

KILMERSDON PARISH COUNCIL

YOU ARE SUMMONED TO ATTEND A MEETING OF KILMERSDON PARISH COUNCIL TO BE HELD REMOTELY VIA ZOOM ON MONDAY 15th FEBRUARY 2021 AT 7.30PM

Join Zoom Meeting

<https://zoom.us/j/96156986505?pwd=a0ZvdVBKNEorbmo2bWthdmR2STV1dz09>

Meeting ID: 961 5698 6505

Passcode: 911609

Or join by phone on 0203 481 5240 using the meeting ID and passcode above.

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 18th January 2021. (Pages 1-3).
- 4. PUBLIC SPEAKING TIME (max 15 mins).** To welcome Jill Loader of Census 2021.
- 5. FINANCIAL MATTERS** To approve expenditure as follows

Payee	Detail	Gross £	Net £	Power	Electronic banking no
L Close	Salary – January	256.42	256.42	LGA 1972 S112	EB13

- To note the VAT 126 Claim made in the amount of £969.91 for 12 months commencing 1/2/20.
 - To decide whether to achieve consistency with the Parish Council's email address by spending up to £90 for clerk@kilmersdonpc.co.uk or to go with the free, but not transferable email address of kilmersdonclerk@gmail.com
- 6. FIXED ASSETS (Pages 4-5)**
 - 7. ANNUAL REVIEW OF THE EFFECTIVENESS OF THE INTERNAL CONTROL ENVIRONMENT (Pages 6-7)**
 - 8. ANNUAL REVIEW OF TRANSPARENCY CODE (Pages 8-12)**

KILMERSDON PARISH COUNCIL

9. HIGHWAY MATTERS

Parking opposite the Jolliffe Arms (**Page 13**)

Seat at Kilmersdon Hill – email circulated 8/2/21

10. PLAYING FIELD

Zipwire – to note it has been decommissioned as agreed at the last meeting in the amount of £30 plus VAT.

11. PLANNING APPLICATIONS (Cllr Butt)

12. CORRESPONDENCE

13. OUTSIDE BODIES

14. MATTERS OF REPORT AND ITEMS FOR THE NEXT MEETING

15. DATE OF NEXT MEETING – 15th February 2021

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.

16. GROUNDS MAINTENANCE TENDER (Pages 14-15 confidential)

17. ZIP WIRE QUOTES



Lesley Close
Parish Clerk

8th February 2021 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.

①

KILMERSDON PARISH COUNCIL

Minutes of a Meeting of Kilmersdon Parish Councillors
Held remotely via Zoom
At 7.30pm on Monday 18th January 2021

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

ABSENT: Cllr G Doswell

ATTENDING: Cllr A Barkshire, Mendip District Council, L Close (Parish Clerk).

134. APOLOGIES

There were no apologies for absence.

135. DECLARATIONS OF INTEREST

There were no declarations of interest.

136. MINUTES

The minutes of the Parish Council meeting held on 21st December 2020 were **agreed** as a true record and would be signed after the meeting.

It was noted that the Minute Book was at capacity. **Agreed** to purchase an A4 File for minutes. *Action – the Clerk*

137. PUBLIC SPEAKING TIME

There were no members of the public.

138. 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.

139. REVIEW OF LEASES

The Chair's suggested response to Lord Hylton's letter of 18th December was discussed and **agreed** pending the addition of words to the effect that unless costs are fully funded we bring this matter to a close. Cllr Brand to circulate the final draft of letters to both Lord Hylton and John Clayton before sending them out. This was proposed by Cllr Nagel, seconded by Cllr Drewe and **agreed** 5-1. *Action – Cllr Brand*

140. TO REVERT TO PUBLIC SESSION

The meeting reverted to public session.

Minutes are draft until approved at the next meeting.

Signed:

Date:

KILMERSDON PARISH COUNCIL

2

141. FINANCIAL MATTERS

The following payments were **agreed**. Following the meeting, the Clerk scheduled the payments for 21st January and sent a screen shot of the electronic banking payment list to all Councillors for confirmation.

