

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 22nd NOVEMBER 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** 18TH October 2021. **(Pages 1-4).**
4. **PUBLIC SPEAKING TIME** (max 15 mins).
5. **FINANCIAL MATTERS** To approve expenditure as follows

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
L Close	Reimbursement of Wordpress forwarder	11.00	11.00	LG(Misc Provisions) Act 1976 s.19	EB62

6. **GRANT FUNDING**
To consider the applications circulated by email in the following amounts.

Organisation	Amount requested	Amount budgeted
CAB	£300	'Other grants' total budget £600 of which £200 is already spent.
Mendip Community Transport	At the Parish Council's discretion.	'Other grants' total budget £600 of which £200 is already spent.
Parish Church	£1,300	£850
Kilmersdon Parish News	£400	£400
Kilmersdon Village Day	-	£150
Village Shop Committee	£462	'Other grants' total budget £600 of which £200 is already spent.

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7. 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. **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.
- **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.
- **Welcome to Kilmersdon Signs** – The Parish Council to continue to chase for the renewing of the signs. Last chased 19/10/21.
- **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 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.
- **Request for two litter bins in laybys in Charlton** – requested 13/10/21.
- **Renovation of fingerposts** – to identify the next fingerpost(s) for the 2022 renovation.
- **Request for additional 'road narrows' signs** – Email from Coleford PC circulated 8/11/21

8. PLAYING FIELD

1. Post and rail fencing – ball park quote (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

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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. **Agreed** to wait until the Engineer's opinion comes in before proceeding.

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. Following a telephone response, **agreed** to send a final letter to the occupant stating that further queries should be followed up with his landlord.

5. Strimming of the path next to 1 Silver Street was requested of the landlord 9/8/21. **Agreed** to ask Primrose for a quote to include this in their maintenance schedule. This was requested 19/10/21. £10 per strim if carried out at the same time as another visit, otherwise £25 per strim.

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

9. **PLANNING APPLICATIONS (Cllr Butt)**

- 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

10. **SIX MONTHS ACCOUNTS AND BUDGET** circulated with the October agenda.

11. **CORRESPONDENCE**

12. **COMMUNICATION** To confirm the dedicated councillors' email addresses so far.

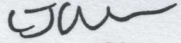
13. **OUTSIDE BODIES**

14. **MATTERS OF REPORT AND ITEMS FOR THE NEXT MEETING**

15. **DATE OF THE NEXT MEETINGS** Thursday 9th December
2022: 17th Jan, 21st Feb, 21 March, Tuesday 19th April, 16th May, 20th June, 18th July, 19th Sept, 17th Oct, 21 Nov, 19th 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 reason of the confidential nature of the business to be transacted.

16. **REVIEW OF LEASES**


Lesley Close
Parish Clerk
15th November 2021

Clerk@kilmersdonpc.co.uk

www.kilmersdonpc.co.uk

Tel: 07521 951471

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Minutes of a Meeting of Kilmersdon Parish Council Held at Coles Garden Meeting Room, Kilmersdon At 7.30pm on Monday 18th October 2021

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

79. APOLOGIES

Apologies for absence were received from Cllrs D Hudson and B Nagel. Also from Cllr A Barkshire, Mendip DC.

80. DECLARATIONS OF INTEREST

There were no declarations of interest.

81. MINUTES

The minutes of the Parish Council meeting held on 20th September 2021 were **agreed** as a true record and were signed after the meeting.

82. PUBLIC SPEAKING TIME

Two members of the Village Shop Group circulated a paper in advance of the meeting and attended to talk about the clauses in the sub lease.

Concern was raised at the intention to charge 25% of the playing field maintenance costs, currently £146.25 plus VAT per month to the Village Shop. It was pointed out that the Parish Council is providing a portion of its land and charging a peppercorn rent. The re-charging of a proportion of the maintenance costs reflects the fact that the Village Shop is paying for its customers to have the benefit of a well maintained car park and field.

Further concern was raised at the requested deposit of £10,000 for the re-instatement of the land should the shop close. If, in the event that the shop closed and it cost less than £10,000 then the balance would be returned to the Shop Committee. It is the intention of the Parish Council not to use public money to fund the Village Shop and therefore the deposit is set up to allow the Parish Council to remain cost neutral. The Shop Committee was asked to come back with a counter proposal which might satisfy both parties.

Agreed to delegate authority to Cllrs Brand, Ham and Drewe to meet the Village Shop Committee outside of the Parish Council meeting to finalise these points. All Parish Councillors would be informed of the meeting and would be welcome to attend. Cllr Brand to arrange the meeting. *Action – Cllr Brand*

Some final points were raised relating to (1) it would be useful to know exactly who is on the Village Shop Committee; (2) to avoid erosion of the ground to the shop, grass-crete was suggested as a good alternative to plastic mesh; (3) the

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sub lease should reflect that there are no designated parking places for any party in the car park. **Agreed** to seek a quote to re-paint the car park lines and seek advice in relation to the number of accessible car parking spaces.
Action – the Clerk

83. FINANCIAL MATTERS

The following payments were **agreed**. The Clerk scheduled the payments for 21st October 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	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
Greensward	Bin, bench and tree work	246.00	205.00	LG(Misc Provisions) Act 1976 s.19	EB56

84. 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. **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. *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 21/9/21. *Action – the Clerk*
- Welcome to Kilmersdon Signs** – The Parish Council to continue to chase for the renewing of the signs. Last chased 21/9/21. *Action – the Clerk*

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Signed:

Date:

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- **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. *Action – the Clerk*

85. PLAYING FIELD

1. Post and rail fencing – ball park quote (Cllr Ham)
2. Concreting down the floor standing bin – this has been done.
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, 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. *Action – Cllr Ham*
4. Cutting back the hedge to the boundary line on the right-hand side of the field – **Agreed** to accept the quote from Steve Pitt in the amount of £900.
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 and to take this off the agenda.
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. The Clerk outlined a phone conversation in which it was put that the occupant required disabled access. **Agreed** to send a final letter to the occupant stating that further queries should be followed up with his landlord. *Action – the Clerk*
7. 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. *Action – the Clerk*
8. Cutting back the silver birch and repairing the bench – Permission on the TPO has been agreed and the work has been done.

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86. PLANNING APPLICATIONS

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 – There were no objections.

87. SIX MONTHS ACCOUNTS AND BUDGET

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

88. CORRESPONDENCE

Request for litter bins on two laybys – The request was received from local residents and had been conveyed to Mendip District Council.

89. OUTSIDE BODIES

There were no items raised.

90. COMMUNICATIONS

The Parish Council considered the recommendation from ALCA, although this is not a legal requirement, that for GDPR purposes the Parish Councillors have dedicated email addresses. **Agreed** that Parish Councillors create emails dedicated for Parish Council work and let the Clerk know the addresses. *Action – all Councillors*

91. ITEMS OF REPORT AND ITEMS FOR THE NEXT MEETING

92. DATES OF NEXT MEETING: 22nd November. The 20th December 2021 meeting looked as if it would not be quorate. **Agreed** that the Clerk circulates suggested dates for the December meeting. *Action – the Clerk*

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

93. 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.

94. TO RECEIVE ANY UPDATE ON LEASES – as minuted under item 82.

95. QUOTES FOR WORKS AT THE PLAYING FIELD – HEDGE AND SWINGS
– as minuted under item 85.

The meeting ended at 8.50pm

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Signed:

Date:

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