

## 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 17<sup>TH</sup> JANUARY 2022 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** 9<sup>th</sup> December 2021 (**Pages 1-4**).
4. **PUBLIC SPEAKING TIME** (max 15 mins).
5. **TO WELCOME CHAIR OF HOLCOMBE PARISH COUNCIL, SIMON BRAND**
6. **FINANCIAL MATTERS** To approve expenditure as follows

Payee	Detail	Gross	Net	Power	Ch no
L Close	Dec Salary	£256.42	£256.42	LGA 1972 S112	EB73
Primrose	Monthly Ground maintenance – Jan	£175.50	£146.25	LG(Misc Provisions) Act 1976 s.19	EB74
Rt Hon Andrew Jolliffe	Playing fields and car park rent	£1.00	£1.00	LGA 1972 S112	EB75
HMRC	Clerks tax	£192	£192	LGA 1972 S112	EB76

### 7. HIGHWAY MATTERS

- **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. Cllr Pullin has agreed to attend this meeting.
- **Request for two litter bins in laybys in Charlton** – requested 13/10/21. Quote for the standard litter bin requested 29/11/21. Landowner permission has been given in principle pending licenses from Mendip's Road Records department. The Clerk has asked Mendip DC if we need to order from their preferred supplier, 10/12/21. The response was circulated 4/1/22. To consider whether, given the costs and the budget, it is relevant to spend on litter bins at this time.
- **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. It was confirmed on 20/12/21 that they would take this on board in the next few weeks. For noting.

# KILMERSDON PARISH COUNCIL

## 8. 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. The Clerk has contacted WJ South West Ltd for a quote to repaint the lines.
4. From the weekly checks – the slide is cracked at the top. (Cllr Nagel)
5. Weekly play inspections by volunteers – we are now down to 3 volunteers and a request in KP News has not brought forward any more volunteers. This means the 3 volunteers are doing the checks more frequently, which might mean they too decide to give up the role. If Councillors can ask around for volunteers – it would be a weekly task every 5 or 6 months – this would be appreciated.

## 9. PLANNING APPLICATIONS (Cllr Butt)

- 2022/0006/TCA Cabbells Mead Church Street Kilmersdon

## 10. REVISED BUDGET (pages 5-6), PRECEPT REPORT (pages 7-10) AND LEAFLET (pages 11-12)

## 11. ANNUAL REVIEW OF THE INSURANCE SCHEDULE (pages 13-14) AND RISK ASSESSMENT (pages 15-16)

## 12. ANNUAL REVIEW OF THE FIXED ASSETS (pages 17-18)

13. **CORRESPONDENCE from Ken Hutton** - The power pack in the defibrillator needs to be changed by February at a cost of £99. The parish council in the past said they would fund the maintenance of the defibrillator could you let me know if this is still the case.

## 14. OUTSIDE BODIES

## 15. FORWARD PLANNING (pages 19-20)

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

## 17. DATE OF THE NEXT MEETINGS


2022: 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 reason of the confidential nature of the business to be transacted.*

# KILMERSDON PARISH COUNCIL

18. REVIEW OF LEASES

19. SUMMARY OF COMMITTED FUND AND QUOTES (page 21)



**Lesley Close**  
**Parish Clerk**  
10<sup>th</sup> January 2022

**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 Thursday 9<sup>th</sup> December 2021

**PRESENT:** Cllrs N Brand (Chair), R Butt, E Drewe (Vice Chair), N Ham, D Hudson and B Nagel.

**ABSENT:** Cllr G Doswell

**ATTENDING:** L Close, Parish Clerk.

### 113. APOLOGIES

Cllr A Barkshire, Mendip DC sent apologies for absence.

### 114. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 115. MINUTES

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

### 116. PUBLIC SPEAKING TIME

There were no members of the public.

### 117. FINANCIAL MATTERS

The following payments were **agreed**. The Clerk scheduled the payments for 13<sup>th</sup> December 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	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

### 118. 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** Sara Davies' email was received. The Parish Council to continue to chase for action to address this accident hotspot every month. Last chased 23/11/21. Cllr Pullin to be invited to the next meeting. *Action – the Clerk*
- **Welcome to Kilmersdon Signs** – Sara Davies' email indicated that the signs were on order and should be installed before the end of the financial year.

