

# 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 16<sup>TH</sup> MAY 2022 AT 7.30PM

## A G E N D A

1. **DECLARATION OF ACCEPTANCE OF OFFICE OF COUNCILLORS**  
To receive the declaration of acceptance of office of all councillors, or if not then received to decide when they should be received.
2. **TO ELECT THE CHAIR**
3. **DECLARATION OF ACCEPTANCE OF OFFICE** To receive the Chair's declaration of acceptance of office, or if not then received to decide when it should be received.
4. **TO ELECT THE VICE CHAIR**
5. **APOLOGIES** To receive apologies for absence
6. **DECLARATIONS OF INTEREST** To note any Councillors' interests
7. **REGISTER OF INTEREST** To ensure the Monitoring Officer has a copy of Councillors' registers of interest within 28 days of taking office.
8. **MINUTES** 19<sup>TH</sup> April 2022. (Pages 1-3).
9. **PUBLIC SPEAKING TIME** (max 15 mins).
8. **FINANCIAL MATTERS** To approve expenditure as follows

Payee	Detail	Gross	Net	Power	Ch no
BHIB Ltd	Insurance	£537.72	£537.72	LGA 1972 S143	EB97
L Close	April salary	£284.81	£284.81	LGA 1972 S143	EB98
Primrose	Ground maintenance - May	£193.30	£161.08	LGA 1972 S143	EB99

9. **ANNUAL GOVERNANCE STATEMENT 2021/22 (Page 4)**  
To review and approve the Annual Governance Statement 2021/22
10. **TO RECEIVE THE INTERNAL AUDIT REPORT FOR 2021/22 (Page 5)**
11. **YEAR END ACCOUNTS 2021/22 (Pages 6-12)**

## KILMERSDON PARISH COUNCIL

To review and approve the Accounting Statements 2021/22

12. **TO AGREE THE COMPARISON OF ACTUAL AGAINST BUDGET AT YEAR END 2021/22**  
(Pages 13-14)
13. **TO NOTE THE CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS** 13<sup>th</sup> June to 22<sup>nd</sup> July 2022 (External Auditor's suggested dates).
14. **ANNUAL REVIEW OF THE CODE OF CONDUCT, THE STANDING ORDERS, THE FINANCIAL REGULATIONS, COMPLAINTS PROCEDURE, HEALTH AND SAFETY POLICY, FREEDOM OF INFORMATION PUBLICATION SCHEME, ANNUAL REVIEW OF THE INTERNAL CONTROL ENVIRONMENT, DATA PROTECTION PRIVACY POLICY**  
<https://www.kilmersdonpc.co.uk/your-parish-council/finance-policies/general-policies/>  
<https://www.kilmersdonpc.co.uk/your-parish-council/finance-policies/yearly-archives/2021-22-finance-and-policies/>
15. **TO REVIEW THE BANK MANDATE**  
Current signatories: Neil Brand, Raph Butt, Edward Drewe, Nick Ham, Donald Hudson, Brian Nagel.
16. **HIGHWAY MATTERS**
  - Speeding between Charlton and the White Post on the B3139
  - Chevrons after the bridge, east of the Babington turning
  - Speeding on Fosse Way **(Page 15)**
17. **PLAYING FIELD**
  - Edging of the Spiral Garden – Primrose have confirmed this is not something they can undertake.
  - Compost bin for the Spiral Garden – correspondence attached **(Page 16)**
18. **PLANNING APPLICATIONS** Please review before the meeting and bring comments
19. **CORRESPONDENCE**
20. **OUTSIDE BODIES**
21. **QUEEN'S JUBILEE CELEBRATIONS**
22. **LOCAL HERITAGE ASSETS** Nominations of the Sheep Field, the Playing Field and Jack and Jill Hill made by Neil Brand and Donald Hudson 3/5/22. Response attached. **(Page 17)**

## KILMERSDON PARISH COUNCIL

- 23. TRAINING FOR COUNCILLORS (Pages 18-23)
- 24. MATTERS OF REPORT AND ITEMS FOR THE NEXT MEETING
- 25. DATE OF THE NEXT MEETINGS 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.*

