

# KILMERSDON PARISH COUNCIL

**YOU ARE SUMMONED TO ATTEND A MEETING OF KILMERSDON PARISH COUNCIL TO BE HELD AT COLES GARDEN MEETING ROOM, KILMERSDON ON MONDAY 20TH SEPTEMBER 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** 19<sup>th</sup> July 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
L Close	July salary	£256.62	£256.62	LGA 1972 S112	EB45
K Hutton	Defib training grant as agreed 19/7/21	£100.00	£100.00	LGA 1972 Sch 12	EB46
SALC	Training - councillor	£50	£50	LG(Misc Provisions) Act 1976 s.19	EB47
Primrose	Monthly Ground maintenance – Sept	£175.50	£146.25	LG(Misc Provisions) Act 1976 s.19	EB48
L Close	Aug Salary	£256.42	£256.42	LGA 1972 S112	EB49
Caloo	Zip wire – balance pending	2116.02	1763.25	LG(Misc Provisions) Act 1976 s.19	Pending
Wicksteed	Trim Trail and Train	£15,540	£12.950	LG(Misc Provisions) Act 1976 s.19	EB50

**Income** - £1,000 received from Tesco grants for play area; £1,800 received from A Jolliffe as contribution to the legal fees for the lease.

### 6. **HIGHWAY MATTERS**

- **Treacherous highway in freezing weather at Hoares Lane** – reported to Highways 23/6/21 and to Savills 20/7/21 in respect of the ditch.
- **Jack and Jill Hill** – the wall at the top of the hill on the right hand side showed signs of bulging under pressure with stones coming out and danger of collapse. Reported to Savills 23/6/21 for the attention of the landowner and again on 20/7/21 with an additional request to clear the overgrown pathway. Savills have reported that the wall belongs to the school and they are aware of the problem. Overgrown pathway reported again to Savills 6/9/21.
- **The general state of untidiness of the village with weeds on the pavements** was reported to Highways 23/6/21 with a request for the schedule of weed killing. This was chased 20/7/21 in respect of the 4ft high nettles. A response was received 27/7/21: With reference to weed killing unfortunately we no longer undertake weed spraying on a planned programme. However there is an exception to this and that is in relation to noxious weeds. I

## KILMERSDON PARISH COUNCIL

have asked our Area Superintendent to undertake an inspection to assess if reactive / safety works are required. Our Ref: 609065.

### 7. **PLAYING FIELD**

1. Post and rail fencing – quote (Cllr Ham)
2. Concreting down the floor standing bin – £85, to be undertaken by Greensward along with the tree and bench work once the permission to work on the tree has been obtained due to the TPO.
3. Checking the Integrity of the swings – per the ROSPA play inspection report. A request for a less invasive test was put to the manufacturers, Wicksteed on 20/7/21, with the response as follows - The problem you are going to have, is that if you start taking apart the head castings (the top sections where the uprights and crossbar go into), it is highly unlikely you won't get them back together!
4. Installing a steel slide on the MPU – GB Sport and Leisure requested the dimensions of the aperture and its distance to the ground, which the Clerk sent w/c 5/7/21 and chased 20/7/21 - £2,446.80 plus VAT includes installation. Quotes being sought to replace the multi play.
5. Cutting back the hedge to the boundary line on the right-hand side of the field – Primrose has requested a site meeting because there is a lot to cut back. Cllr Ham is obtaining a comparative quote.
6. To note the small train and trim trail installation is complete.
7. Erosion to soil around the base of the basket swing – update
9. From the play park weekly inspections – there are some stones missing from the wall of the spiral garden at the entrance – photos circulated by email.
10. Abandoned car in village hall car park – has now been removed.
11. Letter to the person driving across the grass at the playing field – feedback from Cllr Doswell in that he has stated he has permission from the landlord to do so. Queried with the landlord 26/7/21, with the following response - No such permission exists. The route to the herb garden is up the steps adjacent to the old garage, now Norton Garden Machinery.
12. Strimming of the path next to 1 Silver Street was requested of the landlord 9/8/21.
13. Cutting back the silver birch and repairing the bench – put on hold whilst permission was put in to cut back the tree, which has a TPO.

