

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 18TH OCTOBER 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** 20TH September 2021. (**Pages 1-6**).
4. **PUBLIC SPEAKING TIME** (max 15 mins).
5. **FINANCIAL MATTERS** To approve expenditure as follows

Payee	Detail	Gross	Net	Power	Ch no
L Close	Sept salary	£256.62	£256.62	LGA 1972 S112	EB54
Primrose	Monthly Ground maintenance – Sept	£175.50	£146.25	LG(Misc Provisions) Act 1976 s.19	EB55
Caloo	Zip wire – balance pending	2116.02	1763.25	LG(Misc Provisions) Act 1976 s.19	Pending

6. HIGHWAY MATTERS

- **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 have asked our Area Superintendent to undertake an inspection to assess if reactive / safety works are required. Our Ref: 609065. The Parish Council asked that permission be given to allow the Parish Council to arrange its own weedkilling and if given to seek a quote from Primrose. Highways contacted 21/9/21. **Response from Highways 28/9/21** - As an authority we can't enforce individuals or Parishes to undertake minor maintenance however the County Council actively encourages 'self-help' within communities. This is particularly effective for minor maintenance such as clearing vegetation, sign cleaning and clearing debris off gully covers for example. Minor works of this nature can safeguard communities from events such as flooding but also provide enhancements to the community that would otherwise may not be possible.
- **Cottages between Charlton and the White Post on the B3139** The Parish Council to continue to chase for action to address this accident hotspot every month. Last chased 21/9/21.
- **Welcome to Kilmersdon Signs** – The Parish Council to continue to chase for the renewing of the signs. Last chased 21/9/21.
- **Cleaning of road direction signs** – Advice from Highways on whether the signs might be cleaned was sought 21/9/21. Response from Highways: With reference to sign cleaning our

KILMERSDON PARISH COUNCIL

Traffic Team undertakes a sign cleaning programme for the majority of A & B roads. If you have any specific sites please let me know and I will forward to the team for consideration. Warning signs and regulatory signs can be actioned on a reactive basis in accordance with the Highway Safety Inspection

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! Cllr Ham seeking advice from an Engineer. The Clerk seeking quotes.
4. Cutting back the hedge to the boundary line on the right-hand side of the field – The Clerk met a representative from Primrose on site. Cllr Ham has obtained a comparative quote which remains unopened.
5. From the play park weekly inspections – there are some stones missing from the wall of the spiral garden at the entrance – agreed by email that it is not necessary to replace.
6. 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. Letter delivered by hand clarifying this 23/9/21
7. Strimming of the path next to 1 Silver Street was requested of the landlord 9/8/21.
8. Cutting back the silver birch and repairing the bench – Permission on the TPO has been agreed and the work is scheduled with Greensward.

8. PLANNING APPLICATIONS (Cllr Butt)

9. SIX MONTHS ACCOUNTS AND BUDGET (Pages 7-13)

10. CORRESPONDENCE

Request for litter bins on two laybys. (Page 14)

11. **COMMUNICATION (Page 15)** To consider the recommendation (though not a legal requirement) from ALCA that Councillors have a dedicated council email address.

12. OUTSIDE BODIES

13. MATTERS OF REPORT AND ITEMS FOR THE NEXT MEETING

14. **DATE OF THE NEXT MEETING – 22nd November and 20th December 2021.**

2022: 17th Jan, 21st Feb, 21 March, Tuesday 19th April, 16th May, 20th June, 18th July, 19th Sept, 17th Oct, 21 Nov, 19th Dec.

KILMERSDON PARISH COUNCIL

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** Draft sub lease circulated by email
16. **QUOTES REQUESTED/ FUND COMMITTED – hedge cutting, swings.**



Lesley Close
Parish Clerk
11th October 2021

Tel: 07521 951471

Clerk@kilmersdonpc.co.uk
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 20th September 2021

- PRESENT:** Cllrs N Brand (Chair), E Drewe (Vice Chair) N Ham, D Hudson and B Nagel.
- ABSENT:** Cllrs R Butt and G Doswell
- ATTENDING:** Cllr A Barkshire, Mendip District Council, L Close, Parish Clerk.

