATTEND A MEETING OF KILMERSDON PARISH COUNCIL TO BE HELD REMOTELY VIA ZOOM ON MONDAY 19th OCTOBER 2020 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 21st September July 2020. (Pages 1-4).
4. **PUBLIC SPEAKING TIME (max 15 mins).**
5. *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**
7. **TO REVERT TO PUBLIC SESSION**
8. **FINANCIAL MATTERS** To approve expenditure as follows

Payee	Detail	Gross £	Net £	Power	Ch no
Greensward	Quarterly maintenance	537.00	447.50	LGA Misc Provisions Act 1976 s.19	
L Close	Salary - September	256.62	256.62	LGA 1972 S112	
L Close	Internet security renewal via F Secure	44.50	37.09	LGA Misc Provisions Act 1976 s.19	

Six months accounts to 30/09/2020 (Pages 5-7)

Budget comparison and first draft of 2021 22 budget (Pages 8-10)

9. **HIGHWAY MATTERS**
 - Discussions with Sara Davies of Highways (Pages 11-13)
 - Overgrown vegetation opposite the Jolliffe – completed by the landowner on this occasion.
10. **PLAYING FIELD**
 1. Replacement of the Trim Trail and small wooden train – quotes in progress
 2. Stabilising the football posts – update
 3. Swing and multi play repairs as raised at the last meeting. Quote from GB Sport & Leisure:
 - 1.) Securing all loose eye bolt fixings (includes replacement if required)2.) Removal of damaged fixings and splintered mounting timber on Fireman's Pole and making good
 - 3.) MPU repairs - including cutback of decayed tops of cladding logs to remove

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splintered timber as much as possible. Application of end grain timber preservative to exposed cut back timber tops, supply and fitting of 2 half logs where decay is too extensive, Filling of larger splits in timber frame supports with exterior grade silicone fillers, either repair or replacement of the decayed handrail - £585 plus VAT

11. PLANNING APPLICATIONS (Cllr Butt)

2020/1794/HSE Demolition of existing garage and replace/erect an oak framed car port with ancillary workshop. Parsons Paddock Ames Lane

12. GOVERNMENT PROPOSED PLANNING CHANGES

<https://www.gov.uk/government/consultations/planning-for-the-future>

Deadline for responses 29/10/2020

13. CORRESPONDENCE

14. OUTSIDE BODIES

Proposed Zoom meeting with PC Toni Lines

15. MATTERS OF REPORT AND ITEMS FOR THE NEXT MEETING

16. DATE OF NEXT MEETING – 16th November 2020

17. PROPOSED 2021 MEETING DATES (third Monday of the month)

18th January, 15th February, 15th March, 12th April, 17th May, 21st June, 19th July,
20th September, 18th October, 22nd November, 20th December



Lesley Close
Parish Clerk

12th October 2020 Clerk@kilmersdonpc.co.uk Tel: 07521 951471 www.kilmersdonpc.co.uk

To Cllrs N Brand, R Butt, E Drewe, G Doswell, 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 a Meeting of Kilmersdon Parish Councillors
Held remotely via Zoom
At 7.30pm on Monday 21st September 2020**

- PRESENT:** Cllr N Brand (Chair) Cllrs R Butt, N Ham, D Hudson.
ABSENT: Cllrs B Nagel, G Doswell and E Drewe.
ATTENDING: Cllr A Barkshire (Mendip DC), L Close (Parish Clerk).