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

## KILMERSDON PARISH COUNCIL

- **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. Highways have indicated this is now scheduled to be cleaned.
- **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 outlined the necessary permissions. Landowner permission has been given in principle pending licenses from Mendip's Road Records department. The Parish Council would need to meet the cost of the bins which was £1,091.48 plus VAT for two plus installation. Given this unbudgeted cost, **agreed** that funds could not meet this amount at the moment. The Clerk to ask Mendip DC if we might install different bins by different suppliers for better value for money. *Action – the Clerk*
- **Renovation of fingerposts** – **Agreed** that for 2022/23 the fingerpost to be renovated is the one going out of the village towards Terry Hill on the left hand side towards Home Farm. The Clerk to action this in the new financial year. *Action – the Clerk*
- **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. It was chased 8/12/21.

### 119. PLAYING FIELD

1. Post and rail fencing – written spec and quotes. Cllr Ham to measure and obtain written quotes. *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. 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. *Action – 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 outlined the accessibility requirements. **Agreed** to contact WJ South West Ltd for a quote to re-paint the existing lines. *Action – the Clerk*  
*Minutes are draft until approved at the next meeting.*

4. From the weekly checks – the slide is cracked at the top. The bins are overflowing – the Clerk has chased this with Mendip DC. **Agreed** that Cllr Nagel checks the status of the slide for appropriate action. *Action – Cllr Nagel*

## 120. PLANNING APPLICATIONS

- 2021/2360/HSE Extension to external staircase platform. The Hayes, School Lane – there were no objections.
- 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 – The Parish Council objected on the grounds that although this development is outside its boundary it will result in an increase in traffic through the village and pressure on local services. There are clear and obvious highways safety issues on the proposed development which will have a negative impact on Kilmersdon village and no tangible benefits.

## 121. SIX MONTHS ACCOUNTS AND BUDGET

**Agreed** to accept the six months accounts and 2022/23 budget.

## 122. CORRESPONDENCE

There was no further correspondence.

## 123. OUTSIDE BODIES

There were no items raised.

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

It was noted that there would be parish council elections in May 2022.

## 125. DATES OF 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.

## 126. 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.

## 127. TO RECEIVE ANY UPDATE ON LEASES

It was noted that legal costs came to £4,800 in total for the head lease and £2,000 to date for the sub lease. **Agreed** to ask the solicitor to put the sub lease on hold to limit costs and we will contact them when the Village Shop Committee is ready to go ahead. *Action – the Clerk*

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

## KILMERSDON PARISH COUNCIL

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A letter of response to John Clayton outlining the points he raised was confirmed. **Agreed** that the wording be finalised by Cllr Butt and signed and circulated by the Chair, Cllr Brand. *Action – Cllrs Butt and Brand*

Letter of response to Andrew Jolliffe was confirmed. **Agreed** that this be finalised by Cllr Butt and signed and circulated by Cllr Brand. *Action – Cllrs Butt and Brand*

The meeting ended at 8.10pm



**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
<b>EXPENDITURE</b>					
<b>Clerks Salary</b>	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
<b>Office expenses</b>					
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
<b>Hire of Meeting Rooms</b>	206.00	20.00	200.00		206.00
<b>Insurance</b>	600.00	609.38	609.38		620.00
<b>Audit</b>	160.00	150.00	150.00		160.00
<b>Subscriptions</b>					
SALC	170.00	161.67	161.67		170.00
<b>Legal fees for planning wired to legal fees</b>	2000.00	5.00	2000.00		2000.00
<b>Village Cleaning/Tidying</b>					
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
<b>Neighbourhood Plan</b>	0.00	0.00	0.00		0.00
<b>Playing Field</b>					
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
<b>Capital Expenditure</b>					
Computer equipment	0.00	0.00	0.00		0.00
Play Equipment	0.00	20297.40	22060.65		2000.00
<b>General expenditure</b>					
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		5000.00
Training	0.00	50.00	50.00		50.00
<b>Grants</b>					
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
<b>Total</b>	16222.00	28042.49	39235.20	0.00	24473.00
<b>INCOME</b>					
Playing Field hire	0.00	0.00	0.00		0.00
Precept	15821.00	15821.00	15821.00		15821.00



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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
<b>Total</b>	<b>15827.00</b>	<b>28438.75</b>	<b>28439.50</b>	<b>0.00</b>	<b>15822.00</b>
Surplus/deficit	-395	396.26	-10795.7	0.00	-8651.00

### Explanation of the Precept calculation 2022/23

The tax base for 2022/23 is going up slightly from 235.66 to 236.34.