61. APOLOGIES

Apologies for absence were received from Cllr R Butt.

62. DECLARATIONS OF INTEREST

There were no declarations of interest.

63. MINUTES

The minutes of the Parish Council meeting held on 19th July 2021 were **agreed** as a true record and were signed after the meeting.

64. PUBLIC SPEAKING TIME

There were no members of the public.

65. FINANCIAL MATTERS

The following payments were **agreed**. The Clerk scheduled the payments for 23rd Sept and sent a screen shot of the electronic banking payment list to all Councillors for confirmation.

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
Somerset Forge	Charlton Fingerpost renovation	£2034.00	£1695.00	LG(Misc Provisions) Act 1976 s.19	EB51
HMRC	Clerks Tax	£192.00	£192.00	LGA 1972 S112	EB52
Read Agriservices via Cllr N Ham	Timber to repair the multi play unit	£16.36	£13.63	LG(Misc Provisions) Act 1976 s.19	EB53

Minutes are draft until approved at the next meeting.

Signed:

Date:

KILMERSDON PARISH COUNCIL

Caloo – The Clerk to chase Caloo in respect of the re-tensioning of the zipwire and the final balance of payment. This payment was held in abeyance until confirmation of the works is received. *Action – the Clerk*

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.

66. 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. Savills has confirmed that steps are in place to mitigate migration of water from field to road.
- **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 and vegetation was cut back accordingly.
- **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 have asked our Area Superintendent to undertake an inspection to assess if reactive / safety works are required. Our Ref: 609065. **Agreed** to seek advice from Highways as to whether the Parish Council is allowed to arrange its own weedkilling and if so to seek a quote from Primrose for the pavement of the B3139 through Kilmersdon. *Action – the Clerk*
- **Charlton Fingerpost** – noted that this has now been renovated.
- **Grit Bins** – feedback received on the state of three grit bins in the Parish which would be forwarded to Mendip DC. Any further grit bins to be checked by Councillors and information sent to the Clerk. *Action – all Councillors*
- **Cottages between Charlton and the White Post on the B3139** – Further correspondence from concerned residents was received and the Chair had responded personally. **Agreed** that the Parish Council continues to chase for action to address this accident hotspot every month. *Action – the Clerk*
- **Welcome to Kilmersdon Signs** – The Clerk chases regularly for the signs to be renewed and continues to do so. *Action – the Clerk*
- **Cleaning of road direction signs** – The Clerk to seek advice from Highways on whether the signs might be cleaned. The ones in Kilmersdon are particularly difficult to read. *Action – the Clerk*

Minutes are draft until approved at the next meeting.

KILMERSDON PARISH COUNCIL

67. PLAYING FIELD

1. Post and rail fencing – quote (Cllr Ham), ongoing.
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! Agreed Cllr Ham to ask an Engineer to take a look at the taking apart of the swings for an integrity test. If the swings are deemed unsafe they are to be taken out of action immediately. The Clerk to seek quotes to replace the swings and options for funding. *Action – Cllr Ham and 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 and chased 20/7/21 - £2,446.80 plus VAT includes installation. Quotes being sought to replace the multi play. Caloo - £17,094, GB Sport and Leisure - £29,519, Sutcliffe - declined to quote because of work load. To put the swings as a priority and place this item on hold pending funding.
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 obtained a comparative quote which remained unopened until Primrose has also quoted. *Action – the Clerk.*
6. To note the small train and trim trail installation is complete.
7. Erosion to soil around the base of the basket swing – latest viewing of the site shows that the soil around this play equipment is fine.
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. **Agreed** that the Clerk emails the photos to Cllr Nagel who will talk to a local person about possibly undertaking this repair. *Action – Cllr Nagel and the Clerk*
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. **Agreed** to write another letter to the resident stating that the Parish Council has checked with the landlord who has confirmed that no such permission exists and that post and rail fencing will be put up. *Action – the Clerk*
12. Strimming of the path next to 1 Silver Street was requested of the landlord 9/8/21. Cllr Nagel to check whether it has been done. *Action – Cllr Nagel*
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.

