

# KILMERSDON PARISH COUNCIL

## Minutes of a Meeting of Kilmersdon Parish Council Held at Kilmersdon Village Hall Car Park At 7.30pm on Tuesday 18<sup>th</sup> May 2021

**PRESENT:** Cllr N Brand (Chair) Cllrs R Butt, N Ham.

**ABSENT:** Cllrs G Doswell, E Drewe, D Hudson and B Nagel

**ATTENDING:** L Close, Parish Clerk

The meeting was preceded the previous day with a consultation meeting via Zoom which was attended by Cllrs N Brand (Chair), R Butt, G Doswell, E Drewe, N Ham, D Hudson and B Nagel.

### 1. TO ELECT THE CHAIR

Cllr Brand was nominated by Cllr Nagel, seconded by Cllr Drewe and **agreed** unanimously.

### 2. DECLARATION OF ACCEPTANCE OF OFFICE

It was **agreed** that Cllr Brand would sign the declaration of acceptance of office immediately after the meeting.

### 3. TO ELECT THE VICE CHAIR

Cllr Drewe was nominated by Cllr Brand, seconded by Cllr Butt and **agreed** unanimously.

### 4. APOLOGIES

Apologies for absence were received from District Councillor Alison Barkshire, Cllrs G Doswell, E Drewe, D Hudson and B Nagel. All Parish Councillors however attended the Consultation meeting the previous day.

### 5. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 6. MINUTES

The minutes of the Parish Council meeting held on 26<sup>th</sup> April 2021 were **agreed** as a true record and would be signed after the meeting.

### 7. PUBLIC SPEAKING TIME

There were no members of the public.

### 8. FINANCIAL MATTERS

The following payments were **agreed**. Following the meeting, the Clerk scheduled the payments for 19<sup>th</sup> May and sent a screen shot of the electronic banking payment list to all Councillors for confirmation.

It was further **agreed** to commission the back up and update service for the website at a cost of £180+VAT per year.

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| Payee                       | Detail   | Gross £ | Net £  | Power                             | Electronic banking no |
|-----------------------------|--|---------|--------|-----------------------------------|-----------------------|
| K Hutton                    | Defib training grant                                 | 100.00  | 100.00 | LGA 1972 S112                     | EB24                  |
| Greensward                  | New bench on Kilmersdon hill                         | 228.00  | 190.00 | LGA 1972 S112                     | EB25                  |
| L Close                     | Refund of purchase of waterproof labels for dog bins | 14.57   | 12.14  | LGA Misc Provisions Act 1976 s.19 | EB26                  |
| L Close                     | April salary   | 256.62  | 256.62 | LGA 1972 S112                     | EB27                  |
| Paul Clarke Accountants Ltd | Internal Audit                                       | 180.00  | 150.00 | LGA 1972 S143                     | EB28                  |
| J&K Primrose                | Monthly grounds maintenance - April                  | 175.50  | 146.25 | LGA Misc Provisions Act 1976 s.19 | EB29                  |

**9. TO RECEIVE THE INTERNAL AUDIT REPORT FOR 2020/21**

The Internal Audit report was considered and **agreed**.

**10. ANNUAL GOVERNANCE STATEMENT 2020/21**

The Annual Governance Statement was reviewed and **agreed**. It would be signed after the meeting.

**11. YEAR END ACCOUNTS 2020/21**

The Accounting Statements 2020/21 were reviewed and **approved**.

**12. TO AGREE THE COMPARISON OF ACTUAL AGAINST BUDGET AT YEAR END 2020/21**

The year end budget comparison was **agreed**.

**13. TO AGREE THE EXEMPTION CERTIFICATE**

The Parish Council certified that during the financial period 2020/21, the higher of the authority's gross income for the year or gross annual expenditure for the year did not exceed £25,000. The exemption certificate was therefore **agreed**.

**14. TO NOTE THE CONFIRMATION OF THE DATES FOR THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS**

This was agreed as 14<sup>th</sup> June – 23<sup>rd</sup> July 2021 and would be advertised accordingly.

**15. ANNUAL REVIEW OF THE CODE OF CONDUCT, THE STANDING ORDERS, THE FINANCIAL REGULATIONS, COMPLAINTS PROCEDURE, HEALTH AND SAFETY POLICY, FREEDOM OF INFORMATION PUBLICATION SCHEME, ANNUAL REVIEW OF THE INTERNAL CONTROL ENVIRONMENT, DATA PROTECTION PRIVACY POLICY**

The Health and Safety Policy was updated and this, along with the policies listed above, was **agreed**.