- 61. APOLOGIES**
Apologies were received from Cllrs Nagel and Doswell.
- 62. DECLARATIONS OF INTEREST**
There were no declarations of interest.
- 63. MINUTES**
The minutes of the Parish Council meeting held on 20th July 2020 were **agreed** as a true record and would be signed after the meeting.
- 64. PUBLIC SPEAKING TIME**
There were no members of the public.
- 65. CONFIDENTIAL SESSION**
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.
- 66. REVIEW OF LEASES**
The Parish Council discussed correspondence via Savills and the meeting with a rep from the Village Shop Committee. Their contribution along with that of the landlord should cover the cost of the legal work. It was **agreed** (1) the Clerk contacts Savills to request agreement to a fifteen year lease; (2) Cllrs Butt and Brand go out to tender to solicitors. It was **agreed** (3 for and 1 against) that searches should be included in the remit of the solicitor. Cllr Ham asked for his objection to be recorded. *Action – The Clerk, Cllrs Butt and Brand*
- 67. TO REVERT TO PUBLIC SESSION**
The meeting reverted to public session.
- 68. FINANCIAL MATTERS**
The following payments were ratified and **agreed**. They would be passed to Cllr Brand to sign and pass on to another Councillor to sign and return to the Clerk.

Minutes are draft until approved at the next meeting.

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Payee	Detail	Gross £	Net £	Power	Ch no
Love Creative	Second instalment of website design fee.	445.50	371.25	LGA Misc Provisions Act 1976 s.19	001435 paid 18/8/20
1&1	Website quarterly fee	25.20	21.00	LGA Misc Provisions Act 1976 s.19	001436 paid 18/8/20
L Close	Salary - July	256.42	256.42	LGA 1972 S112	001437 paid 18/8/20
Savills	Playing field rent	1.00	1.00	LGA Misc Provisions Act 1976 s.19	001437
L Close	Salary - August	256.42	256.42	LGA 1972 S112	001438
Somerset Forge	Renovation of Fingerpost	648.00	540.00	LGA Misc Provisions Act 1976 s.19	001439

Fingerpost in Church Square – It was noted that renovation was now complete.

Internet banking – There is now online access to the bank account, but as yet not the facility to undertake transactions.

69. HIGHWAY MATTERS

There had been no further update from Highways. **Agreed** that the Clerk chases Sara Davies and Cllr Mike Pullin regarding the need for armco barriers on the bend approaching the village from Ammerdown; double white lines on Kilmersdon Hill; moving the 30mph signs back to their original positions and addressing parking outside the Jolliffe Arms. In addition, the 30mph sign on the left hand side approaching from Ammerdown is so faded it cannot be read and the two Welcome to Kilmersdon signs have still not been repaired. *Action – the Clerk*

Overgrown vegetation opposite the Jolliffe – **Agreed** that the Clerk responds to the landlord stating that the Parish Council has reviewed the agreement in place and does not have the remit to cut back the hedge. It would be wrong to spend public money on cutting a hedge which is outside its remit. *Action – the Clerk*

70. PLAYING FIELD

1. Trim Trail – The latest play area inspection report was received. Rot to the wood is prevalent to varying extents in all aspects of the play equipment. It was noted that the suggestion in the last two editions of Kilmersdon Parish News that the wooden play equipment be replaced sequentially with steel had not raised any objections. As a result it was **agreed** to replace the trim trail and the train with steel alternatives giving the same play value. The Clerk to check the budget and the quotes and circulate by email prior to placing an order. *Action – the Clerk*

Minutes are draft until approved at the next meeting.

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2. Swing and Multi Play Unit – It was agreed to contact GB Sport and Leisure for the urgent repairs to the swings (tightening of bolts) and minor repairs to the multi play unit.
3. Garden Area in Manor Close and the spiral garden – Grateful thanks to Cllrs Nagel and Butt for offering to cut these areas back voluntarily. This will be done in October as there are hedgehogs in there at the moment. The Clerk to ask for more volunteers via Kilmersdon Parish News. *Action – Cllrs Butt, Nagel and the Clerk*
4. Stabilising the football posts – Cllr Ham was looking at addressing this shortly. *Action – Cllr Ham*
5. From the weekly checks – scorch marks on the wooden play equipment. **Agreed** this should be raised with the local Police Beat Officer and photos to be taken *Action – the Clerk*

71. PLANNING APPLICATIONS

There were no planning applications.