Minutes are draft until approved at the next meeting.

KILMERSDON PARISH COUNCIL

68. **PLANNING APPLICATIONS**

- ENF/2021/0120 – 3 Kilmersdon Hill **Agreed** to remove this from the agenda.
- Proposed residential scheme for land at Old Road, Writhlington **Agreed** to respond as follows: *Thank you for your letter of the 20th August 2021 regarding your proposed residential scheme at Old Road, Writhlington.*

It would appear most of the alleged benefits you state will result from the scheme are BANES planning policy requirements and will have no benefit to Kilmersdon residents. In reality the impact on the village will be a negative one with increased traffic and further pressure on local services. The S106 legal agreement will be with BANES and any financial contributions will be used within that Council area and will have no benefit to our Parish.

In summary we do not agree that your proposed scheme will deliver key benefits for Kilmersdon but perhaps you will clarify what improvements and/or financial contributions your application will include specifically for the benefit of Kilmersdon. Action – the Clerk

- Local Plan Partial Update and SPD consultations – the email of 27/8/21 was noted.

69. **CORRESPONDENCE**

Two emails were received from local residents logging the accidents on the B3139 and discussed at minute 66 Highways.

70. **OUTSIDE BODIES**

Given the current climate, the Neighbourhood Plan Team has agreed not to go ahead with the Neighbourhood Plan. **Agreed** to revisit this subject in several months in case there is anyone on the Parish Council who would like to take it on.

71. **FORWARD PLANNING**

Hedge running along the right-hand side of the playing field. **Agreed** that once it has been cut right back this year, it should then go in the annual ground maintenance contract. *Action – the Clerk*

72. **TO REVIEW THE INDEPENDENCE OF THE INTERNAL AUDITOR, PAUL CLARK ACCOUNTANTS LTD, MARKSBURY**
<https://www.paulclark-accountants.co.uk/> **IN PERSONAL, FINANCIAL AND PROFESSIONAL CAPACITY, AS PER THE UPDATED PRACTITIONERS GUIDE**

It was noted that no councillors held an interest in the Internal Auditor in a personal, financial or professional capacity.

Minutes are draft until approved at the next meeting.

(S)

KILMERSDON PARISH COUNCIL

- 73. **ELECTIONS 2022 OR 2023**
The Parish Council considered 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. **Agreed** to comment that elections should be held in 2022 to save money.

- 74. **ITEMS OF REPORT AND ITEMS FOR THE NEXT MEETING**
Cllr Barkshire of Mendip DC reported that more Enforcement Officers had been appointed. They had also received options for the number of councillors to be appointed to the new Unitary Authority.

- 75. **DATE OF NEXT MEETING:** 18TH October 2021

- 76. **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.

- 77. **TO RECEIVE ANY UPDATE ON LEASES**
The following conditions for the sub lease were discussed and expanded upon. *Action – the Clerk*
 - 1. Maintenance costs for litter picking and grass cutting due to the additional footfall to the play park will be charged to the Village Shop at a rate of 25% of the grounds maintenance contract. For information the monthly grounds maintenance contract cost is £146.25 pcm.
 - 2. Location of the soakaway on Parish Council land – the Village Shop Committee is responsible for maintaining the soakaway and any damage that might occur in its installation and/or removal.
 - 3. Maintaining the youth shelter - the Village Shop Committee is responsible for maintaining the Youth Shelter.
 - 4. To create and maintain a hard standing path from the car park to the shop door and to be responsible for any damage that might occur in its installation.
 - 5. To maintain and keep the hedge which runs parallel to Norton Garden Machinery cut back to the fence line to allow full access.
 - 6. An early break clause after 18 months from planning agreement to be enacted if the Village Shop has not provided a deposit of £10,000 to cover the disposal and making good of the ground should the shop close. The Parish Council would have the option to take over the building at nil cost if the shop fails and it believes it will be able to let it to another tenant, in this scenario the PC would return the deposit.