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### 16. HIGHWAY MATTERS

- Flooding on the Mells to Babington Road -Cllr Pullin has still not responded. The Clerk to chase again. *Action – the Clerk*
- Treacherous highways in freezing weather on Hoares Lane –Cllr Pullin has still not responded. The Clerk to chase again. *Action – the Clerk*
- Hoares Lane Road Closure without notice – Cllr Nagel had liaised with White Horse Housing Association about a road closure without notice to residents.
- Safety concerns on the B3139 from the White Post to Charlton as raised by local residents – **Agreed** to raise this important safety concern to Cllr Pullin, asking for the speed limit along the whole length of road to be reduced to 40mph. The Chair of Hemington PC to be copied in. The residents to be informed of this action. *Action – the Clerk*

### 17. PLAYING FIELD

- The small train and trim trail installation will be installed on 24<sup>th</sup> May. Cllr Nagel to open the field gate. *Action – Cllr Nagel*
- Quote to repair/renew the bench on the edge of the field – **agreed** to wait until the tree survey is done and raise the canopy of the tree over the bench along with any other necessary tree work.
- Quote to move the goalpost to accommodate the zipwire – **Agreed** to ask Ben Windell to undertake the work by 7<sup>th</sup> June. *Action – Cllr Ham*
- Quote to install key operated height restrictors at the entrance to the car park – **agreed** not to pursue this at the moment, but instead to get quotes for dragons' teeth to stop any vehicle driving on the grass and a quote for signage to state This car park is not for commercial or recreational vehicles. No parking overnight. To consider writing to the owner of the motorhome once the lease is finalized to the Parish Council. *Action – the Clerk*
- Repair the fireman's pole to be undertaken on 26<sup>th</sup> May.
- Quote to repair the erosion of the soil around the basket swing – Cllr Ham to look at this along with adding some topsoil to the indents when the goalposts are moved. *Action – Cllr Ham*
- Quote to fix the bolts on the back of the goalposts – the Clerk to send pictures of the issue to Cllr Ham in case these can be addressed when the goalposts are moved. *Action – Cllr Ham*
- Stones missing from the wall of the spiral garden at the entrance – Cllr Nagel to check the status of the wall. *Action – Cllr Nagel*
- Driving over the grass from the car park to the residential property – Savills had not yet responded. The dragons teeth should stop this happening.
- The zipwire was scheduled for installation on 7<sup>th</sup> June.

### 18. PLANNING APPLICATIONS

- Alterations to garage (retrospective). The Tallat House Silver Street 2021/0112/HSE – there were no objections
- 3 Kilmersdon Hill, planning reference 2019/1144/HSE. Although the applicant secured permission to change the green profile roofing to black, the garage was built larger than consented with the roof much higher than

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proposed. Update requested from Mendip DC. – there were no comments, but the update would be chased. *Action – the Clerk*

### 19. CORRESPONDENCE

A request to put up a marquee/gazebo on the playing field for a wedding next summer was considered and **agreed** at the standard fee, providing government guidance allows.

### 20. OUTSIDE BODIES

There were no outside bodies reports.

### 21. FINGERPOST RENOVATION

The Parish Council received a quote from Somerset Forge to address the particularly bad state of the fingerpost at Charlton which had one temporary plastic finger and no cast sleeve on the post. **Agreed** to commission the full renovation at a cost of £1,695. Whilst this exceeds the budget, general reserves would cover the balance.

### 22. KILMERSDON GARAGE

The following inventory was noted.

| Parish Council Garage No. 7   |          |
|-------------------------------|----------|
| Description                   | Quantity |
| Large traffic cone            | 2        |
| Small traffic cone            | 3        |
| Red/white hazard tape reel    | 1        |
| Litter picker                 | 3        |
| High-viz jacket               | 3        |
| De-icing material bag         | 43       |
| Rover Raider petrol lawnmower | 1        |
| Echo SRM2000A Strimmer        | 1        |
| Husqvarna 125RJ Trimmer       | 1        |
| Assorted wood                 |          |

**Agreed** that Cllr Hudson talks to Norton Garden Machinery regarding the items of machinery in the garage. *Action – Cllr Hudson*

The Clerk to chase Savills in relation to the state of the door. *Action – the Clerk*

### 23. ITEMS OF REPORT AND ITEMS FOR THE NEXT MEETING

**Training for Councillors** – the Clerk to re-send the email outlining available training and Councillors to let her know if they would like to attend. *Action - all*

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- 24. DATE OF NEXT MEETING: 21<sup>st</sup> June 2021** at Coles Garden meeting room, providing government guidance allows. The Clerk to circulate a risk assessment for return to face-to-face meetings. Meetings to move downstairs for anyone with accessibility requirements and this to be put on the website. *Action – the Clerk*
- 25. 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.
- 26. TO RECEIVE ANY UPDATE ON LEASES**  
Cllr Brand gave an update on leases. The headlease is awaiting a response from the landlord's solicitor. A meeting with the representatives from the Village Shop Committee included a discussion on the requirements of the sub lease which would include maintenance costs to cover litter picking, grass cutting etc, The soakaway was briefly discussed. They would like to take on the youth shelter. They are re-submitting the planning application. There will need to be a hard standing footpath from the car park to the shop door. The hedge needs to be cut back to the level of the fence to allow full access. Cllr Hudson to talk to Norton Garden Machinery about this. *Action – Cllr Hudson*  
It was thought that the sub lease is being paid for by the Village Shop Committee in the amount of £1000, with the balance by the Parish Council, but the Clerk was asked to check previous minutes for clarity. *Action – the Clerk*
- 27. QUOTES FOR WORKS AT THE PLAYING FIELD**  
These were considered under minute 10.

The meeting ended at 8.35pm

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