

# KILMERSDON PARISH COUNCIL

YOU ARE SUMMONED TO ATTEND A MEETING OF KILMERSDON PARISH COUNCIL TO BE HELD AT KILMERSDON VILLAGE HALL, KILMERSDON ON TUESDAY 22nd JUNE 2021 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** 18<sup>th</sup> May 2021. (**Pages 1-5**).
4. **PUBLIC SPEAKING TIME** (max 15 mins).
5. **FINANCIAL MATTERS** To approve expenditure as follows

Payee	Detail	Gross	Net	Power	Ch no
Greensward	Tree Survey	£180	£150.00	LGA 1972 S143	EB30
L Close	May salary	£256.42	£256.42	LGA 1972 S112	EB31
Primrose	Monthly Ground maintenance	£175.50	£146.25	LGA 1972 S143	EB32
GB Sport and Leisure	MPU repairs and firemans pole	£648.00	£540.00	LGA 1972 S143	EB33
Love Creative UK	Website back up and update service	£216.00	£180.00	LGA 1972 S112	EB34
HMRC	Clerk's Tax	£192.00	£192.00	LGA 1972 S112	EB35

### 6. **HIGHWAY MATTERS**

- Flooding on the Mells to Babington Road – any update from Cllr Pullin
- Treacherous highway in freezing weather at Hoares Lane – any update from Cllr Pullin
- B3139 from White Post to Charlton -safety concerns – any update from Cllr Pullin

### 7. **PLAYING FIELD**

- (1) To note the small train and trim trail installation have been deferred – awaiting a new date.
- (2) Quote to repair / move the bench at the edge of the field – Tree report circulated 27/5/21 and a quote requested for T5 which is the one which is too low over the bench.
- (3) Moving the goalposts to accommodate the zipwire – update
- (4) Quote for dragons teeth or bollards to prevent cars on the field – see part 2
- (5) Repair the firemans pole and other works to the MPU - completed.
- (6) Erosion to soil around the base of the basket swing – update
- (7) Quote to fix the bolts on the rear of the goalposts - update
- (8) From the play park weekly inspections – there are some stones missing from the wall of the spiral garden at the entrance – update
- (9) Zipwire installation date – 16<sup>th</sup>/ 17<sup>th</sup> June

## KILMERSDON PARISH COUNCIL

(10) Abandoned car in village hall car park (as raised via Cllr Hudson)

### 8. PLANNING APPLICATIONS (Cllr Butt)

- ENF/2021/0120 – 3 Kilmersdon Hill is now an enforcement issue and an update has been requested for the meeting.
- 2021/0325/FUL Proposed conversion of outbuilding to form single dwellinghouse. (amended location plan rec'd 03.06.2021) Ammerdown House Radstock Lodges To Ammerdown House, Kilmersdon
- 2021/0326/LBC Proposed conversion of outbuilding to form single dwellinghouse. Location: Ammerdown House Radstock Lodges To Ammerdown House Kilmersdon

### 9. CORRESPONDENCE

- Cutting of the grass verge outside Orange Farm
- Urinating on the playing field (email circulated 14/6/21 from the Village Hall Committee)

### 10. OUTSIDE BODIES

11. **KILMERSDON GARAGE** Update on the machinery stored in the garage – to consider disposing of it free of charge via Norton Green Machinery.

### 12. FORWARD PLANNING (Pages 6-7)

### 13. MATTERS OF REPORT AND ITEMS FOR THE NEXT MEETING

### 14. DATE AND ARRANGEMENTS FOR THE NEXT MEETING – 19<sup>th</sup> July 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.*

### 15. REVIEW OF LEASES

### 16. QUOTES REQUESTED (Page 8)

*ljclae*

Lesley Close  
Parish Clerk  
14th June 2021

Tel: 07521 951471

[Clerk@kilmersdonpc.co.uk](mailto:Clerk@kilmersdonpc.co.uk)  
[www.kilmersdonpc.co.uk](http://www.kilmersdonpc.co.uk)

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.

*Minutes are draft until approved at the next meeting.*

Signed:

Date:

KILMERSDON PARISH COUNCIL



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**.

*Minutes are draft until approved at the next meeting.*

Signed:

Date:

**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 heigh 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

*Minutes are draft until approved at the next meeting.*

## KILMERSDON PARISH COUNCIL

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*

*Minutes are draft until approved at the next meeting.*



## KILMERSDON PARISH COUNCIL

- 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

*Minutes are draft until approved at the next meeting.*

Signed:

Date:

5

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

	<b>Date</b>	<b>Item</b>	<b>Financial consideration</b>	<b>Update</b>
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.	<p>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.</p> <p>15/6/20 – Mike Pullin expected to attend the July 2020 meeting with an update.</p> <p>15/2/21 – Mike Pullin updated the Parish Council.</p>
2	Sept 2018	Review of leases		<p>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.</p>



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 – <b>Agreed</b> 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. Agreed 15/3/21 that Cllr Ham would arrange for this to be done with Ben Windell. 14/6/21 – goalposts being moved to accommodate the zipwire.
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 – <b>Agreed</b> 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, which was later cut back by the landlord.

(7)