72. CORRESPONDENCE

There was no correspondence.

73. LITTER PICKING PROPOSAL IN KILMERSDON

The Parish Council received an offer from a local resident to arrange a litter pick for the new Kilmersdon Happening Group on Saturday 20th February. The Parish Council was supportive of this event and the date did not conflict with any other known items. *Action – the Clerk*

74. LOCAL OUTBREAK MANAGEMENT PLAN

Agreed that the Clerk circulates the Plan again to all Councillors with the request that they read and 'reply all' with their views. *Action – the Clerk and all Councillors*

75. MDC MEETING INVITE

The Parish Council received an invitation to a consider schemes which promote biking across the parish. **Agreed** to contact Stuart Green the Footpath expert in Kilmersdon for his view and to respond with the view that Kilmersdon is well placed and would like to see its cycle path extended to Frome. *Action – the Clerk*

76. NEW POLICE BEAT MANAGER

Agreed to invite PC Toni Lines to the next Parish Council meeting to discuss vandalism in the play area and any other concerns. *Action – the Clerk*

77. OUTSIDE BODIES

It was noted that the Village Hall has received a grant which should keep it operating despite the loss of income due to Covid.

78. FORWARD PLANNING

All items on the Forward Planning report had been addressed in the course of the meeting.

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Cllr Barkshire reported that the District Council had put forward an alternative to Somerset County Council's proposal for a unitary authority, which was on its website. Councillors were invited to take a look at this and respond either individually or as a Parish Council. There is to be no formal referendum.

The proposed changes to the planning system were raised by Cllr Barkshire which many see as a loss of democracy.

79. MATTERS OF REPORT AND ITEMS FOR THE NEXT MEETING

Cllr Hudson to draft a tribute to Roy Morse, circulate it as appropriate before sending to Kilmersdon Parish News. The Clerk to ascertain the deadline date.
Action – Cllr Hudson and the Clerk

Coles Garden Meeting Room – the Chair to talk to Dave Durkin of the Coles Garden Meeting Room and feedback to the Parish Council via email. *Action – Cllr Brand*

80. DATE OF NEXT MEETING: 19th October 2020

The meeting ended at 8.25pm

Minutes are draft until approved at the next meeting.

Signed:

Date:



Payments 2020/2021

Kilmerston Parish Council

Date	Payee	Details	ch no	Amount gross	Amount net	VAT
02/04/2020	SSE	Street lighting	DD1	18.15	17.29	0.86
20/04/2020	L Close	March salary		251.76	251.76	
20/04/2020	L Close	web fee via 1&1		23.98	19.98	4.00
20/04/2020	Greensward	Playing field maint.		648.00	540.00	108.00
20/04/2020	Cartridge People	Printer ink		144.90	120.75	24.15
20/04/2020	B Windell	Tree work		360.00	300.00	60.00
18/05/2020	Love Creative UK	website		297.00	247.50	49.50
18/05/2020	Groundworks UK	Return of grant		3,500.77	3,500.77	
18/05/2020	L Close	1&1 web fee		25.20	21.00	4.20
04/05/2020	SSE	Street lighting	DD2	18.15	17.29	0.86
18/05/2020	Zurich Insurance	PC insurance		591.81	591.81	
18/05/2020	L Close	April salary		256.62	256.62	
15/06/2020	L Close	May salary		256.42	256.42	
15/06/2020	Paul Clark Accountants Ltd	Internal audit		180.00	150.00	30.00
15/06/2020	SALC	subs		167.19	167.19	
02/06/2020	SSE	Street lighting	DD3	18.64	17.76	0.88
02/07/2020	SSE	Street lighting	DD4	18.15	17.29	0.86
20/07/2020	ROSPA Play Safety Ltd	Annual inspection		94.80	79.00	15.80
20/07/2020	Greensward	Quarterly maintenance		537.00	447.50	89.50
20/07/2020	HMRC	Clerk's tax		192.20	192.20	
20/07/2020	L Close	June salary		256.62	256.62	