- 26. REVIEW OF LEASES



**Lesley Close**  
**Parish Clerk**  
9th May 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**  
**Immediately following the Annual Parish Meeting at 7.35pm on**  
**Tuesday 19<sup>th</sup> April 2022**

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

**ABSENT:** Cllrs R Butt and G Doswell

**ATTENDING:** Nine members of the public; L Close, Parish Clerk.

**162. APOLOGIES**

Apologies for absence were received from Cllrs R Butt, G Doswell and A Barkshire (Mendip DC).

**163. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**164. MINUTES**

The minutes of the Parish Council meeting held on 21<sup>st</sup> March 2022 were **agreed** as a true record and signed at the meeting.

**165. PUBLIC SPEAKING TIME**

Leases – it was confirmed that the sub lease has been drafted by the Parish Council and is with the Landlord for consideration before it goes to the Village Shop Committee.

**166. FINANCIAL MATTERS**

The following payments were **agreed**. The Clerk scheduled the payments for 22<sup>nd</sup> April 2022 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	March Salary	£256.42	£256.42	LGA 1972 S112	EB91
Primrose	Monthly Ground maintenance – April	£193.30	£161.08	LG(Misc Provisions) Act 1976 s.19	EB92
P R Preen	Band for the Jubilee	£400.00	£400.00	s.137 LGA	EB93
IONOS via L Close	Web domain name renewal	£23.98	£19.98	LGA 1972 S112	EB94
Printerinks via L Clossie	4 x toner cartridges	£168.71	£140.59	LGA 1972 S112	EB95
Steve Pitt	Hedge cutting	£900	£900	LG(Misc Provisions) Act 1976 s.19	EB96

Fixed Asset List 2021/22 was amended with the addition of the value of the new play equipment installed at the play park during the year.

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

Signed:

Date:

KILMERSDON PARISH COUNCIL

Bank Mandates – it was noted that these will need to change at the next meeting.

167. HIGHWAY MATTERS

- **Speeding and Cottages between Charlton and the White Post on the B3139** No further update from Cllr Pullin. The Parish Council to continue to chase. *Action – the Clerk*
- **Chevrons after the bridge, after the Babington turning and on the next bend** – Noted that chevrons east of the Babbington turn have not yet been installed. *Action – the Clerk*

168. PLAYING FIELD

- From the weekly checks - Part of the old train is lying in the field, other parts in the train presumably to cover the mud. Noted that this has now been cleared under the hedge. Cllr Nagel to check that the wood under the train does not have nails. *Action – Cllr Nagel*
- Request for the edging of the spiral garden to be renewed – **Agreed** that the Clerk seeks quotes from Primrose and Steve Pitt. *Action – the Clerk*

169. PLANNING APPLICATIONS

- 2022/0614/OUT Application for Outline Planning Permission with some matters reserved for erection of up to 190 dwellings, formation of vehicular access, open space, areas of play, landscaping and associated works with details of access. Location: Land South Of Fossefield Road Fosse Way Stratton On The Fosse Shepton Mallet Somerset – The Parish Council objected on the grounds of lack of infrastructure as outlined in previous objections.
- 2022/0011/HSE Loft conversion with rooflights 1 Manor Close – there were no objections.
- 22/0766/TCA Pollard of willow, fell of willow and thuja at the Old Post Office – Agreed to take the advice of the Tree Officer.
- 2022/0680/LBC Siting of an oil tank and shelter at the rear of the Jolliffe Arms – there were no objections.

170. QUEEN'S PLATINUM JUBILEE CELEBRATION

Martin Horler gave a full update on the programme to mark the Platinum Jubilee in the village. **Agreed** that, subject to checking the lease, the Village Hall car park could be used on the Thursday evening from 5pm and all day on the Sunday.

