

# KILMERSDON PARISH COUNCIL

YOU ARE SUMMONED TO ATTEND A MEETING OF KILMERSDON PARISH COUNCIL TO BE HELD AT COLES GARDEN MEETING ROOM, KILMERSDON ON THURSDAY 9<sup>TH</sup> DECEMBER 2021 AT 7.30PM

## AGENDA

1. **APOLOGIES** To receive apologies for absence
2. **DECLARATIONS OF INTEREST** To note any Councillors' interests
3. **MINUTES** 22<sup>nd</sup> November 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              | Nov salary                        | £256.62 | £256.42 | LGA 1972 S112                     | EB70  |
| Primrose             | Monthly Ground maintenance – Sept | £175.50 | £146.25 | LG(Misc Provisions) Act 1976 s.19 | EB71  |
| F Secure via L Close | Annual computer protection        | £39.99  | £33.32  | LGA 1972 S112                     | EB72  |

## 6. HIGHWAY MATTERS

- **The general state of untidiness of the village with weeds on the pavement** – notice for volunteers to go in the next Kilmersdon Parish News
- **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 23/11/21. Sara Davies' email **pages 7-9**
- **Welcome to Kilmersdon Signs** – The Parish Council to continue to chase for the renewing of the signs. Last chased 23/11/21. Sara Davies' email **pages 7-9**
- **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 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. **Agreed** to specifically request the cleaning of the 30mph signs at the entrance to the village and from Terry Hill to Kilmersdon just before the Ammerdown entrance there is a sign on the left hand side which needs cleaning. Requested 19/10/21. Chased 29/11/21.
- **Request for two litter bins in laybys in Charlton** – requested 13/10/21. Quote for the standard litter bin requested 29/11/21. Sara Davies' email **pages 7-9** outlines the necessary



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permissions. Landowner permission has been given in principle pending licenses from Mendip's Road Records department.

- **Renovation of fingerposts** – to clarify the fingerpost for renovation in 2022 as the one on the B3139 going out of the village towards Terry Hill crossroads, pointing to Vobster.
- **Request for a speed camera on Fosseyway South** – the request has gone to the Speed Enforcement unit to see if they can utilise the speed enforcement van.

### 7. PLAYING FIELD

1. Post and rail fencing – written spec and quotes (Cllr Ham)

2. 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 brought quotes for new swings to the Parish Council in the amounts of Caloo - £9,994 and GB Sport and Leisure £8,953.70 with other companies declining to quote due to lack of personnel. Further examination of the swing by Cllr Ham and an engineer awaited. (Cllr Ham)

3. Re-painting the car park lines and clarifying the number of accessible parking spaces required – advice sought from Highways 19/10/21, chased 23/11/21. Sara Davies' email **pages 7-9**

4. From the weekly checks – the slide is cracked at the top. The bins are overflowing – the Clerk has chased this with Mendip DC.

### 8. PLANNING APPLICATIONS (Cllr Butt)

- 2021/2360/HSE Extension to external staircase platform. The Hayes, School Lane
- 2021/2268/OTS Outline planning application with all matters reserved except for access for the erection of up to 255 dwellings (including 30% affordable housing) with public open space, landscaping and sustainable drainage system (SuDS) and vehicular access points Location: Land At 370544 154233 Frome Road Hemington Frome Somerset Applicant: Gladman Developments Ltd

9. **SIX MONTHS ACCOUNTS AND BUDGET** circulated with the October agenda. Please contact the Clerk if you would like another copy.

### 10. CORRESPONDENCE

### 11. OUTSIDE BODIES

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

### 13. DATE OF THE NEXT MEETINGS

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

*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*



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*reason of the confidential nature of the business to be transacted.*

## 14. REVIEW OF LEASES



**Lesley Close**  
**Parish Clerk**  
29<sup>th</sup> November 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 22<sup>nd</sup> November 2021**

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

**96. APOLOGIES**

Apologies for absence were received and accepted from Cllrs N Brand, N Ham and B Nagel.