### 8. **PLANNING APPLICATIONS (Cllr Butt)**

- ENF/2021/0120 – 3 Kilmersdon Hill is now an enforcement issue and an update has been chased 23/6/21 and again 6/9/21.
- Proposed residential scheme for land at Old Road, Writhlington (**Pages 6-7**)
- Local Plan Partial Update and SPD consultations – to note the email of 27/8/21

### 9. **CORRESPONDENCE**

Emails circulated 6/9/21 from two residents logging the accidents on the B3139.

### 10. **OUTSIDE BODIES**

### 11. **FORWARD PLANNING (Pages 8-9)**

### 12. **TO REVIEW THE INDEPENDENCE OF THE INTERNAL AUDITOR, PAUL CLARK ACCOUNTANTS LTD, MARKSBURY <https://www.paulclark-accountants.co.uk/> IN**

# KILMERSDON PARISH COUNCIL

## PERSONAL, FINANCIAL AND PROFESSIONAL CAPACITY, AS PER THE UPDATED PRACTITIONERS GUIDE

13. **ELECTIONS 2022 OR 2023** To consider responding to the consultation on whether the Parish Council elections should be brought forward to 2022 to coincide with the principal authority elections and hence save money.
14. **MATTERS OF REPORT AND ITEMS FOR THE NEXT MEETING**
15. **DATE OF THE NEXT MEETING** – 18<sup>th</sup> October 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. **REVIEW OF LEASES** Details of the clauses on the sub lease to be agreed.
17. **QUOTES REQUESTED/ FUND COMMITTED (Page 11)**



**Lesley Close**  
**Parish Clerk**  
13th September 2021

**Tel: 07521 951471**

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

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.

# KILMERSDON PARISH COUNCIL

## Minutes of a Meeting of Kilmersdon Parish Council Held at Coles Garden Meeting Room, Kilmersdon At 7.30pm on Monday 19<sup>th</sup> July 2021

- PRESENT:** Cllr E Drewe (Vice Chair in the Chair) Cllrs R Butt, G Doswell, N Ham, D Hudson and B Nagel.
- ABSENT:** Cllr N Brand,
- ATTENDING:** Six members of the public, L Close, Parish Clerk

The meeting was held outside the front door of Coles Garden Meeting Room to facilitate social distancing.

### 45. APOLOGIES

Apologies for absence were received from Cllr N Brand and from Cllr A Barkshire (Mendip DC).

### 46. DECLARATIONS OF INTEREST

Cllr Hudson declared an interest in item 9, Correspondence, Funding for the defibrillator course, as an attendee.

### 47. MINUTES

The minutes of the Parish Council meeting held on 22<sup>nd</sup> June 2021 were **agreed** as a true record and were signed after the meeting.

### 48. PUBLIC SPEAKING TIME

Members of the public gave their views on planning application, : 2021/1509/FUL Erection of 3no. detached dwelling houses & a double garage: Site West Of Magnapur Charlton Lane. Views included overdevelopment of the site, misinformation in the planning application, increase in traffic, impact on neighbours and impact on wildlife.

There was an enquiry about the estimated completion date of the lease for the Village Shop. They Clerk would make enquiries and get back to the Village Shop Committee. *Action – the Clerk*

### 49. FINANCIAL MATTERS

The following payments were **agreed**. The Clerk scheduled the payments for 21<sup>st</sup> July and 20<sup>th</sup> August and sent a screen shot of the electronic banking payment list to all Councillors for confirmation.