Since the last meeting Mendip DC has indicated it will charge the parishes £5,000 for election expenses in May 2022. This has not happened before and is therefore unexpected expenditure. The revised budget showing the addition of election expenses is attached.

The other large increases in budget compared with last year are (1) for the fingerpost which is budgeted at £1700 instead of £550 last year and (2) play equipment is budgeted at £2,000 instead of £0 last year, due to the fact that we spent the play equipment reserves on new equipment this year and require a contingency.

### **Precept options**

- (1) **Model A** assumes that the Band D equivalent remains effectively the same. However, the unexpected £5,000 election expenses means that now £8,572 is taken from the general reserve. This means that the predicted balance in bank is £11,424 – not enough to meet our required cash flow reserve of £12,236 and it would clear our earmarked reserves completely. The Band D equivalent would be **£67.28 pa** compared with £67.13 last year.
- (2) **Model B** assumes that we set the precept to meet the requirements of the budget. This means a 54.5% increase in the budget. All cashflow and ear marked reserves would be met and exceeded by £3,979. The Band D equivalent would be **£103.55 pa** compared with £67.13 pa last year.
- (3) **Model C** is a compromise which ensures that the cash flow and earmarked reserves are met exactly, but that the general reserve diminishes by approximately £4,000. Given that election expenses come around every four years, this might be a sensible way forward because effectively only £1,000 would be funded via the precept, so if we then budget £1,250 in the precept for election expenses each year going forward, we will not have to navigate a hike in precept due to the election in four years' time. The band D equivalent would be **£86.71 pa** compared with £67.13 last year.



Model A -  
assumes  
Band D  
remains  
almost the  
same

Compiled 20th December 2022

**Kilmersdon Parish Council**

**Budget Summary**

**Year Ending 31st March 2023**

	<u>2021/22</u>		<u>2022/23</u>	<u>Budget</u>
	Projected	Budgeted	Proposed	Incr/Decr
<b>REVENUE EXPENDITURE</b>				
Expenditure	17174	16222	24473	8251
	<u>17174</u>	<u>16222</u>	<u>24473</u>	<u>8251</u>
<b>INCOME</b> not incl precept				
	12619	6	1	-5
	<u>12619</u>	<u>6</u>	<u>1</u>	<u>-5</u>
<b>NET REVENUE EXPENDITURE</b>	<u>4555</u>	<u>16216</u>	<u>24472</u>	<u>8256</u>
<b>CAPITAL EXPENDITURE (NET)</b>	22061			
	<u>22061</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL NET EXPENDITURE</b>	<u>26616</u>	<u>16216</u>	<u>24472</u>	<u>8256</u>
Financed as follows				
Balance in bank at 1st April	30791.08	30791.08	19996.08	
Balance in bank at 31st March	19996.08	30396.08	11424.08 **	
Used to Fund Expenditure	10795	395	8572	
<b>PRECEPT</b>	15821	15821	15900	79
<b>TOTAL NET EXPENDITURE</b>	<u>26616</u>	<u>16216</u>	<u>24472</u>	<u>79</u>
Band D Equivalent Tax Base	<u>235.66</u>	<u>235.66</u>	<u>236.34</u>	
<b>Precept per Band D Equivalent</b>	<u>£67.13</u>	<u>£67.13</u>	<u>£67.28</u>	<u>£0.14</u>

\*\*Note: Recommended minimum reserve equal to 6 months net expenditure 12236

Earmarked Reserves	<u>31/03/2021</u>	<u>31/03/2022</u> (Projected)	<u>31/03/2023</u> (Projected)
Play equipment reserve	5830	0	0
Street lighting contingency	500	500	500
Moving 30mph signs	2000	2000	2000
Planning legal fees	2000	0	0
Neighbourhood Plan	4782	1281	1281
	<u>15112</u>	<u>3781</u>	<u>3781</u>

**Total cashflow and earmarked reserves 16017**

Notes:- Whilst the Band D equivalent remains the same, £8,572 is taken from reserves to fund expenditure. Predicted reserves are £11,424. Cash flow reserves are required in the amount of £12,236. This means we would have no earmarked reserves and we would be short on cash flow.