Payee	Detail	Gross £	Net £	Power	Electronic banking no
L Close	Salary – December	256.42	256.42	LGA 1972 S112	EB10
GB Sport and Leisure	Quarterly inspections Feb, Aug, Nov 2020	280.80	234.00	LGA, Misc Provisions Act 1976, s.19	EB11
Greensward	Quarterly Maintenance and July work at Jack and Jill Hill	669.00	557.50	LGA, Misc Provisions Act 1976, s.19	EB12

142. TO AGREE THE BUDGET AND PRECEPT 2021/22

Following a discussion on the three models circulated, it was proposed by Cllr Nagel, seconded by Cllr Butt and **agreed** unanimously that the budget is accepted and the precept equates to the predicted net revenue expenditure in the amount of £15,821, equating to a Band D equivalent of £67.13. It was further **agreed** that the Precept article outlining how funds were spent last year and aspirations for next year be published. *Action – the Clerk*

143. FIXED ASSETS

The addition of the Coles Garden noticeboard and the review of the cost of both noticeboards were raised, together with a query on whether the Spiral Garden should be viewed as a Structure and therefore not included as contents insurance. The Clerk to check and bring this back to Council. *Action – the Clerk*

144. ANNUAL REVIEW OF THE INSURANCE SCHEDULE

The review was noted and it was agreed to check that it was on the basis of day 1 reinstatement new for old. *Action – the Clerk*

145. ANNUAL REVIEW OF THE RISK ASSESSMENT

The risk assessment was discussed and **agreed**.

146. ANNUAL GRANTS 2020/21

The Parish Council considered the grant application from Citizens Advice Mendip. **Agreed** to donate £300. *Action – the Clerk*

147. HIGHWAY MATTERS

- Patchy reinstatement of the highway following Truespeed installation reported to Highways 5/1/2021, and copied to Truespeed – both organisations have responded and some further work has been done to improve the reinstatement.

Minutes are draft until approved at the next meeting.

Signed:

Date:

2

KILMERSDON PARISH COUNCIL

Truespeed installation at the Village Hall – **agreed** that the Parish Council is happy to go ahead providing (1) the landlord is in agreement; (2) a wayleave document is in place to confirm that the grounds would be reinstated to the current standard, (2) cables 1 meter deep (3) a pre-entry photographic schedule is prepared, (4) Truespeed reinstate any surface damage to the satisfaction of the Council or pay compensation in lieu, (5) Truespeed also undertake to pay any land agents costs incurred in settling any surface damage claim. *Action – the Clerk*

- Jack and Jill path -.ownership confirmed via Land Registry as Lord Hylton – slippery leaves reported to them December 2020 – these have been cleared by the Kilmersdon estate. **Agreed** that the Ground Maintenance spec 2021/22 should remove the maintenance of Jack and Jill Hill, and ask items relating to the Car Park are quoted separately. *Action – the Clerk*

148. PLAYING FIELD

- Replacement of the small wooden train – the order has been placed with Wicksteed as agreed at the last meeting but installation has been asked to be delayed until this meeting because the December Play Inspection highlighted severe deficiencies in the Trim Trail and it is medium risk. A revised quote was sought for the Trim Trail items in order to ascertain whether to go ahead with both items at the same time for efficiency. Revised quote for the Trim Trail - **£8,750 – Agreed** to use ear marked reserves for play equipment in the amount of £12,217, together with funds in the current budget to replace the trim trail as well as the small train. *Action – the Clerk*

- Swing repairs as raised at the last meeting. **Agreed** that the repairs were best undertaken by a play providing company for indemnity reasons.
- Quote for items of repair on the MPU - Removal of damaged fixings and splintered mounting timber on Fireman’s Pole and making good. MPU repairs - including cutback of decayed tops of cladding logs to remove 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 - **£540 plus VAT, agreed. Action – the Clerk**

- Items of medium risk on the swings – quote from GB Sport and Leisure

2prs	SP-02-070	One size flat seat chains @	£34.50	£69.00
4no	SP-02-023	Varilinks	@ £4.75	£19.00
1no	Carriage			£15.00
1no	Fit chains and Varilinks & dispose of old parts			£175.00

Prices are subject to VAT

Carriage will be waived if fitting is ordered. **Agreed** in the total amount of **£263. Action – the Clerk**

- Two items of medium risk (medical attention would be required) Item 2 - grass surface eroded along one line causing trip hazard and Item 28 - football nets not secured at the back - to prevent the trip hazard by securing them to the ground - **£75** quoted by Greensward, **agreed. Action – the Clerk**
- Zipwire shown as medium risk (medical attention needed if there was an accident) – recommends a detailed structural survey carried out to ensure

Minutes are draft until approved at the next meeting.