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

Signed:

Date:

# KILMERSDON PARISH COUNCIL

Payee	Detail	Gross	Net	Power	Ch no
L Close	June salary	£256.62	£256.62	LGA 1972 S112	EB38
Kilmersdon Village Hall Management Committee	Monthly Ground maintenance	£20.00	£20.00	LGA 1972 Sch 12	EB39
N Brand	Reimbursement of statutory declaration witness by Thatcher and Hallam	£5.00	£5.00	LG(Misc Provisions) Act 1976 s.19	EB40
Primrose	Monthly Ground maintenance - July	£175.50	£146.25	LG(Misc Provisions) Act 1976 s.19	EB41
Primrose	Monthly Ground maintenance – August to be scheduled 20/8/21	£175.50	£146.25	LG(Misc Provisions) Act 1976 s.19	EB42
Caloo	Zip wire – 80% to be paid now with the remaining 20% when the wire tightening has been resolved.	£8,464.08	£7,053.40	LG(Misc Provisions) Act 1976 s.19	EB43
SALC	Membership of NALC and SALC	£161.67	£161.67	LGA 1972 S112	EB44

### Income

- £1,000 grant from Tesco Bags for Life, as submitted by Vanessa Dale, for spending on the play park within 12 months had been awarded.
- £1,000 received from the Village Shop Committee towards legal fees.
- A contribution from the landlord of £1,800 was received by cheque.

### 50. HIGHWAY MATTERS

- **Flooding on the Mells to Babington Road** – reported to Highways 23/6/21 Response from Highways was noted as follows: I can confirm that we have put this site forward for inclusion in our 2022/2023 drainage improvements programme, should budgets allow we will try to include this site in this financial year’s programme. Due to the topography of this area and the adjacent field run-off water naturally falls from East-West. It’s possible that improvement works could potentially increase the water discharge at a greater rate than it is naturally doing so at present, for this reason we will have to consult with the adjacent landowner, this may influence how the works are designed and undertaken.
- **Treacherous highway in freezing weather at Hoares Lane** – reported to Highways 23/6/21. For a length of 50 metres there is a blocked spring/drain which means that the road gets excessively and dangerously icy in freezing weather. It was noted that there had been no response from Highways and also that the field on the right used to have a ditch which would have helped with drainage. **Agreed** to send a letter to Savills in respect of the ditch. *Action – the Clerk*

Minutes are draft until approved at the next meeting.

Signed:

Date:

## KILMERSDON PARISH COUNCIL

- **Jack and Jill Hill** – the wall at the top of the hill on the right-hand side showed signs of bulging under pressure with stones coming out and danger of collapse. Reported to Savills 23/6/21 for the attention of the landowner. The Clerk to chase and also to report the fact that the footpath requires tidying. *Action – the Clerk*
- **The general state of untidiness of the village with weeds on the pavements** was reported to Highways 23/6/21 with a request for the schedule of weed killing. **Agreed** to respond to Highways to highlight that the weeds have not been maintained for 6 years and as a result there are 4 foot stinging nettles and weedkilling is urgently required. *Action – the Clerk*