(We have a unique situation where we have a community organisation which is a new start without any funds and is funding/providing the building. In this instance a fair approach would be to establish the cost of restoring the playing field should the shop fail, ie the cost of removing the shop structure,

Minutes are draft until approved at the next meeting.

KILMERSDON PARISH COUNCIL

any foundations, services and restoring the grass surface. A rent multiple in this instance is not an option.)

7. Operating hours should be in line with the planning consent.
8. To have the option to retain the structure at the end of the tenancy or if the tenancy ends early.
9. Waste bins to be enclosed and located on the Villag Shop's own demise, with paving so that bins are not taken over grass.
10. If the utilities to the shop cross the Parish Council land it is the responsibility of the Village Shop Committee to maintain and meet the cost of any damage which might occur in installation.

78. QUOTES FOR WORKS AT THE PLAYING FIELD

The existing financial commitments were noted.

The meeting ended at 8.40pm

Minutes are draft until approved at the next meeting.

Signed:

Date:

6

Receipts 2020/2021		Kilmersdon Parish Council			
Date	Ref	Amount	Detail	Detail	General
06/04/2021	p290a	8,817.00	Awards for All	zipwire grant	8817
14/04/2021	p290b	15,821.00	Mendip DC	precept	15821
24/06/2021	p295	1,000.00	Village Shop Cttee	lease contribution	1000.00
30/04/2021	p179	0.12	NatWest	interest	0.12
28/05/2021	p180	0.12	NatWest	interest	0.12
30/06/2021	p181	0.14	NatWest	interest	0.14
22/07/2021	p298a	1,000.00	Tesco grant	play area grant	1000.00
26/07/2021	p298b	1,800.00	A Jolliffe	lease contribution	1800.00
30/07/2021	p182	0.12	NatWest	interest	0.12
31/08/2021	p183	0.13	NatWest	interest	0.13
30/09/2021	p184	0.12	NatWest	interest	0.12

Total	28,438.75
-------	-----------

28438.00

Payments 2020/2021

Kilmersdon Parish Council

Date	Payee	Details	ch no	Amount gross	Amount net	VAT
06/04/2021	SSE	Street lighting	DD1	18.84	17.95	0.89
08/04/2021	HMRC	Clerks Tax	EB18	192.20	192.20	
19/04/2021	L Close	March salary	EB19	256.42	256.42	
19/04/2021	Greensward	Grds maintenance	EB20	627.00	522.50	104.50
19/04/2021	Primrose	Grds maintenance	EB21	175.50	146.25	29.25
19/04/2021	Love Creative	Email fix	EB22	81.00	67.50	13.50
30/04/2021	Zurich	Insurance	EB23	609.38	609.38	
05/05/2021	SSE	Street lighting	DD2	19.86	18.92	0.94
17/05/2021	K Hutton	Defib training	EB24	100.00	100.00	
17/05/2021	Greensward	Bench Kilmerson Hill	EB25	228.00	190.00	38.00
17/05/2021	Online labels via L Close	Labels for dog bin	EB26	14.57	12.14	2.43
17/05/2021	L Close	April Salary	EB27	256.62	256.62	
17/05/2021	Paul Clark	Internal audit	EB28	180.00	150.00	30.00
17/05/2021	Primrose	Grds maintenance	EB29	175.50	146.25	29.25
02/06/2021	SSE	Street lighting	DD3	20.53	19.56	0.97
21/06/2021	Greensward	Tree survey	EB30	180.00	150.00	30.00
21/06/2021	L Close	May salary	EB31	256.42	256.42	
21/06/2021	Primrose	Grds maintenance	EB32	175.50	146.25	29.25
21/06/2021	GB Sport and Leisure	MPU repairs	EB33	648.00	540.00	108.00
21/06/2021	Love Creative	Website back up	EB34	216.00	180.00	36.00
21/06/2021	HMRC	Clerks Tax	EB35	192.00	192.00	
21/06/2021	ROSPA play safety	Annual inspection	EB36	94.80	79.00	15.80
21/06/2021	B Windel	Goal post moving	EB37	352.80	294.00	58.80
02/07/2021	SSE	Street lighting	DD4	21.89	20.85	1.04