Kilmersdon Parish Council

Fixed Asset List at 19/01/2021

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	£5,650
4	Buzy Tower	Playing field	2013	£1	£11,707
5	Youth Shelter	Playing field	2002	£3,980	£3,980
6	Sports surfaces	Playing field	2004	£3,998	£18,370
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	£7,810
12	Train with slide	Playing field	2013	£0	£0
14	Trim trail	Playing field	2013	£1	£4,305
15	Goalposts	Playing field	2013	£1	£550
16	Spiral garden	Playing field	2014	£1	£16,068
17	Birds nest swing	Playing field	2013	£1	£4,244
18	See saw	Playing field	2013	£1	£2,641
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
23	Playing field and Coles Garden noticeboards	Playing field/ Coles Garden	2019	£3,000	£3,000

(f)

24 Village signs	Entrances to Kilmersdon	2019	£634	Insured by Somerset CC
Total value			£16,151.12	£83,982.00

Updated 05/1/21

Items donated to the Parish Council are valued at £1.

5

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 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 then confirm either in person or by email that they have seen and approve the list of online payments on the banking system.
- 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
To Parish Council	15/2/2021
Date of next review	Feb 2022

Review of Compliance with the Transparency Code for Smaller Authorities

<u>Information title</u>	<u>Information which should be published</u>	<u>2019/20</u>	<u>2020/21 – 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>	<p>Income and expenditure at 6 months published on website.</p> <p>https://www.kilmersdonpc.co.uk/your-parish-council/finance-policies/yearly-archives/2020-21-finance-and-policies/</p>

<p>End of year accounts</p>	<p>Annual publication no later than 1st July. Publish signed statement of accounts according to the format included in the Annual Return form. It should be accompanied by:</p> <ul style="list-style-type: none"> 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. 	<p>Published on website</p>	<p>To be put to the Parish Council following internal audit.</p>
<p>Annual governance – Review of the internal control environment</p>	<p>Annual publication no later than 1st July. Publish signed annual governance statement according to the format</p>	<p>Published on website</p>	<p>Put to Parish Council for agreement 15/2/2021 before publishing on website.</p>

	<p>included in the Annual Return form.</p> <p>Explain any negative responses to governance statements, including how any weaknesses will be addressed.</p>	Not applicable	
<p>Internal audit report</p>	<p>Annual publication no later than 1 July. Publish signed internal audit report according to the format in the Annual Return form.</p> <p>Explain any negative responses to the internal controls objectives, including how any weaknesses will be addressed.</p> <p>Explain any 'not covered' responses to internal control objectives.</p>	Published	Internal Audit to be conducted in April/May 2021.
<p>List of councillor or member responsibilities</p>	<p>Annual publication of councillor or member responsibilities no later than 1 July, including:</p> <p>a. Names of all councillors or members</p>	Not applicable	<p>All details listed here https://www.kilmersdonpc.co.uk/your-parish-council/the-parish-council/parish-councillors/</p>