171. LOCAL HERITAGE ASSETS

The Village Hall playing field was suggested as an addition to the list which currently comprises Jack and Jill Hill and the Sheep Field. **Agreed** that Cllr Brand starts filling in the form and sends to Cllr Hudson for additions. *Action – Cllrs Brand and Hudson*

172. CORRESPONDENCE

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

## KILMERSDON PARISH COUNCIL

The request for use of part of the playing field for a Hog Roast on 30<sup>th</sup> July 2022 was **agreed**.

**173. OUTSIDE BODIES**

There were no reports.

**174. ITEMS OF REPORT AND ITEMS FOR THE NEXT MEETING**

Bank Mandate to go on the next agenda.

**175. DATES OF NEXT MEETINGS: 2022:** 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.

**176. 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.

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

The sub lease is with the Landlord for consideration and will be passed to the Village Shop Committee when it comes back.

**178. INSURANCE QUOTES**

**Agreed** to accept the lowest of the quotes from Aviva in the amount of £537.72 for a three-year agreement.

The meeting ended at 8.00pm

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

Signed:

Date:

# Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

KILMERSDON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

Signed by the Chairman and Clerk of the meeting where approval was given:

and recorded as minute reference:

Chairman

Clerk

## Other information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.	Yes	No
	✓	

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# Annual Internal Audit Report 2021/22

KILMERSDON PARISH COUNCIL

www.kilmersdonpc.co.uk PAGE ADDRESS

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")	✓		
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 01/04/2022, 31/03/2022  
Name of person who carried out the internal audit: YAKAR KHAN

Signature of person who carried out the internal audit: [Signature] Date: 27/4/22

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 2 – Accounting Statements 2021/22 for

KILMOLSDON PARISH COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	30624	30791	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	15100	15821	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	1614	19616	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	3650	4039	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	12897	45627	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	30791	16562	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	30791	16562	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>	
9. Total fixed assets plus long term investments and assets	16151	35050	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.
			✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority. Signed by Responsible Financial Officer before being presented to the authority for approval

*Signature* SIGNATURE REQUIRED

Date

7/5/2022

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Payments 2021/2022

Kilmersdon Parish Council

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

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19/07/2021	L Close	June salary	EB38	256.62	256.62	256.62
19/07/2021	Kilmerson village hall	hall hire - june	EB39	20.00	20.00	20.00
19/07/2021	Thatcher and Hallam via N Brand	Witness of lease	EB40	5.00	5.00	5.00
19/07/2021	Primrose	Grds maintenance	EB41	175.50	146.25	29.25
20/08/2021	Primrose	Grds maintenance	EB42	175.50	146.25	29.25
19/07/2021	Caloo	Zipwire	EB43	8,464.08	7,053.40	1,410.68
19/07/2021	SALC	Subscription	EB44	161.67	161.67	
03/08/2021	SSE	Street lighting	DD5	23.04	21.95	1.09
23/09/2021	L Close	July salary	EB45	256.62	256.62	
23/09/2021	K Hutton	Defib training	EB46	100.00	100.00	
23/09/2021	SALC	councillor training	EB47	50.00	50.00	
23/09/2021	Primrose	Grounds maint.	EB48	175.50	146.25	29.25
23/09/2021	L Close	Aug salary	EB49	256.42	256.42	
23/09/2021	Wicksteed	Trim trail, train	EB50	15,540.00	12,950.00	2,590.00
23/09/2021	Somerset Forge	Charlton fingerpost	EB51	2,034.00	1,695.00	339.00
23/09/2021	HMRC	Clerks Tax	EB52	192.00	192.00	
20/09/2021	SSE	Street lighting	DD6	21.89	20.85	1.04
20/09/2021	READ Aggriservices via N Ham	Timber for MPU repair	EB53	16.36	13.63	2.73
04/10/2021	SSE	Street lighting	DD7	21.89	20.85	1.04
20/10/2021	L Close	Sept Salary	EB54	256.62	256.62	
20/10/2021	Primrose	Grounds maint.	EB55	175.50	146.25	29.25
20/10/2021	Greensward	Tree and bench	EB56	246.00	205.00	41.00
02/11/2021	SSE	Street lighting	DD8	22.47	21.40	1.07
25/11/2021	L Close	Oct salary	EB57	256.62	256.62	
25/11/2021	Primrose	Grounds maint.	EB58	175.50	146.25	29.25
25/11/2021	Caloo	Zipwire balance	EB59	2,116.02	1,763.25	352.77
25/11/2021	Lord Hylton	Garage rent	EB60	50.00	41.67	8.33
25/11/2021	L Close	Petty cash	EB61	41.60	41.60	
25/11/2021	IONOS via L Close	Website re-direction	EB62	11.00	11.00	
25/11/2021	Love Creative	Website hosting	EB63	165.60	138.00	27.60
02/12/2021	P G Gillard	Payroll services	EB64	215.00	215.00	