**97. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**98. MINUTES**

The minutes of the Parish Council meeting held on 18<sup>th</sup> October 2021 were **agreed** as a true record and signed at the meeting.

**99. PUBLIC SPEAKING TIME**

John Clayton of the Village Shop Committee circulated a letter which outlined agreement to contribute in principle but asked for the contribution to be reduced from 25% to 15% with payments deferred to 12 months from the start of trading. He also asked for the cost of removing the building to be removed from the lease and agreed before work starts on site.

Mr Fowler attended in respect of planning application 21/2316/FUL at 14 Kilmersdon. He outlined procedural inaccuracies and omissions including the incorrect address and the fact that no site notices had gone up. He outlined the loss of a 90 year old Scots Pine tree, suggesting that a replacement tree of the same stature should be considered. He also suggested that there is very little benefit in moving the access. He has made these comments directly to the Planners and asked that the Parish Council considers amending its lack of objections.

**100. FINANCIAL MATTERS**

The following payments were **agreed**. The Clerk scheduled the payments for 25<sup>th</sup> November 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.*



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| Payee         | Detail                            | Gross   | Net     | Power                             | Ch no |
|---------------|-----------------------------------|---------|---------|-----------------------------------|-------|
| L Close       | Oct salary                        | £256.62 | £256.42 | LGA 1972 S112                     | EB57  |
| Primrose      | Monthly Ground maintenance – Sept | £175.50 | £146.25 | LG(Misc Provisions) Act 1976 s.19 | EB58  |
| Caloo         | Zip wire – balance pending        | 2116.02 | 1763.25 | LG(Misc Provisions) Act 1976 s.19 | EB59  |
| Lord Hylton   | Garage                            | 50      | 41.67   | LG(Misc Provisions) Act 1976 s.19 | EB60  |
| L Close       | Petty Cash                        | 41.60   | 41.60   | LG(Misc Provisions) Act 1976 s.19 | EB61  |
| Love Creative | Website hosting 2021/22           | £165.60 | 138.00  | LG(Misc Provisions) Act 1976 s.19 | EB62  |
| PG Owen       | Payroll services                  | £215.00 | 215.00  | LG(Misc Provisions) Act 1976 s.19 | EB63  |

### 101. GRANT FUNDING

The following grants were **agreed**.

| Organisation               | Amount requested                    | Amount budgeted  | Amount agreed  |
|----------------------------|-------------------------------------|--|--|
| CAB                        | £300                                | 'Other grants' total budget £600 of which £200 is already spent. | £300 – EB65  |
| Mendip Community Transport | At the Parish Council's discretion. | 'Other grants' total budget £600 of which £200 is already spent. | £125 – EB66  |
| Parish Church              | £1,300                              | £850   | £850 – EB67  |
| Kilmersdon Parish News     | £400                                | £400   | £400 – EB68  |
| Kilmersdon Village Day     | -                                   | £150   | No grant requested, therefore £150 vired to 'Other grants' budget heading. |
| Village Shop Committee     | £462                                | 'Other grants' total budget £600 of which £200 is already spent. | £125 – EB69  |

### 102. 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 asses 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.

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Signed:

Date:



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**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. Agreed to seek a quote from Primrose for phase 1 to consist of manually removing the weeds from gutter and pavement with shovel and brush on the B3139 from the bottom of Hoares Lanes to the bottom of Kilmersdon Hill and along Ames Lane and Church Lane. Quote sought 19/10/21. Primrose confirmed they do not do this type of work. A quote was sought from Greensward, who also confirmed the same. **Agreed** that a request be put into Kilmersdon Parish News for a group of people to undertake some manual weed removal *Action – the Clerk*