### 51. PLAYING FIELD

- 1. Post and rail fencing – quote in progress. *Action – Cllr Ham*
- 2. Concreting down the floor standing bin – £85, to be done along with the tree and bench work. Permission to be obtained first in that the tree has a TPO. *Action – the Clerk*
- 3. Checking the Integrity of the swings – per the attached ROSPA play inspection report. GB Sport and Leisure report: An integrity check would include dismantling the head castings to check the internal condition of the head studs, crossbar, head castings, wedges and legs. As the crossbars are solid steel and weigh approximately 60kgs per section we would need towers to support the crossbar if a full dismantling inspection is required. Another option would be to remove the top of the castings to check for wear and corrosion providing it is possible to get the bolts out. If we found excessive wear and/or corrosion you would need replacement castings. The ID plate shows that the swing was manufactured in 1971 which tallies with the style ie the balls on the tops of the castings which were discontinued around 1976. There were other safety issues with this type of swing that may or may not apply to your swing which I will gladly discuss with you if required. As the swing is 50 years old it may be time to consider a replacement so please let me know if you would like a price for this option. Given that externally the swing appears to be robust, **agreed** to make enquiries of other less invasive integrity tests. *Action – the Clerk*
- 4. Installing a steel slide on the MPU – GB Sport and Leisure requested the dimensions of the aperture and its distance to the ground, which the Clerk sent w/c 5/7/21. Awaiting a quote.
- 5. Cutting back the hedge to the boundary line on the right-hand side of the field – Primrose has requested a site meeting because there is a lot to cut back. Cllr Ham to seek a quote as well for comparison. *Action – Cllr Ham*
- 6. To note the small train and trim trail are being installed now.
- 7. Repair the bench at the edge of the field and raising the canopy of the tree above it – as per item 2.
- 8. Erosion to soil around the base of the basket swing – some soil from the existing works to be built up around the base of the basket swing.

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



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- 9. From the play park weekly inspections – there are some stones missing from the wall of the spiral garden at the entrance – photos circulated by email. To be looked at on site. *Action – all Councillors*
- 10. Abandoned car in village hall car park – reported to Mendip DC 23/6/21. Ian Glover of Mendip reported that it is a private car park and as such the Parish Council has to provide indemnity for it to be removed. Cllr Drewe to talk over the options with Ian Glover and report back. *Action – Cllr Drewe*
- 11. Letter to the person who drives over the playing field – the letter had been printed out and would be delivered by Cllr Doswell the following day. *Action – Cllr Doswell*
- 12. Keys for the field gate, the noticeboard and the garage were given to the Clerk.

### 52. PLANNING APPLICATIONS

- ENF/2021/0120 – 3 Kilmersdon Hill is now an enforcement issue and an update has been chased 23/6/21.
- Application Number: 2021/1509/FUL Erection of 3no. detached dwelling houses & a double garage: Site West Of Magnapur Charlton Lane. **Agreed** to object on the grounds of (1) overdevelopment of the site in that three houses were being squeezed into a minimal amount of space with no room for turning vehicles, refuse and commercial vehicles; (2) inappropriate development in that it does not reflect the character of the existing homes; (3) doubt over the accuracy of the drawings especially the driveway and the fact that not including the postcode in the application heading meant it was almost impossible for interested parties to find the application on the website.

### 53. CORRESPONDENCE

- Karen and Simon Ford-Havens asked that the fact that the verge was not being maintained as it had once been be escalated. It was noted that Highways had seen the land registry details and agreed that it belonged to them, but that it would be maintained on an ad hoc basis until next year's schedule is devised. **Agreed** to chase this with Highways and to ask Mr and Mrs Ford-Havens to complain directly to Highways as well. *Action – the Clerk*
- Request from Ken Hutton for £100 towards another CPR training session on 17<sup>th</sup> September. **Agreed** to award £100 from the grants budget. *Action – the Clerk*

### 54. OUTSIDE BODIES

Village Hall – it was noted that the Village Hall is getting quotes to renew their noticeboard.

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

Signed:

Date:

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**55. TO NOTE THE NOTICE HAS GONE UP ON THE NOTICEBOARD AND WEBSITE FOR THE PERIOD OF ELECTORS RIGHTS**

It was noted that the notice was on the noticeboard giving the period of elector's rights.

**56. ITEMS OF REPORT AND ITEMS FOR THE NEXT MEETING**

There were no items raised.

