

KILMERSDON PARISH COUNCIL

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

Join Zoom Meeting

<https://zoom.us/j/97688201829?pwd=dS9wdTNzclE1WWVEYzFSOWJTS0JUUT09>

Meeting ID: 976 8820 1829

Passcode: 309666

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 15th February 2021. (Pages 1-4).
- 4. PUBLIC SPEAKING TIME (max 15 mins).**
- 5. FINANCIAL MATTERS** To approve expenditure as follows

Payee	Detail	Gross £	Net £	Power	Electronic banking no
L Close	Salary – February	256.62	256.62	LGA 1972 S112	EB14
GB Sport and Leisure	Repairs to swings in line with inspection report	315.60	263.00	LGA Misc Provisions 1976 s 19	EB15A
GB Sport and Leisure	De commissioning the zip wire	36.00	30.00	LGA Misc Provisions 1976 s 19	EB15B
PKF Littlejohn LLP	External Audit	240.00	200.00	LGA 1972 S112	EB16

6. HIGHWAY MATTERS

- Flooding on the Mells to Babington Road
- Treacherous highway in freezing weather at Hoares Lane

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7. PLAYING FIELD

- Zipwire – to agree the provider on condition of funds from the Awards for All Application. To agree the Awards for All application circulated in draft.
- To confirm the grounds maintenance tender as delegated to the Chair and Vice Chair as being the lowest tender, Primrose Garden Maintenance in the amount of £1755 pa

8. PLANNING APPLICATIONS (Cllr Butt)

- Proposed conversion of outbuilding to form single dwellinghouse. Ammerdown House Radstock Lodges: Listed Building Consent Application Number: 2021/0326/LBC
- Proposed conversion of outbuilding to form single dwellinghouse. Ammerdown House Radstock Application Number: 2021/0325/FUL
- Erection of a porch to rear entrance. 33 Church Square Church Street Listed Building Consent Application Number: 2021/0457/LBC
- Erection of a porch to rear entrance. 33 Church Square Church Street: 2021/0456/HSE

9. CORRESPONDENCE

10. OUTSIDE BODIES

11. FORWARD PLANNING (Pages 5-6)

12. MATTERS OF REPORT AND ITEMS FOR THE NEXT MEETING

13. DATE OF NEXT MEETING – 19TH April 2021 (to commence with the Annual Parish Meeting?)

14. ANNUAL PARISH MEETING AND HOW TO MEET FROM MAY ONWARDS Email outlining the return to face to face meetings circulated 23/2/21

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.

15. SEAT AT KILMERSDON HILL QUOTES

16. TO RECEIVE ANY UPDATE ON LEASES

LJ Close

Lesley Close
Parish Clerk

8th March 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.

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Minutes of a Meeting of Kilmersdon Parish Councillors Held remotely via Zoom At 7.30pm on Monday 15th February 2021

- PRESENT:** Cllr N Brand (Chair) Cllrs R Butt, E Drewe (Vice Chair, in the Chair for first five items), N Ham, D Hudson, B Nagel.
- ABSENT:** Cllr G Doswell, Cllr A Barkshire, Mendip District Council
- ATTENDING:** Cllr Mike Pullin for Highways Issues, Jill Loader of Census 2021 and Sue Meadows for public speaking time. L Close (Parish Clerk).

Cllr Drewe took the Chair whilst Cllr Brand resolved connectivity issues.

154. APOLOGIES

Apologies for absence were received from Cllr Barkshire.

155. DECLARATIONS OF INTEREST

There were no declarations of interest.

156. MINUTES

The minutes of the Parish Council meeting held on 18th January 2021 were **agreed** as a true record and would be signed after the meeting.

157. PUBLIC SPEAKING TIME

Jill Loader of the Office of National Statistics, Census 2021, outlined this once in a decade snapshot of the population which takes place on 21 March 2021. Sue Meadows of Kilmersdon Parish News outlined the article about the Census in the last issue and asked how it might be promoted further. A leaflet in the next edition would draw attention to the Census and arrangements were put in place.

Sue Meadows thanked the Parish Council for the grant to Kilmersdon Parish News.

Cllr Brand took the Chair.

158. HIGHWAYS

With the Parish Council's permission, this item was brought up the agenda. Cllr Pullin discussed the desire to reduce the dangerous parking opposite The Jolliffe, but alongside that the need to slow down cars through the village. Cllr Pullin assured the Parish Council that he is working on getting the 30mph signs moved up the hill to slow the traffic before it reaches the blind corner. He apologised it was taking so long. The possibility of double white lines at the top of the hill approaching Charlton was also raised, along with the need to address the corner after the bridge where another car went into the hedge last week. The Welcome to Kilmersdon signs were still awaiting replacement.

Minutes are draft until approved at the next meeting.

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Cllr Pullin assured the Parish Council he would continue to work on these matters.

It was noted that the bench on Kilmersdon Hill had reached end of life and the Clerk was asked to seek quotes for replacement. Cllr Pullin confirmed that it was fine to replace like for like and a courtesy note to Sara Davies letting her know that the contractor would take appropriate safety measures when replacing the bench would suffice. *Action – the Clerk*

Cllr Butt raised the issues of flooding on the road from Mells to Babington and the treacherous condition of Hoares Lane in freezing weather, where the highway rises. Cllr Pullin agreed to look into these concerns.

Cllr Pullin, Sue Meadows and Jill Loader left the meeting.