02/12/2021 CAB	Grant	EB65	300.00	300.00	300.00
02/12/2021 Mendip Community Transport	Grant	EB66	125.00	125.00	125.00
02/12/2021 Parish Church	Grant	EB67	850.00	850.00	850.00
02/12/2021 KP News	Grant	EB68	400.00	400.00	400.00
02/12/2021 Village Shop	Grant	EB69	125.00	125.00	125.00
12/12/2021 L Close	Nov Salary	EB70	256.62	256.62	256.62
12/12/2021 Primrose	Grounds maint.	EB71	175.50	146.25	29.25
12/12/2021 F Secure via L Close	Computer security	EB72	39.99	33.32	6.67
17/01/2022 L Close	Dec salary	EB73	256.42	256.42	256.42
17/01/2022 Primrose	Grounds maint.	EB74	175.50	146.25	29.25
17/01/2022 Rt Hon Andrew Jolliffe	Playing field	EB75	1.00	1.00	1.00
17/01/2022 HMRC	Clerks Tax	EB76	192.00	192.00	192.00
02/12/2021 SSE	Street lighting	DD9	21.89	20.85	1.04
05/01/2022 SSE	Street lighting	DD10	24.20	23.05	1.15
20/01/2022 Clarke Willmott	Legal fees	EB77	8,207.20	6,846.00	1,361.20
20/01/2022 AED Locator via K Hutton	Defib battery	EB78	126.75	106.95	19.80
20/01/2022 Kilmersdon Meeting Room	Coles Garden	EB79	55.00	55.00	55.00
21/02/2022 L Close	Jan salary	EB80	256.42	256.42	256.42
21/02/2022 Primrose	Grounds maint.	EB81	175.50	146.25	29.25
02/02/2021 SSE	Street lighting	DD11	20.53	19.56	0.97
24/02/2022 GB Sport and Leisure	2021 play inspections	EB82	216.00	180.00	36.00
24/02/2022 GB Sport and Leisure	Jan 21 play insp	EB83	114.00	95.00	19.00
	Waived by Kilmersdon Village Hall	EB84			
24/02/2022 Peter Abbott Co. West via Cllr Ham	Bolts for swing test	EB85	15.85	13.21	2.64
24/03/2022 L Close	Feb salary	EB86	256.62	256.62	256.62
24/03/2021 Primrose	Grounds maint.	EB87	175.50	146.25	29.25
24/03/2022 Primrose	Strimming	EB88	12.00	10.00	2.00
02/03/2022 SSE	Street lighting	DD12	20.53	19.56	0.97
24/03/2022 GB Sport and Leisure	Sept play insp	EB89	108.00	90.00	18.00
24/03/2022 HMRC	Clerks Tax	EB90	192.00	192.00	192.00