- **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 19/10/21. **Agreed** to chase again this month *Action – the Clerk*
- **Welcome to Kilmersdon Signs** – The Parish Council to continue to chase for the renewing of the signs. Last chased 19/10/21. Highways has confirmed that this is in hand.
- **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 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. Agreed to specifically request the cleaning of the 30mph signs at the entrance to the village and from Terry Hill to Kilmersdon just before the Ammerdown entrance there is a sign on the left hand side which needs cleaning. Requested 19/10/21. **Agreed** to chase again this month. *Action – the Clerk*
- **Request for two litter bins in laybys in Charlton** – requested 13/10/21. Awaiting permission from the landowner that litter bins would be allowed. When this is received, the cost of litter bins to be brought to the Parish Council for consideration, with Mendip DC meeting the cost of emptying.
- **Renovation of fingerposts** – the next fingerpost for renovation was suggested as the one just outside the village on the way to Terry Hill crossroads at the right hand turning to Vobster. **Agreed** that all Councillors take a look and bring it back to the next agenda. *Action – all Councillors*

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- **Request for additional 'road narrows' signs** – Email from Holcombe PC circulated 8/11/21. **Agreed** that the Parish Council has no objection to road narrow signs going up on Charlton Road. *Action – the Clerk*
- **Request for a speed camera at Fosseyway South** – An email from a local resident was received requesting a speed camera at Fosseyway South. **Agreed** to forward the request to Highways and the Traffic Police for a mobile camera. *Action – the Clerk*
- **Jack and Jill Hill leaves and vegetation** – it was noted that Jack and Jill Hill had not been cleared of vegetation and the leaves were particularly slippery on this route to school, creating a danger for children. **Agreed** to contact the landowner. *Action – the Clerk*

### 103. PLAYING FIELD

1. Post and rail fencing – Cllr Ham had sent in the ball park costs of £20 per metre for materials and £15-20 per metre for labour; and £20 per metre for materials and £300 per day for labour. **Agreed** to ask Cllr Ham for the written quotes and spec to allow a decision to be made. *Action – Cllr Ham*
2. 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, which he would forward to the Parish Council when it arrives. The Clerk brought quotes for new swings to the Parish Council in the amounts of Caloo - £9,994 and GB Sport and Leisure 3,8.953.70 with other companies declining to quote due to lack of personnel. **Agreed** to wait until the Engineer's opinion comes in before proceeding. Cllr Ham had reported that meeting the Engineer on site visually it looks structurally sound however they need to remove the top to take a look, the cost of doing so should not be great. **Agreed** to keep this on the agenda for Cllr Ham to report back. *Action – Cllr Ham*
3. Cutting back the hedge to the boundary line on the right-hand side of the field – The work has been commissioned with Steve Pitt in the amount of £900.
4. 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. The Clerk outlined a phone conversation in which it was put that the occupant required disabled access. A final letter was sent to the occupant stating that further queries should be followed up with his landlord. There has been no further contact since.
5. Strimming of the path next to 1 Silver Street was requested of the landlord 9/8/21. There was uncertainty over whether this had been done or not. **Agreed** to ask Primrose for a quote to include this in their maintenance schedule. £10 per strim if carried out at the same time as another visit,  
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otherwise £25 per strim. Noted that this land does not belong to the Parish Council, however the landlord had not responded to the request to maintain it.

**Agreed** to ask Primrose to undertake on strim in the first instance when they are next on site at a cost of £10.00. *Action – the Clerk*

6.Re-painting the car park lines and clarifying the number of accessible parking spaces required – advice sought from Highways 19/10/21. **Agreed** to chase Highways. *Action – the Clerk*

### 104. PLANNING APPLICATIONS

2021/2427/LBC Re-tiling of the southern wing and installation of replacement flue and new rainwater goods. Location: The Old Chapel Church Street  
Applicant: Mr and Mrs Roberts – there were no objections.