19/07/2021	L Close	June salary	EB38	256.62	256.62	
19/07/2021	Kilmerson village hall	hall hire - June	EB39	20.00	20.00	
19/07/2021	Thatcher and Hallam via N Brand	Withness of lease	EB40	5.00	5.00	
19/07/2021	Primrose	Grds maintenance	EB41	175.50	146.25	29.25
20/08/2021	Primrose	Grds maintenance	EB42	175.50	146.25	29.25
19/07/2021	Caloo	Zipwire	EB43	8,464.08	7,053.40	1,410.68
19/07/2021	SALC	Subscription	EB44	161.67	161.67	
03/08/2021	SSE	Street lighting	DD5	23.04	21.95	1.09
23/09/2021	L Close	July salary	EB45	256.62	256.62	
23/09/2021	K Hutton	Deflb training	EB46	100.00	100.00	
23/09/2021	SALC	councillor training	EB47	50.00	50.00	
23/09/2021	Primrose	Grounds maint.	EB48	175.50	146.25	29.25
23/09/2021	L Close	Aug salary	EB49	256.42	256.42	
23/09/2021	Wicksteed	Trim trail, train	EB50	15,540.00	12,950.00	2,590.00
23/09/2021	Somerset Forge	Charlton fingerpost	EB51	2,034.00	1,695.00	339.00
23/09/2021	HMRC	Clerks Tax	EB52	192.00	192.00	
20/09/2021	SSE	Street lighting	DD6	21.89	20.85	1.04

Total				33,000.67	28,042.49	4,958.18
--------------	--	--	--	------------------	------------------	-----------------

33,000.67 gross
 28,042.49 net
 4,958.18 vat

②

Reconciliation

Cash book balance b/f
plus Receipts
less Payments
Cash book balance

30,791.08
28,438.75
33,000.67
26,229.16

Current a/c balance
less unrepresented chqs

11,056.80
-

Reserve a/c balance

15,172.36
26,229.16



KILMERSDON PARISH COUNCIL RESERVES

	Earmarked Reserves		Total
	at 1/4/21	Added to reserves in 2021/22	
Earmarked reserves	-	-	-
Kilnersdon Play Park Committee transfer of funds for maintenance	830.00	-	830.00
Local Housing contribution to recreation ground maintenance	5,000.00	-	5,000.00
Grants/ crowd funding for play equipment - £5,000 Sperring Trust, £750	-	-	-
Somerset CC, £637.61 crowdfunding	6,387.61	-	6,387.61
Street lighting contingency cover	500.00	-	500.00
Moving 30mph signs	2,000.00	-	2,000.00
Legal fees for planning purposes vired to Legal Fees General 22/6/21	-	2,000.00	2,000.00
Neighbourhood Plan	4,782.00	-	4,782.00
Total	19,499.61	2,000.00	15,718.38
			5,781.23

Cash flow reserve required to fund the 2022 23 budget

6 months net expenditure	9,736.00
Balances at bank	at 1/4/21
Current Reserve	15,619.47
Reserve	15,171.61
Total	30,791.08

