

# 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 21<sup>st</sup> FEBRUARY 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** 17<sup>th</sup> January 2022 (**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	Jan Salary	£256.42	£256.42	LGA 1972 S112	EB80
Primrose	Monthly Ground maintenance – Feb	£175.50	£146.25	LG(Misc Provisions) Act 1976 s.19	EB81

**VAT Claim** – A VAT claim has been made for the year in the amount of £6,997.27.

### 6. HIGHWAY MATTERS

- **Speeding and 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.
- **Chevrons on the Kilmersdon side of the bridge** The Clerk contacted County Road and Sara Davies of Highways on 18/1/22. Response: An inspection of the site has been arranged (ref. **612146**) the Area Superintendent will arrange for any necessary remedial works to be carried out in accordance with the Highway Safety Inspection Manual.

### 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 the engineer on 24/1/22. (Cllr Ham)

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4. From the weekly checks – the slide is cracked at the top. (Cllrs Nagel and Brand to remove)

### 8. PLANNING APPLICATIONS (Cllr Butt)

- 2022/0045/FUL Installation of windows and doors: Red House Holiday Homes White Post To Charlton Road
- Notice of public consultation, land east of A367 Midsomer Norton, circulated by email 24/1/22
- Kilmersdon No.8 (2022) Agricultural land at Frome Road, Hemington (M1390) Tree Preservation Order

### 9. ANNUAL REVIEW OF THE INSURANCE SCHEDULE (pages 5-6)

### 10. QUEEN'S PLATINUM JUBILEE CELEBRATION

### 11. CORRESPONDENCE

### 12. OUTSIDE BODIES

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

### 14. DATE OF THE NEXT MEETINGS

2022: 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.*

### 15. REVIEW OF LEASES

Email from the solicitor 24/1/22



**Lesley Close**

**Parish Clerk**

14<sup>th</sup> February 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

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### **Minutes of a Meeting of Kilmersdon Parish Council Held at Coles Garden Meeting Room, Kilmersdon At 7.30pm on Monday 17<sup>th</sup> January 2022**

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

**ABSENT:** -

**ATTENDING:** County Councillor Mike Pullin, Cllr Simon Brand, Chair of  
Holcombe Parish Council, L Close, Parish Clerk.

#### **128. APOLOGIES**

There were no apologies for absence.

#### **129. DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **130. MINUTES**

The minutes of the Parish Council meeting held on 9<sup>th</sup> December 2021 were **agreed** as a true record and signed at the meeting.

#### **131. PUBLIC SPEAKING TIME**

There were no members of the public.

#### **132. TO WELCOME CHAIR OF HOLCOMBE PARISH COUNCIL, SIMON BRAND**

A full and interesting discussion took place, particularly in relation to events for the Queen's Platinum Jubilee. Cllr Simon Brand was warmly thanked for attending.

#### **133. FINANCIAL MATTERS**

The following payments were **agreed**. The Clerk scheduled the payments for 19<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup> January 2022 and sent a screen shot of the electronic banking payment list to all Councillors for confirmation.

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

Signed:

Date:

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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
Clarke Willmott	Legal fees - leases	£8,207.20	£6846	LGA 1972 S112	EB77
Ken Hutton	Battery for defibrillator £99 plus delivery and VAT	£126.75	-	LGA 1972 S112	EB78
Coles Garden Meeting Room	Meeting room Sept-Dec 2021	£55	£55	LGA 1972 S112	EB79

### 134. HIGHWAY MATTERS

- **Cottages between Charlton and the White Post on the B3139** Cllr Pullin outlined the fact that Police accident statistics do not show this as a priority area, whereas the actual experience is that accidents happen at this location every month. Cllr Pullin to raise this again with Sara Davies of Highways.
- **Speeding on the B3139** Cllr Pullin will raise this with Sara Davies of Highways again, particularly in relation to the white lines going up the hill which allow cars to overtake traveling up the hill on the blind summit. He suggested the possibility of gating the village, with speed signs half way up the hill.
- **Chevrons on the Kilmersdon side of the bridge** The Clerk to raise this with County Roads and Sara Davies of Highways for the chevrons to be re-instated following the accident. *Action – the Clerk*
- **Welcome to Kilmersdon signs** have been re-instated.
- **Request for two litter bins in laybys in Charlton – agreed** to hold this pending due to budget constraints and to revisit it in May. The Clerk to inform the residents who made the request. *Action – the Clerk*
- **Request for a speed camera on Fosseyway South** – noted that speed enforcement had been out the previous week. The Clerk to inform the residents who made the request. *Action – the Clerk*
- **Fingerpost renovations – agreed** to put the renovation of the fingerposts on hold until next year's budget constraints are more fully known.