**57. DATE OF NEXT MEETING:** 20<sup>th</sup> September 2021

**58. 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.

**59. TO RECEIVE ANY UPDATE ON LEASES**

The sub lease had been commissioned with Clarke Willmott. The following items were raised for inclusion. *Action – the Clerk*

1. Maintenance costs to cover litter picking, grass cutting etc.
2. Location of the soakaway on Parish Council land
3. Maintaining the youth shelter
4. To create and maintain a hard standing path from the car park to the shop door
5. Keeping the hedge cut back to the fence line to allow full access
6. An early break clause to be enacted if the Village Shop has not provided a deposit to cover the disposal and making good of the ground should the shop close
7. Operating hours should be in line with the planning consent
8. Rent deposit
9. Option to retain the structure at the end of the tenancy or if the tenancy ended early.
10. Waste bins to be enclosed and located on their own demise, with paving so that bins are not taken over grass.

The schedule of condition in relation to the head lease was noted as being out of date. **Agreed** to ask for this to be brought up to date before signing.  
*Action – the Clerk*

**60. QUOTES FOR WORKS AT THE PLAYING FIELD**

The existing financial commitments were noted.

The meeting ended at 8.20pm

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

Signed:

Date:

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Parish Clerk  
Kilmersdon Parish Council  
The Mews,  
Thickthorn Lane,  
Chilcompton,  
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BA3 4XS,  
United Kingdom

Gladman House  
Alexandria Way  
Congleton  
CW12 1LB

Email: [clerk@kilmersdonpc.co.uk](mailto:clerk@kilmersdonpc.co.uk)

Date: 20<sup>th</sup> August 2021

**Re: Proposed residential scheme for Land at Old Road, Writhlington**

Dear Ms Lesley Close,

I am writing on behalf of Gladman Developments Ltd to inform the Parish Council about a proposed planning application for the Land at Old Road, Writhlington.

Gladman are in the process of preparing a planning application for residential development, including 30% affordable housing provision alongside associated public open space and landscaping. The application site falls predominately within the Bath and North East Somerset Council boundary, however a small area of proposed development would be within Mendip District and correspondingly within the Kilmersdon Parish area.

Although the application site may appear detached from Kilmersdon village, we would like to highlight some of the key benefits that the proposed scheme will deliver for residents of Radstock, Writhlington and Kilmersdon. In addition to the aforementioned affordable housing provision, the proposal will also deliver the following benefits:

- Significant provision of formal and informal open space, including a children's play area;
- A net gain in biodiversity on site;
- A car drop-off facility for St. Mary's C of E Primary School alongside improved pedestrian connectivity, improving the current highway situation along Old Road;
- New provision of allotments;
- New vehicular access points from Frome Road and Old Road, alongside improving highway arrangements of Old Road; and,
- Funding for local services, facilities and infrastructure secured through S106 legal agreement.

Attached to this letter is a location plan to provide context to the above information, however, Gladman will be in further contact with the Parish Council during the public consultation stage which





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Drawn by	NW	Issue date	06.03.2020
Title checked by	NW	Title checked date	27.05.2021
Highways checked by	NW	Highways checked date	27.05.2021
Topo checked by	NW	Topo checked date	27.05.2021
Scale(s)	1:2500 @ A3		
Drawing No	101		

Project	Old Road, Writhlington 2020-024
Title	Location Plan

Boundary Amendment	Boundary amendment	
Revision notes		
Rev	Date	By
B	27.05.21	NW
A	06.03.20	NW
Status		



**GLADMAN**  
Gladman House, Alexandra Way  
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Copleston, Cheshire  
CH12 1LD

Tel: 01244 288800  
Fax: 01244 288801  
www.gladman.co.uk

**Info**

**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		Head lease completed August 2021. Sub lease commenced August 2021.
3	July 2019	Noticeboards at Coles Garden and the spiral garden		To schedule painting/ varnishing of the noticeboards in 2022. To note that the posts need stabilizing 22/6/21
4	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. 22/6/21 - agreed the hedge should be cut back to the fenceline at the next cut.
5	July 21	The hedge running along the right-hand side of the playing field. To arrange for it to be cut back every 5 years.		Hedge cutting required 2026
6	July 21	Zipwire installed - requires annual check		To schedule test for July 2022