2021/2438/HSE Venture School Lane Kilmersdon Frome Radstock Somerset BA3 5TE Erection of second storey extension to main dwelling, extension of the existing building to the North East with dormer entrance and alterations to the existing interior, windows and doors. – there were no objections

2021/2316/FUL Change of use and conversion of workshop into a dwellinghouse and formation of new vehicular access including parking: 14 Kilmersdon Hill Kilmersdon **Agreed** to add to the response of the meeting on 18<sup>th</sup> October 2021 to include the suggestion that on reflection it would be good to retain the tree and noting that both the existing and the proposed access points are not good. *Action – the Clerk*

### 105. SIX MONTHS ACCOUNTS AND BUDGET

**Agreed** to consider the accounts at 30<sup>th</sup> September 2021 and the proposed budget at the next meeting when more councillors were present.

### 106. CORRESPONDENCE

There was no further correspondence.

### 107. OUTSIDE BODIES

There were no items raised.

### 108. COMMUNICATIONS

About half the councillors had generated new email addresses which are specific to Parish Council business, which is recommended for GDPR purposes.

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

Cllr Barkshire gave an update on the move to Unitary status. There has been no decision yet on whether elections will take place in 2022 or 2023.

110. **DATES OF NEXT MEETING: Agreed** as follows: Thursday 9<sup>th</sup> December at 7.30pm

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

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

Signed:

Date:

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**111. 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.

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

The Parish Council discussed the written request of the Village Shop Committee. **Agreed** that Cllr Butt should draft up the information needed in order for the sub lease to go ahead. *Action – Cllr Butt*

In relation to the email from Andrew Jolliffe, it was **agreed** to acknowledge the email and defer consideration to the next meeting. *Action – the Clerk*

The meeting ended at 8.45pm

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

Signed:

Date:



**Update for Kilmersdon - VNPs, Speed Limits,**

1 message

Sara Davis &lt;SDDavis@somerset.gov.uk&gt;

Tue,

To: Lesley Close &lt;kilmersdonclerk@gmail.com&gt;

Cc: Neil Brand &lt;neil\_x\_brand@nfumutual.co.uk&gt;, Mike Pullin - Councillor &lt;MPullin@somerset.gov.uk&gt;

Hi Lesley

Apologies for the delay, but hopefully now I can fully update you on all the outstanding matters for Kilmersdon as follows.

**Kilmersdon Village Name Plates**

You will be very pleased to hear, these replacements have been ordered and should be installed by the end of this financial year for you.

**B3139 Kilmersdon Hill to Frome Road - Request to extend the extents of the existing speed limit past the entrance to Browns Cottage**

Unfortunately we will not be able to do this for you this financial year, but I am hopeful I can obtain agreement for a permanent Traffic Regulation Order for Public Consultation and be advertised next year in order to progress this matter for the Parish.

**B3139 Kilmersdon Hill to Frome Road - Bend on the approach to Ammerdown Bridge**

Appreciate ideally you would like barriers, but they would need to be put forward as a Small Improvement Scheme via your County Councillor Mike Pullin mentioned before the window for submissions is currently closed but we are hopeful it will re-open in the future. I am looking to put in some yellow kerbs (as I have down below the bridge and at Ammerdown) in this location, but I'm still trying to establish boundaries, verge and land ownership in this location. We appreciate we need enough room to site the signage safely and not for them to be sticking out in the carriageway and the angles need to be correct for the radii and curvature of the bend. This also includes looking at the trees here and how much we can cut them back to facilitate the signs if we can.

**Safety concerns on B3139 White Post to Charlton Road**

In June I commissioned radars to be deployed along this stretch of the B3139. I have arranged that we will pay for these, so there is no charge to either you or the Council on this occasion. I have attached the results from these recent readings for you and will update Stratton on the Fosse Parish Council separately. For information, when looking at speed data with a view to setting or changing a speed limit we use Mean Speed. We will look at this in more detail which includes looking at the history over a 5 year period. The map / plan below shows the accidents we have on this stretch we currently have 3 slight accidents shown by the green section of carriageway (I appreciate there have been more, but may have been damage only, therefore not reported on by the Police, but we will work on this). For a speed limit to be considered we also need the support of the Police. Should it be agreed that a speed limit change ought to be implemented in this location, it will be subject of a Public Consultation by way of a Traffic Regulation Order, which you will appreciate do take time and can be costly. I have arranged for the lining / road markings to be replaced along this road and am currently looking at additional signage where appropriate which will go into the next financial year.



