

KILMERSDON PARISH COUNCIL

YOU ARE SUMMONED TO ATTEND A MEETING OF KILMERSDON PARISH COUNCIL TO BE HELD REMOTELY VIA SKYPE ON MONDAY 20TH APRIL 2020 AT 7.30PM

A G E N D A

1. **ELECTION OF CHAIR**
2. **APOLOGIES** To receive apologies for absence
3. **DECLARATIONS OF INTEREST** To note any Councillors' interests
4. **MINUTES** To approve the Minutes of the Parish Council Meeting held on 16th March 2020. (Pages 1-4).
5. **PUBLIC SPEAKING TIME (max 15 mins).** Notice of the meeting has been advertised on the website, with an invitation to the Clerk to receive the meeting link in order to attend the meeting
6. **VACANCY FOR A PARISH COUNCILLOR** To note that the vacancy was advertised for election with a deadline of 17th April. If no election is called the Parish Council is free to co-opt. Two applications for co-option have been circulated.
7. **FINANCIAL MATTERS** To approve expenditure as follows

Payee	Detail	Gross	Net	Power	Ch no
L Close	Salary - March	£251.76	£251.76	LGA 1972 S143	001416
L Close	Refund to 1&1 quarterly web fee	£23.98	£19.98	LGA 1972 S143	001417
Greensward	Contract landscape maintenance	£648.00	£540.00	LG Misc Provisions Act 1976 s 19	001418
L Close	3 x colour and 1 x black printer toner via Cartridge People	£144.90	£120.75	LGA 1972 S143	001419

7.1 **NatWest Bank mandate** – telephone/online banking application in progress.

8. **HIGHWAY MATTERS**
Fingerposts – all applications to Heritage Lottery Fund are put on hold until October 2020.
9. **PLAYING FIELD**
 1. Rot on the cross beams of the two benches. Cllr Nagel to contact the local building expert
 2. See saw – progress on its renovation
 3. Trim Trail highlighted as medium risk in the latest quarterly play inspection. To consider replacing it with a more robust alternative, using the funding from the Sperring Charity for

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this purpose. Photos and quotes from Sutcliffe Play and Wicksteed have been delayed because of staff on furlough.

4. Garden area next to the playing field – grass cutting has been included in the 2020/21 landscape contract which is quoted in part 2. Jim Common has not yet quoted to tidy the garden twice a year.
5. Moving and stabilising the goal posts and top soiling worn areas – awaiting quote from Ben Windell
6. Car Park hedge (Cllr Ham)

10. PLANNING APPLICATIONS (Cllr Butt)

2020/0710/LBC Repairs to mortar and stone work. Replace missing and rotten oak lintels and replacement of existing iron gate. Babington House Vobster – circulated electronically 7/4/20

11. **PLANNING POLICY** Mendip Local Plan examination - ED27 Inspector's Letter circulated 6/4/20.

12. CORRESPONDENCE

13. OUTSIDE BODIES

- Neighbourhood Plan

14. WEBSITE ACCESSIBILITY (Pages 5-7)

15. ANNUAL LITTER PICK

16. NOTICEBOARD LOOSE IN THE GROUND (Cllr Ham)

17. MATTERS OF REPORT AND ITEMS FOR THE NEXT MEETING

18. DATE OF NEXT MEETING – 18^h May 2020

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.

18. **REVIEW OF LEASES** Notes of the remote meeting held with the landlord on 31st March circulated electronically.

19. **LANDSCAPE CONTRACT 2020/21** Quote from Greensward attached (**Pages 8-9**)

20. **ANNUAL PAY REVIEW OF THE CLERK** – Current spinal point is sp 8 (**Page 10**)

Lesley

Lesley Close
Parish Clerk

14th April 2020 Clerk@kilmersdonpc.co.uk Tel: 07521 951471 www.kilmersdonpc.co.uk

To Cllrs N Brand, R Butt, E Drewe, N Ham, D Hudson, B Nagel.

KILMERSDON PARISH COUNCIL

Minutes of a Meeting of Kilmersdon Parish Councillors Held remotely via Skype At 7.30pm on Monday 16th March 2020

PRESENT: Cllr N Brand (Chair) Cllrs E Drewe (Vice Chair), N Ham, D Hudson and B Nagel.

ABSENT: Cllr R Butt

ATTENDING: Mr K Lewis for the first six items only; L Close (Parish Clerk).

163.ELECTION OF CHAIR

Cllr Brand was elected Chair and requested that this item remains on the agenda so the role might be passed to another Councillor next month.

It was noted that meeting remotely does not allow access to the public, but it is the best that can be done in the light of government guidelines on the Coronavirus. In line with NALC advice, **agreed** to delegate all aspects of the functions of the Parish Council to the Chair, Vice Chair and Clerk on a temporary basis – with their decisions being informed by this Skype meeting of Parish Councillors. Thanks were conveyed to Cllr Hudson for setting up the meeting. The Clerk to keep everyone informed of any further advice from NALC.