159. FINANCIAL MATTERS

The following payment was **agreed**. Following the meeting, the Clerk scheduled the payments for 17th February 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 – January	256.42	256.42	LGA 1972 S112	EB13

A VAT 126 Claim had been made in the amount of £969.91 for 12 months commencing 1/2/20.

Agreed to spend up to £90 to fix the Parish Council email address clerk@kilmersdonpc.co.uk *Action – the Clerk*

160. FIXED ASSETS

Following confirmation from the insurance company that the spiral garden was covered as a structure, the Fixed Asset list was **agreed**.

161. ANNUAL REVIEW OF THE EFFECTIVENESS OF THE INTERNAL CONTROL ENVIRONMENT

The report was discussed and **agreed**.

162. ANNUAL REVIEW OF THE TRANSPARENCY CODE

The review was discussed and **agreed**.

163. PLAYING FIELD

- The Zip Wire had been de-commissioned on safety grounds at a cost of £30.
- The Zip Wire quotes were moved up the agenda. Four quotes for replacements had been received: Caloo £8,816.75, Kompan £9223.65, Wicksteed £11,251.40 and HAGS £14,000. **Agreed** that all Councillors review the specs for the zipwires circulated that day and the Clerk prepares a

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funding bid to Awards for All. To be put on the next agenda for decision.

Action – all Councillors and the Clerk

- The Clerk to seek the exact date of installation of the small train and trim trail so that Councillors might make arrangements to remove the old train. *Action – Councillors and the Clerk*

164. PLANNING APPLICATIONS

2021/0156/CLE Erection of a dwelling house and conversion of an existing building to ancillary residential accommodation. Cedar Stables Lower Field Farm Hoare's Lane **Agreed** (1) to convey concerns that the applicant has not lived there full time for four years and to request evidence in the form of bills, council tax invoices, electricity supply and at least 6 statutory declarations; (2) to contact the Enforcement Officer with concerns that there are more than the permitted number of residential units at this site. *Action – the Clerk*

165. CORRESPONDENCE

Correspondence was received from Savills and John Clayton. **Agreed** to respond to Savills thanking for the latest proposal which largely re-states what has been agreed before. The timescale of six weeks is unworkable. As a way forward the Parish Council suggests that Chubb Bulleid writes a new headlease which the Parish Council can review without prejudice. *Action – the Clerk*

Cllrs Brand and Hudson **agreed** to draft a response to John Clayton outlining the need for a head lease and what would be needed from the Village Shop Committee for the sub lease in terms of a robust business plan as requested by the landlord, and user clauses etc. *Action – Cllrs Brand and Hudson*

166. OUTSIDE BODIES

There were no outside bodies reports.

167. **ITEMS OF REPORT AND ITEMS FOR THE NEXT MEETING** – Flooding on the Mells to Babington Road and the condition of Hoares Lane in freezing weather where the road rises.

168. **DATE OF NEXT MEETING:** 15th March 2021.

169. 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.

170. GROUNDS MAINTENANCE QUOTES

April 2021 - March 2022

Greensward - Part 1 - £1430; Part 2 - £580 - Total - **£2,010**
Grass Roots - Part 1 - £9,377; Part 2 - £2,620 Total - **£11,997**

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Primrose Garden Maintenance Part 1 - £1,470 Part 2 £285 -
Total **£1,755** Repairs to goal posts would be extra

April 2022 - March 2023

Greensward as above
Grass Roots as above plus 3%
Primrose Garden Maintenance Part 1 £1,485; Part 2 £288; Total
£1,773 Repairs to goal posts would be extra

Agreed that the Clerk seeks a reference from the lowest tenderer, Primrose Garden Maintenance and authority is delegated to the Chair and Vice Chair to receive the reference and make a decision on the award of this contract.

Action – Cllrs Brand, Drewe and the Clerk

The meeting ended at 8.50pm

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Signed:

Date:

Forward Planning – to bring to the Parish Council every quarter:– June/September/December/March

	Date	Item	Financial consideration	Update
1	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. Response received 25/6/19 for the 15/7/19 PC agenda. Since then the County Councillors and neighbouring parishes have met to discuss the 40mph limit from Norton St Philip to the White Post roundabout. 15/6/20 – Mike Pullin expected to attend the July 2020 meeting with an update. 15/2/21 – Mike Pullin updated the Parish Council.
2	Sept 2018	Review of leases		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. Liaison with the landlord's solicitor is ongoing at 17/6/19. Meeting with Ben Short 15/7/19. Awaiting the draft leases and Cllr Brand seeking a quote from another solicitor. Remote meeting with the landlord 31/3/20. Revised leases awaited. 15/6/20 – KPC responded to the landlord's proposals. 22/2/21 – KPC responded to the landlord's proposal for the way forward.

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3	July 2019	Noticeboards at Coles Garden and the spiral garden		To schedule painting/ varnishing of the noticeboards in 2022.
4	Nov 2019	Stabilising the goal posts – Agreed that both goalposts should be moved and put in line, with top soil in the worn areas in the Spring		Cllr Ham to get a quote from Ben Windell – 16/3/20. 15/6/20 - Cllr Ham confirmed the work is expected to be completed in the next few weeks. Agreed to defer the work until the Spring 2021.
5	Nov 2019	The hedge which abuts the garden machinery car park – Many thanks to Cllr Ham for cutting the hedge.		16/3/20 -Hedge has been taken out of the playing field spec. Cllr Ham to look at cutting it back in April and invoice accordingly. 16/5/20 – Agreed to hold this work in abeyance until September whilst discussions on the car park lease take place. 20/7/20 - concern was raised at the overgrown vegetation