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Model B - assumes we set the precept to cover the budget and the cash flow requirement, without taking from reserves.

Compiled 20th December 2021

**Kilmersdon Parish Council**

**Budget Summary**

Year Ending 31st March 2023

	<u>2021/22</u>		<u>2022/23</u>	<i>Budget</i>
	Projected	Budgeted	Proposed	Incr/Decr
<b>REVENUE EXPENDITURE</b>				
Expenditure	17174	16222	24473	8251
	<u>17174</u>	<u>16222</u>	<u>24473</u>	<u>8251</u>
<b>INCOME</b> not incl precept				
	12619	6	1	-5
	<u>12619</u>	<u>6</u>	<u>1</u>	<u>-5</u>
<b>NET REVENUE EXPENDITURE</b>	<u>4555</u>	<u>16216</u>	<u>24472</u>	<u>8256</u>
<b>CAPITAL EXPENDITURE (NET)</b>	22061			
	<u>22061</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL NET EXPENDITURE</b>	<u>26616</u>	<u>16216</u>	<u>24472</u>	<u>8256</u>
Financed as follows				
Balance in bank at 1st April	30791.08	30791.08	19996.08	
Balance in bank at 31st March	19996.08	30396.08	19996.08 **	
Used to Fund Expenditure	10795	395	0	
<b>PRECEPT</b>	15821	15821	24472	8651
<b>TOTAL NET EXPENDITURE</b>	<u>26616</u>	<u>16216</u>	<u>24472</u>	<u>8651</u>
Band D Equivalent Tax Base	235.66	235.66	236.34	
<b>Precept per Band D Equivalent</b>	<u>£67.13</u>	<u>£67.13</u>	<u>£103.55</u>	<u>£36.41</u>

\*\*Note: Recommended minimum reserve equal to 6 months net expenditure 12236

Earmarked Reserves	31/03/2021	31/03/2022 (Projected)	31/03/2023 (Projected)
Play equipment reserve	5830	0	0
Street lighting contingency	500	500	500
Moving 30mph signs	2000	2000	2000
Planning legal fees	2000	0	0
Neighbourhood Plan	4782	1281	1281
	<u>15112</u>	<u>3781</u>	<u>3781</u>

Total cashflow and earmarked reserves 16017

Notes:- Cash flow reserve requirements are met and exceeded by £3,979. No funds are taken from the general reserve to fund the budget. Assumes a 54.5% increase in the precept, equating to £36.41 pa increase for a band D equivalent.

Model C where reserves are met but £4,000 is taken from the general reserve to fund the budget

Compiled 20th December 2021

**Kilmersdon Parish Council**

**Budget Summary**

**Year Ending 31st March 2023**

	<u>2021/22</u>		<u>2022/23</u>	<i>Budget</i>
	Projected	Budgeted	Proposed	Incr/Decr
<b>REVENUE EXPENDITURE</b>				
Expenditure	17174	16222	24473	8251
	<u>17174</u>	<u>16222</u>	<u>24473</u>	<u>8251</u>
<b>INCOME not incl precept</b>				
	12619	6	1	-5
	<u>12619</u>	<u>6</u>	<u>1</u>	<u>-5</u>
<b>NET REVENUE EXPENDITURE</b>	<u>4555</u>	<u>16216</u>	<u>24472</u>	<u>8256</u>
<b>CAPITAL EXPENDITURE (NET)</b>	22061			
	<u>22061</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL NET EXPENDITURE</b>	<u>26616</u>	<u>16216</u>	<u>24472</u>	<u>8256</u>
Financed as follows				
Balance in bank at 1st April	30791.08	30791.08	19996.08	
Balance in bank at 31st March	19996.08	30396.08	16017.08 **	
Used to Fund Expenditure	10795	395	3979	
<b>PRECEPT</b>	15821	15821	20493	4672
<b>TOTAL NET EXPENDITURE</b>	<u>26616</u>	<u>16216</u>	<u>24472</u>	<u>4672</u>
Band D Equivalent Tax Base	235.66	235.66	236.34	
<b>Precept per Band D Equivalent</b>	<u>£67.13</u>	<u>£67.13</u>	<u>£86.71</u>	<u>£19.57</u>