164.APOLOGIES

Apologies were received from Cllr Butt.

165.DECLARATIONS OF INTEREST

There were no declarations of interest.

166.MINUTES

The minutes of the Parish Council meeting held on 18th February 2020 were **agreed** as a true record.

167.PUBLIC SPEAKING TIME

Cllr Brand to look at the possibility of allowing public access to electronic meetings. *Action – Cllr Brand*

168. REVIEW OF LEASES

Ken Lewis gave a full overview of the anomalies and mistakes within the Chubb Bulleid draft Deed of Variation. It was **agreed** that the Deed of Variation does not suffice. Instead, a Head Lease to the Parish Council for the whole area, with a sub lease to the Village Hall would work.

Agreed that all Parish Councillors attend a conference call with Ben Short and possibly Andrew Jolliffe to voice the concerns. *Action – The Clerk*

Minutes are draft until approved at the next meeting.

Signed:

Date:

Signed: 1

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Ken Lewis **agreed** (1) to put his outline into bullet points to facilitate communicating all concerns; and (2) to be part of the proposed conference call with Ben Short / Andrew Jolliffe/ Chubb Bulleid.

Before leaving the meeting, Ken Lewis outlined the following handover points as he stands down from the Parish Council.

- (1) Cllr Nagel to take the keys to the noticeboard, garage and playing field.
- (2) Cllr Hudson to take the litterpickers and hi vis vests so they do not get damp in the garage. *Action- Cllr Hudson*
- (3) Noted there is salt for icy weather in the garage, as well as hazard tape and traffic cones.
- (4) There are two petrol trimmers and some wood in the garage which it is thought belongs to the former Chair.
- (5) Ken Lewis will undertake a repair to the engine wheels in the play park. The garden area in the corner of the playing field adjacent to Manor Close was previously maintained by Ken Lewis. The Clerk to ask Greensward to include it in their grass cutting schedule and Jim Common to quote for tidying it up in the spring and autumn. *Action – The Clerk*
- (6) The cross beams of the benches are very rotten. Cllr Nagel to ask the local builder if he would undertake a repair. The Clerk to let Nick Taylor know these repairs are now in hand. *Action – Cllr Nagel, the Clerk*
- (7) Cllr Ham to look at the noticeboard, which is loose in the ground.
- (8) Cllr Pullin had said he would ask Rebecca Davies to meet him in Kilmersdon regarding (1) the 30mph signs, (2) the safety barriers on the bend, (3) parking opposite the Jolliffe.
- (9) Cllr Pullin had offered his help to anyone who needs it in this time of Coronavirus. This offer to go on the website, along with the offer for local people to email the Clerk who would pass the details on to Parish Councillors who would see if they can offer support.

The Parish Council expressed massive thanks to Ken Lewis for all he had done as Chair and we will be sad to see him leave.

169.FINANCIAL MATTERS

The following payments were **agreed**. They would be passed to Cllr Brand to sign and pass on to another Councillor and return to the Clerk.

Payee	Detail	Gross	Net	Power	Ch no
LB Planning	Neighbourhood Plan	£1,137.00	1,137.00	Localism Act s.116-121	001410
L Close	Salary - February	£251.56	£251.56	LGA 1972 S143	001411
J A Common	Spiral garden – quarterly maintenance	£70	£70	LG Misc Provisions Act 1976 s 19	001412
Interesting Timbers	Oak for the see saw	£300	£250	LG Misc Provisions Act 1976 s 19	001413

1. Annual Review of the Fixed Asset Register: Agreed

Minutes are draft until approved at the next meeting.

Signed:

Date:

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2. Annual Review of the Insurance Schedule: Agreed

The NatWest Bank mandate has been rejected due to a missing signature – Agreed to find out whether it can be done electronically
Action – The Clerk

170.FORWARD PLANNING

- Missing Bollard at the treatment works and dog bin on the cycle path – The Clerk to chase Sustrans Action – The Clerk
- Moving and stabilising the goal posts and top soiling worn areas – Cllr Ham to get a quote from Ben Windell Action – Cllr Ham
- Car park hedge – Cllr Ham to look at cutting this in April. Action – Cllr Ham

171.HIGHWAY MATTERS

Fingerposts – Agreed to re-submit the application for funding from the Heritage Lottery to include community input from the school.

172.PLAYING FIELD

1. Rotting cross beams on the two benches – Cllr Nagel to contact a local builder. Action- Cllr Nagel
2. See saw – taken out of use Sept 2019. Cllr Drewe had arranged for the wood had been delivered to Cllr Nagel who is making arrangements for it to be installed as a see saw. Action – Cllr Nagel
3. Trim trail – highlighted as medium risk in the play inspection. The quotes to be considered for its replacement using funding raised by Vanessa Dale and the Crowd funding page. Thanks to the article in Kilmersdon Parish News, the crowd funding now stands at £630. The Clerk to check the increments in which it was previously agreed it should be banked. Two new funding applications by Vanessa were agreed for submission.