Total cash at bank at 1/4/21 30,791.08
 plus estimated income to 2021 22 year end 28,439.00
 less estimated expenditure to 2021 22 year end 39,325.00
 Estimated balance at 2021 22 year end 19,905.08

KILMERSDON PARISH COUNCIL DRAFT BUDGET 2022/23

Figures are net

	2021/22			2021/22	2022/23
	Budget	Actual at 6 months	Estimate to year end	Actual at year end	Budget
EXPENDITURE					
Clerks Salary	3075.00	1539.12	3078.00		3263.00
Tax	770.00	576.20	770.00		770.00
Payroll admin	230.00	0.00	215.00		230.00
Office expenses					
Postage	50.00	0.00	50.00		50.00
Stationery	150.00	0.00	150.00		150.00
Website	220.00	247.50	247.50		250.00
Recruitment ad	0.00	0.00	0.00		0.00
IT security	45.00	0.00	45.00		45.00
Hire of Meeting Rooms	206.00	20.00	200.00		206.00
Insurance	600.00	609.38	609.38		620.00
Audit	160.00	150.00	150.00		160.00
Subscriptions					
SALC	170.00	161.67	161.67		170.00
Legal fees for planning vired to legal fees	2000.00	5.00	2000.00		2000.00
Village Cleaning/Tidying					
Footpaths	250.00	0.00	250.00		250.00
Noticeboard and bench repairs	500.00	202.14	500.00		500.00
Fingerpost renovation	550.00	1695.00	1695.00		1700.00
Neighbourhood Plan	0.00	0.00	0.00		0.00
Playing Field					
Maint. Contract	1975.00	1400.00	2278.00		1773.00
Rent	1.00	0.00	1.00		1.00
Garage	50.00	0.00	50.00		50.00
Inspections	305.00	79.00	314.00		320.00
Play Equipment Maintenance	2000.00	540.00	2000.00		2000.00
Tree inspection	300.00	150.00	300.00		300.00
Zip wire service	395.00	0.00	0.00		395.00
Capital Expenditure					
Computer equipment	0.00	0.00	0.00		0.00
Play Equipment	0.00	20297.40	22060.65		2000.00
General expenditure					
Street Lighting	220.00	120.08	210.00		220.00
Contingency cover	0.00	0.00	0.00		0.00
Election expenses	0.00	0.00	0.00		0.00
Training	0.00	50.00	50.00		50.00
Grants					
Village Day	150.00	0.00	0.00		150.00
Parish Magazine	400.00	0.00	400.00		400.00
PCC	850.00	0.00	850.00		850.00
Others	600.00	200.00	600.00		600.00
Total	16222.00	28042.49	39235.20	0.00	19473.00
INCOME					
Playing Field hire	0.00	0.00	0.00		0.00
Precept	15821.00	15821.00	15821.00		15821.00

Lease contribution	0.00	2800.00	2800.00		0.00
Grants	0.00	9817.00	9817.00		0.00
Bank interest	6.00	0.75	1.50		1.00
Total	15827.00	28438.75	28439.50	0.00	15822.00
Surplus/deficit	-395	396.26	-10795.7	0.00	-3651.00



Lesley Close <kilmersdonclerk@gmail.com>

Litter picking

3 messages

Jon & Lyn Carter <[redacted]@gmail.com>

Fri, Oct 1, 2021 at 12:37 PM

To: Lesley Close <kilmersdonclerk@gmail.com>

We at Old Redhouse Farm have been litter picking in the parish and have identified 2 lay-bys in the parish where we think litter bins would be useful and wondered if the Parish Council would be able to funds these please?

The locations are at the top of Kilmersdon Hill on the B3139 near The Lodge at the eastern end of Charlton.OS map 142 map reference 687 524.

Also lay-by in Charlton Lane OS map 142 map reference 679 527.

Thank you,looking forward to hearing if you can help?