\*\*Note: Recommended minimum reserve equal to 6 months net expenditure 12236

<u>Earmarked Reserves</u>	<u>31/03/2021</u>	<u>31/03/2022</u> <i>(Projected)</i>	<u>31/03/2023</u> <i>(Projected)</i>
Play equipment reserve	5830	0	0
Street lighting contingency	500	500	500
Moving 30mph signs	2000	2000	2000
Planning legal fees	2000	0	0
Neighbourhood Plan	4782	1281	1281
	<u>15112</u>	<u>3781</u>	<u>3781</u>

**Total cashflow and earmarked reserves 16017**

Notes:- We are precepting less than the budget, therefore the general reserve diminishes by approx £4,000. Assumes a 29.5% increase in the precept, equating to £19.57 increase pa for a band D equivalent. Cash flow reserve and earmarked reserve requirements are met exactly.

## Kilmersdon Parish Precept 2022/23

In 2021/22 the Parish Council precept was £15,821, equating to £67.13 for a Band D Property. For 2022/23 the precept has been set at \*, equating to \* per Band D Property.

What services does the Parish Council offer?

The Parish Council is a statutory consultee on planning applications and provides a local voice on highways and environmental matters. The play area adjacent to the Village Hall comes under its remit, as does the Village Hall car park. It supports the parish environment by paying for the street lighting at the Village Hall car park, grass cutting of the playing field. The Parish Council maintains some of the benches in the parish.

How did the Parish Council perform last year?

The Parish Council was pleased to support a number of local organisations through grant provision, amongst them the Parish Church, the Parish magazine, Mendip Community Transport, the Village Shop Committee, training for the village defibrillator and the Citizens Advice Mendip.

The Parish Council lobbied its County Councillors to improve the safety of the B3139 through Kilmersdon through liaison with its County Councillor and Somerset Highways Officers.

In the autumn the fingerpost at Charlton, which had sunk into a sad state of repair, was fully renovated.



Thank you to the volunteers who maintained the spiral garden at the Village Hall this year and kept it looking lovely for all to enjoy.



The much-loved play park is still suffering from rot on the wooden beams. During the year the zip wire was replaced with a longer version thanks to a grant from Awards for All. A grant from the Sperring Trust plus Crowd Funding enabled the replacement of the wooden train with a bright red alternative and a new trim trail.



The condition of the swings is being examined by an engineer because of their age and depending on the outcome, this might be the next item for replacement.

The beautiful Silver Birch in the play park had a crown lift in the summer and the bench underneath was repaired.



As ever, grateful thanks go to the small but active team of local people who undertake weekly checks of the play park by turn throughout the year. It is such valuable work and gives the Parish Council advance warning of

deterioration of the equipment. If you can help lighten the load and join this team, please contact the Parish Clerk.

#### What is new for the next financial year?

The Parish Council plans to continue its programme of renovating the fingerposts and has budgeted for another to be done in the forthcoming year.

Raising funds to continue to keep the play area safe, bright and enjoyable for children continues to be a priority.

The Parish Council is working to represent the people of Kilmersdon and make decisions in the best interests of the village. We welcome your views and input.

**Kilmersdon Parish Council**  
[clerk@kilmersdonpc.co.uk](mailto:clerk@kilmersdonpc.co.uk)

### Annual Review of the Insurance Schedule 2022

The Parish Council insurance is with Zurich and 2021/22 is year 3 of a 3 year agreement. I would highlight the following points:

#### **(1) Sums insured**

I have checked the sums insured against our fixed asset register.

The insurance schedule specified **£19,488** for surfaces. Following quotes to replace disintegrating items of the play park, the fixed asset register shows surfaces totalling **£17,170**.

The Insurance Schedule specifies **£14,240** for street furniture. Assuming that street furniture consists of benches, youth shelter and road signs, then it appears that insurance is adequate, the total cost of such items on the fixed asset register coming to **£6,156**.