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18/08/2020	Love Creative UK	2nd payment - website	1435	445.50	371.25	74.25
18/08/2020	L Close	1&1 web fee	1436	25.20	21.00	4.20
18/08/2020	L Close	July salary	1437	256.42	256.42	
04/08/2020	SSE	Street lighting	DD5	19.64	18.71	0.93
21/09/2020	Rt Hon A Jolliffe	Playing field lease	1438	1.00	1.00	
21/09/2020	L Close	August salary	1439	256.42	256.42	
21/09/2020	Somerset Forge	Fingerpost	1440	648.00	540.00	108.00
02/09/2020	SSE	Street lighting	DD6	17.65	16.81	0.84

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**Receipts
2020/2021**

Kilmersdon Parish Council

Date	Ref	Amount	From	Detail	General	Investment
08/04/2020	Precept	15,100.00	Mendip DC	Precept	15100	
30/04/2020	pg 167	2.49	NatWest	Interest		2.49
31/05/2020	pg 168	2.41	NatWest	Interest		2.41
30/06/2020	pg 169	0.13	NatWest	Interest		0.13
31/07/2020	pg 170	0.13	NatWest	Interest		0.13
31/08/2020	pg 171	0.12	NatWest	Interest		0.12
30/09/2020	pg 172	0.14	NatWest	Interest		0.14

Total		5.42			15100.00	5.42
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KILMERSDON PARISH COUNCIL DRAFT BUDGET 2021/22

Figures are net

	2020/21			2020/21	2021/22	Notes
	Budget months	Actual at 6 months	Estimate to year end	Actual at year end	Budget	
EXPENDITURE						
Clerks Salary	3012.00	1534.26	3068.52		3075.00	
Tax	750.00	192.20	769.00		770.00	
Payroll admin	215.00	0.00	215.00		230.00	£9/per month. £107 set up/ year end
Office expenses						
Postage	100.00	0.00	50.00		50.00	
Stationery	60.00	120.75	150.00		150.00	Toner, all colours - £120.75
Website	85.00	61.98	103.98		220.00	£160 hosting and £60 SSL for 2021
Recruitment ad	0.00	0.00	0.00		0.00	
IT security	25.00	0.00	45.00		0.00	
Website accessibility	1408.00	618.75	990.00		0.00	
Hire of Meeting Rooms	206.00	0.00	0.00		206.00	
Insurance	540.00	591.81	591.81		600.00	2020/21 is year 2 of 3 year agreement
Audit	160.00	150.00	150.00		160.00	
Subscriptions						
SALC	160.00	167.19	167.19		170.00	
C C for Somerset	35.00	0.00	0.00		0.00	
Legal fees	2000.00	0.00	2000.00		2000.00	
Village Cleaning/Tidying						
Footpaths	250.00	0.00	0.00		250.00	
Noticeboard and bench repairs	500.00	0.00	0.00		500.00	
Fingerpost renovation	475.00	540.00	540.00		550.00	To renovate one per year
Moving 30mph signs	0.00	0.00	0.00		0.00	Moved to earmarked reserves
Neighbourhood Plan	0.00	3500.77	3500.77		0.00	See earmarked reserves
Playing Field						
Maint. Contract	1800.00	987.50	1975.00		1975.00	Includes Jack and Jill hill
Rent	1.00	1.00	1.00		1.00	
Garage	50.00	0.00	50.00		50.00	
Inspections	314.00	79.00	314.00		305.00	ROSPA £80; + 3 quarterly checks @ £75