Regards Jon and Lyn Carter and the Old Redhouse Farm litter picking team.
07832194486

Sent from my iPad by Linda

Lesley Close <kilmersdonclerk@gmail.com>

Mon, Oct 4, 2021 at 9:07 AM

To: Jon & Lyn Carter <[redacted]@gmail.com>

Cc: Neil Brand <neil_x_brand@nfumutual.co.uk>

Dear Jon and Lyn

Many thanks for your email and indeed for looking after the environment by litter picking, it makes such a difference.

I shall put your request to the Parish Council but also contact Mendip DC about this because it is they who would need to empty the bins if the Parish Council were to purchase them.

Thank you for providing the map reference, In the absence of an OS map, I can't actually work out how to find the laybys using the OS reference and google maps, but will carry on looking and will send you a map with the locations marked as soon as I work out how to do it, just so that we are confident that we are referring to the same places.

With kind regards,

Lesley

Lesley Close
Parish Clerk
Kilmersdon Parish Council
Tel. 07521 951471

The view and comments expressed in this email are confidential to the recipients and should not be passed on to others without permission.

[Quoted text hidden]

Lesley Close <kilmersdonclerk@gmail.com>

Wed, Oct 6, 2021 at 11:52 AM

To: Jon & Lyn Carter <[redacted]@gmail.com>

Hi Jon and Lyn

I have marked the possible location of litter bins on the attached maps. Please would you mind taking a look and letting me know if the locations are those that you had in mind. If I have got it wrong, please would you kindly mark on the map where you think they should go.

I shall then take this up with Mendip DC and put it to the Parish Council as well.

15



Basic Local Council Communications Briefing note

Please make sure:

The Council is contactable by post. PO box numbers are fine (but expensive) if a Clerk does not want to use their home address.

The Clerk is contactable by telephone. If, as a Clerk, your council doesn't have an office and you don't want to use your own number(s), then the council needs to buy a basic mobile handset and a sim card.

Access to the council by both post and phone are still very important equalities issues.

The Clerk has edit access of a website (ideally a website the council owns). Councils exempt from external audit must, by law, put their financial information and other key information onto a website. If it is not the councils' own website, the Clerk still needs to have direct edit access. This is because it's the Clerks responsibility to ensure the council operates within the law and so they cannot be dependent on someone else (even if it's a councillor or someone totally reliable) to undertake their legal responsibilities.

The Clerk must have a council specific email address that is transferable if another Clerk needs to take over. This is a GDPR and Freedom of Information issue. The official business of the council must be kept completely separate from personal accounts of any kind. The Clerks email must also be a confidential – beware website providers with personal links to councillors, there may be a confidentiality issue.

Councillor email addresses. It is strongly recommended, although not a strict legal requirement, that councillors should use a dedicated parish council email address for council business.

In 2017 the Information Commissioner's Office published a guidance document on the implications of the Freedom of Information Act (FOIA) on official information held in private email accounts. The document makes clear that "information is held by a public authority if (a) it is held by the authority, otherwise than on behalf of another person, or (b) it is held by another person on behalf of the authority." The document goes on to confirm that where information is held by another person on behalf of the public authority, the information is considered to be held by the authority for the purposes of FOIA, and that **this applies to official business recorded in personal email accounts.** Where records are to be recovered from private email addresses it can be difficult to confirm that all records have been searched for relevant data and demonstrating compliance when data is held in personal email accounts is difficult. Furthermore, deleting or concealing information with the intention of preventing its disclosure following receipt of a FOI request is a criminal offence under section 77 of FOIA.

We suggest an initial discussion with the council's email provider, to explore whether further email addresses can be added. It may also be possible to purchase additional email accounts from your domain provider.

NOTE Councillors and council staff also need to be mindful that other communication platforms such as text message and What's App™ are also potentially subject to a disclosure request under the Freedom of Information Act.

All council communications, by whatever media, need to be kept professional and polite.