The Insurance Schedule specifies **£59,587** for play equipment. The fixed asset register shows play equipment (including goalposts and youth shelter) totalling **£50,539**.

There is no insurance for the garage. I am unaware of the contents of the garage.

#### **(2) Fidelity Guarantee**

As a minimum this figure should equate to half the year's precept plus cash balances in the bank. I calculate the Fidelity Guarantee therefore should be at least **£38,702**, (being £7,911, plus balances in the bank, which at 31<sup>st</sup> March 2021 were £30,791)

The limit of indemnity on the Insurance Schedule of **£250,000** is therefore adequate cover.

#### **(3) Loss of earnings**

The loss of earnings cover in the event of business interruption is broken down into two elements (1) Loss of non negotiable money in situations specified in the police £250,000; and (2) Loss of other money - £5,000 in transit, £500 in the private residence of any member or employee.



**(4) Employers' Liability**

The limit of indemnity is £10 million.

**(5) Public Liability**

The limit of liability is £12 million.

**(6) Personal Accident**

Councillors and employees are covered for personal accident to the limit of £50,000.

**(7) Libel and slander**

The sum insured is £250,000.

**(8) Claims during the year**

There have been no claims in the past year.

**(9) Additions this year**

There have been no additions this year.

**(10) Other items to note**

The annual premium in 2020/21 was £609.38 and in 2019/20 was £539.52 with Zurich. In 2018 it was £668.23 (Came and Company), £587.88 in 2017 (Came and Company), compared with £563.49 in 2016 (Came and Company) and £568.50 in 2015 (Broker Network).

Lesley Close

23<sup>rd</sup> February 2020

# Risk Assessment and Management Kilmersdon Parish Council

Activity: Kilmersdon Risk Assessment		Assessment Date: 04 01 22		Review Date: February 2023		
Hazard and Risk	People at risk	Underlying causes	Our Controls	Severity	Probability	Target date & by whom
<b>Business continuity</b> The lack of adequate plans to ensure the Business Continuity of Council operations	Councillors, Clerk, public	Any event which might cause major disruption to the continuity and delivery of council business	Parish Business Continuity Plan in place. Online back up is installed via dropbox, which continually updates. Records can be instantly retrieved by all Councillors via shared links.	Medium	Low	
<b>Financial viability</b> Lack of proper accounting and poor budget activity. Illegal expenditure.	Councillors, Clerk, public	The extent to which the financial security is affected by internal and external events	Accounts and budgets are prepared and submitted by the Clerk for scrutiny and approval by the Parish Council. Internal audit conducts independent verification. Insurance covers fidelity and property risks. Annual review of the insurance schedule ensures that current levels are evaluated. The power by which the Council spends is recorded next to each item of expenditure in the minutes.	Medium	Low	Annual review of the insurance schedule - Clerk - Feb 2021
<b>Difficulties in the financial sector</b>	Council	All banks have taken measures to reduce their risks, but the risk remains	The Council to hold its funds in secure holdings. The Nat West 'Statement of principles' is aimed at continued, but safer lending combined with support for small businesses which is subject to advance notification to the bank of impending crises. We are only covered for £75,000 per bank should a bank go under - we should be aware of banks which are the same bank but different names eg Tesco bank is not a bank in its own right but is part of another bank; The low risk banks are those which operate solely in the UK (eg.Santander whilst offering higher interest rates is based in Europe).	High	Medium	
<b>Cash Stolen</b> - Personal injury - Loss of income	Councillors, Clerk, public		There is no petty cash. Postage and stationery are purchased by the Clerk, recorded with receipts in a book which is signed and paid at Parish Council. Payments & Receipts Schedule examined by Parish Council each month.	Medium	Low	
<b>Banking</b> - Loss of monies - Security	Council		An effective and controlled budget process is maintained. The budget is reviewed in October to provide early warning of impending difficulties. Calculation of the precept against the total budget includes 6 months net expenditure as a cash reserve. Internet banking, when it is put in place, will require two councillors to log in and approve the list of payments drawn up	Medium	Low	