Play Equipment	2000.00	0.00	2000.00	2000.00
Tree inspection	150.00	300.00	300.00	300.00
Capital Expenditure				
Computer equipment	0.00	0.00	0.00	0.00
General expenditure				
Street Lighting	200.00	105.15	210.00	220.00
Contingency cover	0.00	0.00	0.00	0.00
Election expenses	0.00	0.00	0.00	0.00
Grants				
Village Day	150.00	0.00	0.00	150.00
Parish Magazine	400.00	0.00	400.00	400.00
PCC	850.00	0.00	850.00	850.00
Others	600.00	0.00	600.00	600.00
Total	16496.00	8950.36	19041.27	20000.00

£150 inspection + tree works

£500 held in earmarked reserves

s.137 limit for 2020/21 is £8.32 x 250=£2080

INCOME				
Playing Field hire	0.00	0.00	0.00	0.00
Precept	15100.00	15100.00	15100.00	15100.00
Bank interest	15.00	5.42	6.00	6.00
Total	15115.00	15105.42	15106.00	15106.00

£50 per day

Surplus/deficit -1381 6155.06 -3935.27 0.00 -676.00

Questions

Do we need to budget more for legal fees?

I have included the cost of renovation of one fingerpost in case Heritage Lottery is unsuccessful, is this ok?

I have included £2000 again this year for play equipment replacement, is this ok?

KILMERSDON PARISH COUNCIL RESERVES

	Earmarked Reserves at 1/4/20	Added to reserves in 2020/21	Taken from reserves in 2020 21	Total
Earmarked reserves				
Kilmersdon Play Park Committee transfer of funds for maintenance	830.00	-	-	830.00
Local Housing contribution to recreation ground maintenance	5,000.00	-	-	5,000.00
Street lighting contingency cover	500.00	-	-	500.00
Moving 30mph signs	2,000.00		3,500.77	2,000.00
Neighbourhood Plan	4,782.00			1,281.23
Total	13,112.00	-	3,500.77	9,611.23

**Cash flow reserve required to fund the 2021 22 budget
6 months net expenditure**

6,891.00

at 1/4/20

15,458.54

15,165.43

30,623.97

Balances at bank

Current

Reserve

Total

Total cash at bank at 1/4/20
plus estimated income to 2020 21 year end
less estimated expenditure to 2020 21 year end
Estimated balance at 2020 21 year end

30,623.97
15,106.00
15,540.50 estimated expenditure less NP exp.
30,189.47
15,106.00 assumes same precept as last year
15,782.00
29,513.47
16,502.23
13,011.24

Estimated income 2021 22

Estimated expenditure 2021 22

Estimated balance in bank at 31/3/22

Total reserves (earmarked and cashflow)

Difference between estimated balance in bank and total reserves



11

Sara Davis

Sep 25, 2020,
10:29 PM (10
days ago)

to me, Mike, Neil

Hi Lesley,

Thank you for your email and your kind invitation to attend your Parish Council meeting, which I will have to politely decline.

With regard to the points you have raised, I would like to make you aware that any request we receive must be evidence led, have the support of the Parish Council, funded by them and also have the support of the County Councillor. When we refer to evidence we look at various criteria which include vehicle speeds and injury collision history. The injury collision history is provided to us in the form of a report from Avon and Somerset Police and we look at a period over the last 5 years. I appreciate that some accidents go unreported and some are non-injury so are not recorded. However, if we are getting clusters we will look at those. I have put a map / plan below showing the injury collisions and the current 30mph Speed Limit shown in green. A red triangle represents a fatal accident (October 2019), a blue square represents a serious accident (June 2017) and the green dot represents a slight accident (July 2017 and September 2019).

Some of the items you have requested would not sit within the Traffic Engineering remit, but I will go through them individually if I may.