	<p>b. Committee or board membership and function (if Chairman or Vice Chairman)</p> <p>c. Representation on external local public bodies (if nominated to represent the authority or board).</p>																										
<p>Location of public land and building assets</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> <p>a. Description (including size/acreage)</p> <p>b. Location (address or description of location)</p> <p>c. Owner/custodian</p> <p>d. Date of acquisition (if known)</p> <p>e. Cost of acquisition (or proxy value)</p> <p>f. Present use</p>	<p>Published on website</p>	<table border="1"> <tr> <td data-bbox="553 443 667 1024">Description</td> <td data-bbox="667 443 862 1024">Land adjacent to Kilmersdon Village Hall. 1.3 acres.</td> </tr> <tr> <td data-bbox="667 443 862 1024">Location</td> <td data-bbox="862 443 992 1024">Playing field and car park adjacent to the Village Hall, High St, Kilmersdon BA3 5TD.</td> </tr> <tr> <td data-bbox="992 443 1057 1024">Owner/custodian</td> <td data-bbox="1057 443 1105 1024">Leasehold</td> </tr> <tr> <td data-bbox="1105 443 1170 1024">Date of acquisition</td> <td data-bbox="1170 443 1219 1024">15/5/1991. 21 year lease.</td> </tr> <tr> <td data-bbox="1219 443 1268 1024">Cost of acquisition</td> <td data-bbox="1268 443 1317 1024">£1 pa</td> </tr> <tr> <td data-bbox="1317 443 1365 1024">Present use</td> <td data-bbox="1365 443 1414 1024">Playing field/ play park/ car park</td> </tr> </table> <table border="1"> <tr> <td data-bbox="1105 443 1138 1024">Description</td> <td data-bbox="1138 443 1170 1024">Garage</td> </tr> <tr> <td data-bbox="1170 443 1203 1024">Location</td> <td data-bbox="1203 443 1235 1024">No. 4 Kilmersdon</td> </tr> <tr> <td data-bbox="1235 443 1268 1024">Owner/custodian</td> <td data-bbox="1268 443 1300 1024">Rental</td> </tr> <tr> <td data-bbox="1300 443 1333 1024">Date of acquisition</td> <td data-bbox="1333 443 1365 1024">14/11/12</td> </tr> <tr> <td data-bbox="1365 443 1398 1024">Cost of acquisition</td> <td data-bbox="1398 443 1430 1024">£41.67 net pa</td> </tr> <tr> <td data-bbox="1430 443 1463 1024">Present use</td> <td data-bbox="1463 443 1495 1024">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://www.kilmersdonpc.co.uk/your-parish-council/meetings/</p>
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Review schedule

	Review date
To Parish Council	19/2/17
To Parish Council	18/2/19
To Parish Council	18/2/20
To Parish Council	15/2/21
Next Review:	Feb 2022



Lesley Close <kilmersdonclerk@gmail.com>

Reply 01.02.21 - The Joliffe Arms Parking

1 message

Sara Davis <SDDavis@somerset.gov.uk>

Mon, Feb 1, 2021 at 4:03 PM

To: Lesley Close <kilmersdonclerk@gmail.com>, Mike Pullin - Councillor <MPullin@somerset.gov.uk>
Cc: Brian Nagel <brian@dataconnection.onmicrosoft.com>, Donald Hudson <donald@kilmersdon.com>, Edward Drewe <edward@caveassociates.co.uk>, Gael Doswell <gaeldoswell@gmail.com>, Neil Brand <neil_x_brand@nfumutual.co.uk>, Nick Ham <ham.nick@rocketmail.com>, Raph Butt <raphbutt@btinternet.com>

Hi Lesley,

Thank you for your email advising the Parish Council would like to look at traffic calming measures on the B3139 outside The Joliffe Arms.

In light of your request, I will not therefore include any proposals for yellow line markings to go forward for public consultation as part of the next Mendip Amendment Order.

If the Parish are looking specifically at chicanes or build outs, then this would not sit with the Traffic Engineering Team and would need to be put forward by your County Councillor as a Small Improvement Scheme (SIS). I have copied Mike into this email for his information. It is always a useful exercise for the Parish Council to carry out their own informal consultations within the community and specifically with residents who may directly impacted by any future proposals. This can then be put together as supporting evidence.

I understand that vehicles travelling down the hill into Kilmersdon can be hampered with vehicles overtaking the line of parked vehicles and therefore being on the wrong side of the road, but equally appreciate by removing parked vehicles it sometimes influences vehicle speeds, which as you will appreciate does not provide an easy solution for this location.

I hope you will find this useful.

Best wishes

Sara Davis

Traffic Engineer (East Mendip)