173.PLANNING APPLICATIONS

There were no planning applications.

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

Agreed to write to the MP David Warburton outlining concerns of the legality of the process relating to the Main Modifications. The Clerk to draft an email for agreement before the 20th March revised deadline. Action – The Clerk

175.CORRESPONDENCE

In response to a letter from the Village Shop Group, the Parish Council is unable to move forward. The Clerk to draft a response and circulate to Cllrs R Butt and N Brand. Action – The Clerk

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176.OUTSIDE BODIES

Neighbourhood Plan – Part of the Government grant might need to be returned as unspent at 30th March and then re-applied. The Neighbourhood Plan Group to inform the Clerk.

177.WEBSITE ACCESSIBILITY

The Clerk had gone back out to tender and only one quote came back with the ability to ensure accessibility compliance to WCAG 2.1 AA.

Agreed to seek advice from other Parish Councils via a Clerk’s forum and look in detail at the quote to consider adopting at the next meeting. *Action – The Clerk*

178.MATTERS OF REPORT AND ITEMS FOR THE NEXT MEETING

Litter pickers for the Village Day clean up

179.DATE OF NEXT MEETING: 20th April 2020

The meeting ended at 9.05pm

Minutes are draft until approved at the next meeting.

Signed:

Date:

Summary of website accessibility

1. Background

All Parish Councils are expected to comply with WCAG 2.1 Accessibility standards by September 2020. Last year the Parish Council obtained a quote in the value of £1,408 for a report to show where our current website is not meeting the standards. It was agreed to look at the cost of a new, fully compliant website. There is a budget of £1,408. Our ongoing costs for hosting and domain name are £85 pa.

2. Quotes

Quotes were sought from local web developers, all of which were over budget. The Clerk went back out to tender and one came in from **Love Creative UK** - <https://www.lovecreativeuk.co.uk/> in the amount of £990 with ongoing costs of £180 pa, consisting of £120 hosting and £60 Https. They would test compliance with the new regulations via an online compliance checker. Here are some links to sites they have created

<https://georgiebyoga.co.uk/>

<https://foodfoundation.org.uk/>

<https://www.parkfielddental.co.uk/>

<https://www.somersetcheese.co.uk/>

In the meantime **HugoFox** contacted me - <https://www.hugofox.co.uk/parish-councils/>. They seem to have more experience of Parish Councils, but as you will see, their sites do not have the same design edge as Love Creative UK, as they simply provide the platform and the site is developed by the individual Council. Here are some links to sites they have created.

- <http://www.kingsclere-pc.org.uk/community/kingsclere-parish-council-5041/home>
- <https://www.hannington-hants-pc.gov.uk/community/hannington-parish-council-hampshire-7641/home>
- <http://www.winchfield-pc.org.uk/community/winchfield-parish-council-7804/home>
- <http://www.bramshaw.org.uk/community/bramshaw-parish-council-7687/home>

In terms of compliance, HugoFox state

To ensure all of the websites we provide are compliant by September 2020 we have been carrying out automated and manual testing to ensure client websites are GDPR and Accessibility compliant and will be releasing an update in due course.

As part of the update, we will provide you with a new Accessibility statement to include on your website and fully explain what you need to do to be compliant with the legislation.

The HugoFox pricing depends on the level of support. In theory I think I could develop the site using the Bronze level, which is free. However, this would be time consuming

and the design would never be as good as a professional designer such as Love Creative UK. There is also something of a risk involved, as it is difficult to know until I start whether I would need the Silver standard of support.

PRICING

Bronze

Free

- Website
- Event Calendar
- Planning Tracker (no alerts)
- Hosting
- Online Support
- Membership of HugoFox Hub

Silver

£ 19.99 / month

- Website
- Website Build Assistance
- Event Calendar
- Planning Tracker (no alerts)
- Hosting
- Telephone and Online Support
- Membership of HugoFox Hub
- Online training
- Monthly Content Programme

Gold

£ 399 Starter Cost then £29.99 / month

- Website
- Complete website build
- Event Calendar
- Planning Tracker (no alerts)
- Hosting
- Telephone and Online Support
- Membership of HugoFox Hub
- Online training
- Monthly Content Programme

3. Clerks Forum

I posted a message for sharing information on this subject, but so far have not had any responses – I expect it is not a good time to do so.

4. Comparison of costs

	Set up	On going per annum	Total
Love Creative UK	£990	£180	£1,170
HugoFox Bronze	-	-	-
HugoFox Silver	-	£239.88	£239.88