Armco Barriers

This would not sit within the remit of Traffic Engineering, as the cost would be outside our budget. There are options, the Parish Council could approach your County Councillor to submit a Small Improvement Scheme (SIS) on your behalf to the SIS Team. There is talk that the window for submissions, although currently closed may open up again this year, but this has yet to be confirmed. Should your County Councillor wish to put this forward, it would undergo a scorecard procedure and if it met their criteria would be put forward for a feasibility study. This would determine whether the project would ultimately be feasible to implement and as you will appreciate is not a quick process. The other option would be for the Parish to fund it themselves, but it would have to be evidence led using the criteria mentioned above. A full safety audit would also be required before these would be considered in any location. Barriers are deemed to have a negative impact when hit by vehicles as they tend to end up back in the road and if other traffic is present at the time of the impact

they would then also be involved. Although I would not support a barrier, I am happy to consider some yellow backed chevrons to highlight the bend if you would like me to? The map below is the one you kindly provided to show where the problem is and highlighted by the black line.

Double white lines

Somerset County Council only tend to put in additional double white lines at the request of the Police where there is a history of unsafe overtaking. If you have been in talks with the Police about this issue please let me know.

The installation of double white lines is generally used where overtaking visibility is restricted or on a hill where there is a climbing or crawler lane. The use of this marking must take into account the amount of available road width required by larger vehicles, particularly on bends where they sometimes need to swing wide to negotiate the bend. Double white lines should not be used where the carriageway is under 6.1m wide. With regard to their use we would also look at the forward visibility. The necessary minimum standard of visibility is governed by the speed of vehicles on the road. It is defined as the maximum distance at which an object 1.05m above the carriageway can be seen by an observer at the same height, taking into account the vertical as well as the horizontal curvature, but also surveys carried out at different times of the year may produce different results due to vegetation growth. Where forward visibility is less than the desirable minimum it does not automatically follow that double lines should always be installed. The topographical and traffic characteristics of the route also need to be taken into consideration. Although double white lines are usually well respected by motorists, they also impose arbitrary restrictions on some drivers e.g. those in higher vehicles tend to have a better view of the road. It is important not to use this road marking where the appropriate criteria is not satisfied as this causes drivers to lose respect for the marking and often when stuck behind a slow moving vehicle adds to driver frustration and can lead to unsafe practice.

Extending the existing 30mph Speed Limit

When we last met, we discussed moving the extents of the current speed limit out to the entrance of Brown's Cottage, marked by the red line on the first map / plan. This was subsequently turned down by the then Traffic Engineer as not meeting DfT criteria for a 30 mph speed limit. From memory, when we met, the Parish Council highlighted a number of non-injury accidents along this stretch, would you be kind enough to remind me of them and if you would like me to I can look at this again on safety grounds.

Parking outside the Joliffe Arms Public House

I have not been involved in these discussions, if indeed there has been previously. If you could advise me what the problem is and where the parked vehicles are causing issues, I can look at this for you. If the Parish are looking for permanent restrictions these would be in the form of yellow lines and as you know have to go through a public consultation to put a Traffic Regulation Order (TRO) in place.

Faded 30mph Terminal Sign coming from Ammerdown

The Legislation now states that there is no requirement to have two Terminal gateway signs, so this speed limit is still enforceable despite the fading. Please can you confirm from the image below if it is the sign which is on the offset brackets or the one on the post and I can arrange replacement for you.

Damaged Village Name Plates

Having reported into us that one sign was damaged, on inspection of both these signs it is clear that they have not been damaged as a result of an RTC, rather a hedge trimmer has chewed both signs causing the damage. You will remember, we all went to great lengths, not only with your Jack and Jill design, but to site them so they would not be struck by passing vehicles. As you will appreciate this is not a priority for us to replace these signs when we have serious safety matters to deal with. Would you know whether the Parish has spoken with the contractor or landowner who trimmed the hedges to see if they can claim it on the contractors insurance?

Hopefully this will help with your discussions and please feel free to come back to me if you need anything further at this stage.

I look forward to hearing from you in due course and working with you again.

Enjoy your weekend.

Best wishes
Sara Davis
Traffic Engineer (East