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**Request to locate bins on the highway**

In order to place anything on the highway network, you usually need to obtain the necessary licences from our Area Highways Office. I have asked the contact with you to advise you of the process and what steps you need to take to achieve this.

**Advice on car parking spaces and re-lining of Private car park in Kilmersdon**

There are no specific rules so to speak but I understand there are guidelines relating to the Equalities Act 2010 as an employer, tenant or a service provider to the British Standards Institution (BSI) and commercial premises.

Depending on how you wish to lay out and position the parking bays within the car park, there are various things to take into consideration. From an overall view, we look at fall and crossfall associated with slopes, gradient and drainage and when factoring in wheelchairs we would suggest the crossfall should be less than 2.5% and would apply whether loading is from either the rear of the vehicle or from the side of the vehicle. With regard to the size of a disabled parking space on the highway, there are standard measurements that we would use, but appreciate this may not fit with the layout of your carpark. The most important in that should the vehicle have a ramp which is accessed from the rear of the vehicle you need to give them enough space to use this and get the vehicle so the measurements we use are 6.6 metres or 6600mm and the width can vary depending on the space you have, need or where you position it, with a minimum of 3 metres and a maximum of 4.2 metres or 4200mm. It is quite old now and refers to orange badge rather than blue badge, but I have attached it known as a Traffic Advisory Leaflet or TAL, some of which you may find useful. A link to the TAL is here [Traffic Advisory Leaflet \(tsrgd.co.uk\)](https://www.tsrgd.co.uk)

The lining company we use are WJ South West Ltd (01823) 289 950. I have put a link to their website here for you [WJ Home - WJ](#) Go to their contact page to locate WJ South West Ltd in Wellington, Somerset where you can email the depot. I work with both Kirstie and Matt, whose details I have put below, to email contact Kirstie. They are genuinely superb, do all our lining in Somerset and work Nationwide throughout the Country; they also look after our M5, A303 and A36, so there are many examples of their work. They are very easy to deal with and their knowledge and expertise is world class. They are able to advise you, which might take away some of the logistical factors; equally if you know exactly what you would like done and it's a simple case of re-lining existing markings, then they will do that for you. I've put Kirstie's and Matt's details below for you



I have cc'd Matt in for you 😊

Many Thanks,

**Kirstie Manning**

Contracts Manager

**WJ South West Limited,**

Tremayne House, Westpark, Wellington TA21 9AD

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Kind Regards

**Matt Hancock**

Senior Operations Manager

**WJ South West Limited,** Tremayne House,

Westpark, Wellington, TA21 9AD

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**Road Narrows sign to go on existing post on Charlton Road**

Thank you for your permission to place a 600mm Road Narrows sign under the bend warning sign on an existing post, it is much appreciated.

**A367 Fosse Way – Request for a speed camera**

Somerset County Council have not looked after speed cameras for many years now, they are looked after by Avon and Somerset Police. I can see from today, that the Police will engage with the Speed Enforcement Unit (SEU) to arrange a visit to this location. We work closely with the Police who will act accordingly.

**Speed Indicator Device (SIDs)**

Should the Parish Council wish to consider the use of SIDs in any of the posted speed limits, then I have attached our latest guidance (V4) and a Memorandum of Understanding (MoU) for your information.

Hopefully I have covered everything, but if not or if you have any questions on what I have written or the speed and volume reports, please let me know.

Best wishes

Sara Davis

Traffic Engineer (East Mendip)

Traffic Management, Road Safety and Parking

B2W2, County Hall

The Crescent

Taunton TA1 4DY

Somerset County Council 0300 123 2224