<b>Cheque and direct debit Fraud</b> - Loss of monies - Reputation -	Council			by the Clerk and approved by the Parish Council. Two Members to sign all cheques and initial invoices as seen. Payments & Receipts Schedule examined by PC each month. Monthly direct debit payments signed off by two Councillors	Low	Low
<b>Not achieving desired efficiencies and service improvements</b>	Council			All actions are minuted. A disciplinary process is in place. A code of conduct is in place. The Financial Regulations outline our procurement procedures. Our actions are held to account through internal audit.	Low	Low
<b>Insufficient Councillors to carry out the business and operations</b>	Council	Failure to attract enough councillors to serve on the council		Council matters are distributed by newsletter, reporting the range of council business. The website is updated regularly with the latest parish council news. The annual parish meeting attracts local people.	Low	Low
<b>Failure of the Clerk in the performance of duties</b>	Council	Failure to fulfil any duty which has adverse effects on the council		Clerk is trained in all aspects of council business and receives supplementary updates via the professional bodies of NALC and SLCC.	Low	Low
<b>Death or serious injury from negligence or failure</b> Failure to adequately safeguard against significant injury or death at the play area	Public and young people in particular	Lack of adequate risk assessment and action at the play area by the village hall		Play equipment is inspected annually. In September 2017 it was agreed to have three quarterly inspections via GB Sports and Leisure and an annual inspection by ROSPA. In addition weekly checks were set up in 2018, undertaken by volunteers, which helps give advance notice of play area damage Parish Council to consider all risks identified at the play area in a timely way according to their risk level.	High	Medium
<b>Fire/ flood - loss of records</b>	Council	Natural disaster resulting in Parish Council records being lost		All records are backed up via Dropbox. Ancient archives are held at the Somerset Archives Office. Business Continuity Plan in place.	Low	Low
<b>Global pandemic</b>	Council and public	Pandemic		Membership of NALC for ongoing advice in the sector	High	High

<b>Assessor's signature:</b>	<b>Clerk's signature:</b>
<b>Date:</b>	<b>Date:</b>

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## Kilmersdon Parish Council

## Fixed Asset List at 04/1/22

Ref no	Description	Location	Date acquired	Value	Insurance value
1	Kilmersdon Road signs (2)	B3139	no record	£730	£730
2	Charlton Road signs (2)	B3139	no record	£730	£730
3	Double swings	Playing field	2002	£1,888	£5,650
4	Buzy Tower	Playing field	2013	£1	£11,707
5	Youth Shelter	Playing field	2002	£3,980	£3,980
6	Sports surfaces	Playing field	2004	£3,998	£13,670
7	Jubilee bench	Coles Garden	2012	£358	£358
8	Bench	Kilmersdon Hill	2021	£1	£358
9	Bench	Jack and Jill hill	no record	£1	£358
10	Zipwire	Playing field	2021	£1	£8,817
11	Grassmat	Playing field	2013	£1	£3,500
12	Train	Playing field	2021	£1	£4,200
13	Matting	Playing field	2013	£1	£1,200
14	Trim trail	Playing field	2021	£1	£8,750
15	Goalposts	Playing field	2013	£1	£550
16	Spiral garden	Playing field	2014	£1	£12,961
17	Birds nest swing	Playing field	2013	£1	£4,244
18	See saw	Playing field	2020	£1	£2,641
19	Lenovo laptop v110 with Microsoft office and F secure software	Clerk's home	2017	£653	£653
20	OK! Scanner/printer	Clerk's home	2017	£170	£170
21	Heartsafe AED Locator with a value of £2,300	Wall of Norton Garden Machinery	2018	£1	£2,300
23	Playing field noticeboard	Playing field	2019	£132	£132

24 Village signs	Entrances to Kilmersdon	2019	£634	Insured by Somerset CC
<b>Total value</b>			<b>£13,286.12</b>	<b>£87,659.00</b>

Items donated to the Parish Council are valued at £1.

Updated 4/1/22

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.

5	July 21	Zipwire installed – requires annual check			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. To schedule test for July 2022
6	Sept 21	Neighbourhood Plan is no longer being pursued by the Neighbourhood Plan working group.			To re-visit this subject in December 2021 to find out if anyone in the Parish Council would like to take it on.
7	Sept 21	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.