### 135. PLAYING FIELD

1. Post and rail fencing – written spec and quotes. Cllr Ham to measure and obtain written quotes in due course *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  
*Minutes are draft until approved at the next meeting.*

Signed:

Date:

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## KILMERSDON PARISH COUNCIL

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 would take place the following Monday *Action – Cllr Ham*

3. Re-painting the car park lines and clarifying the number of accessible parking spaces required – the quote was received in the amount of £750 if done 7am to 5pm or £1250 out of hours. **Agreed** to hold this pending until May when it would be brought back in the context of the next budget.

4. From the weekly checks – We are now down to three volunteers from the original five. Cllr Nagel offered to volunteer in this role and to seek others for the role also.

### 136. PLANNING APPLICATIONS

- 2022/0006/TCA Cabbells Mead Church Street Kilmersdon – There were no objections.
- 2021/2268/OTS Conversion of barn to 1no single storey one bedroom dwellinghouse. Lower Lentney Farm Knobsbury Lane To Lentney Farm Writhlington Radstock BA3 5SL Applicant: Mr A Jolliffe – there were no objections providing the new window openings be deleted to preserve the character of the building.

### 137. REVISED BUDGET, PRECEPT REPORT AND LEAFLET

**Resolved** (1) to agree the 2022/23 revised budget as circulated which includes £5,000 potentially for election costs in the event of a contested election;

(2) to set the precept at £20,493 (Model C on the agenda), which equates to £86.71 for a Band D property, a £19.57 pa increase on last year. This results in the general reserve diminishing by approximately £4,000, but the cash flow reserve and earmarked reserves are met exactly;

(3) to agree the precept leaflet.

### 138. ANNUAL REVIEW OF THE INSURANCE SCHEDULE AND RISK ASSESSMENT

The annual review of the insurance schedule was noted, and the contents of the garage have been documented. Noted that 2022 is year 3 of a 3 year agreement and the Clerk would go out to tender later this year. **Agreed** to review the play equipment costs and bring back to the next meeting. The risk assessment was **agreed**. *Action – the Clerk*

### 139. ANNUAL REVIEW OF THE FIXED ASSETS

The Fixed Asset register was **agreed**.

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

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140. CORRESPONDENCE

Correspondence was received from Ken Hutton in respect of the cost of the battery for the defibrillator in the amount of £126.75 which includes VAT and delivery. **Agreed** to pay accordingly. *Action – the Clerk*

141. OUTSIDE BODIES

There were no items raised.

142. FORWARD PLANNING

The forward planning report was received. The Neighbourhood Plan was discussed. **Agreed** to seek support from local residents via KP News. Cllr Drewe offered to be part of this Group. *Action – the Clerk*

143. ITEMS OF REPORT AND ITEMS FOR THE NEXT MEETING

**Queens Platinum Jubilee Celebration – Agreed** to try to arrange a meeting with those interested in putting on an event. All Councillors to get word of the meeting out by word of mouth, social media, website and noticeboard. The Clerk to contact the Village Hall for availability on Wednesday 2<sup>nd</sup> February. *Action – all Councillors and the Clerk*

144. DATES OF 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.

145. 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.

146. TO RECEIVE ANY UPDATE ON LEASES

- Noted that the response to Andrew Jolliffe, as drafted by the Chair, had been sent.
- The response from John Clayton agreeing the terms of the sub lease were noted. **Agreed** to contact the solicitor to finalise the sub lease and send in the first instance to Andrew Jolliffe as landlord and, once agreement is reached with him, to John Clayton. *Action – the Clerk*

147. SUMMARY OF COMMITTED FUNDS AND QUOTES

The summary report was noted.

The meeting ended at 8.30pm

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

Signed:

Date:

### **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 **£88,500 including surfacing**. I have increased the sums insured on the insurance schedule accordingly.

There is no insurance for the garage. The contents were reviewed in 2021 and it now houses mainly just salt for road gritting.

#### **(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 2021/22 was £609.38, in 2020/21 it was £591.81 and in 2019/20 it 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).

2022 is year 3 of a 3 year agreement.

Lesley Close

18<sup>th</sup> January 2022