**Total** 49,665.87 42,628.21 7,037.66

49,665.87 gross  
42,628.21 net  
7,037.66 vat

**Reconciliation**

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

30,791.08  
35,436.68  
49,665.87  
**16,561.89**

Current a/c balance  
less unrepresented chqs

6,388.87  
-

Reserve a/c balance

10,173.02  
**16,561.89**

20

**Receipts  
2020/2021**

**Kilmersdon Parish Council**

Date	Ref	Amount	Detail	Detail	General
06/04/2021	p290a	8,817.00	Awards for All	zipwire grant	8817
14/04/2021	p290b	15,821.00	Mendip DC	precept	15821
24/06/2021	p295	1,000.00	Village Shop Cttee	lease contribution	1000.00
30/04/2021	p179	0.12	NatWest	interest	0.12
28/05/2021	p180	0.12	NatWest	interest	0.12
30/06/2021	p181	0.14	NatWest	interest	0.14
22/07/2021	p298a	1,000.00	Tesco grant	play area grant	1000.00
26/07/2021	p298b	1,800.00	A Jolliffe	lease contribution	1800.00
30/07/2021	p182	0.12	NatWest	interest	0.12
31/08/2021	p183	0.13	NatWest	interest	0.13
30/09/2021	p184	0.12	NatWest	interest	0.12
29/10/2021	p185	0.12	NatWest	interest	0.12
30/11/2021	p186	0.13	NatWest	interest	0.13
31/12/2021	p187	0.13	NatWest	interest	0.13
31/01/2022	p188	0.11	NatWest	interest	0.11
18/02/2022	p309	6,997.27	Customs &Excise	VAT refund	6997.27
28/02/2022	p189	0.08	NatWest	interest	0.08
31/03/2022	p190	0.09	Natwest	interest	0.09

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<b>Total</b>	<b>35,436.68</b>	<b>35435.27</b>
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balance bf                      30,791.08  
    66,227.76

**Explanation of variances – pro forma**

Name of smaller authority: [redacted]  
 County area (local councils and joint committees): [redacted]  
**Insert figures from Section 2 of the AGAR in all Blue highlighted boxes**  
 Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:  
 • variances of more than 15% between totals for individual boxes (except variances of less than £200);  
 • New from 2020/21 onwards: variances of £100,000 or more require explanation regardless of the % variation year on year;  
 • a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2020/21	2021/22	Variance	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
	£	£	£	%			
1 Balances Brought Forward	30,024	30,701					
2 Precept or Rates and Levies	15,100	15,821	721	4.77%	NO		
3 Total Other Receipts	3,614	19,818	18,002	1115.37%	YES		Zipwire grant - £9,817; Lease contributions - £2,800; Play area grant - £1,000; Leiger than usual vat refund due to the purchase of play equipment - £6997 (last year it was £370)
4 Staff Costs	3,650	4,039	389	10.66%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	12,807	48,827	32,730	253.78%	YES		Purchase of new play equipment - zipwire £10,560; Trim trail and train - £15,540; Legal fees for new lease - £6,207
7 Balances Carried Forward	30,701	16,562			NO		
8 Total Cash and Short Term Investments	30,701	16,352					
9 Total Fixed Assets plus Other Long Term Investments at	48,193	38,030	18,899	117.01%	YES		Purchased in 2021: Zipwire £9,817; Train £4,200; Trim trail £8,750
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

**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
<b>EXPENDITURE</b>				Budget
<b>Clerks Salary</b>	3075.00	1539.12	3078.00	3078.00
Tax	770.00	576.20	770.00	960.00
Payroll admin	230.00	0.00	215.00	215.00
<b>Office expenses</b>				
Postage	50.00	0.00	50.00	31.00
Stationery	150.00	0.00	150.00	11.00
Website	220.00	247.50	247.50	397.00
Recruitment ad	0.00	0.00	0.00	0.00
IT security	45.00	0.00	45.00	33.00
<b>Hire of Meeting Rooms</b>	206.00	20.00	200.00	75.00
<b>Insurance</b>	600.00	609.38	609.38	609.00
<b>Audit</b>	160.00	150.00	150.00	150.00
<b>Subscriptions</b>				
SALC	170.00	161.67	161.67	162.00
<b>Legal fees for planning wired to legal fees</b>	2000.00	5.00	2000.00	6846.00
<b>Village Cleaning/Tidying</b>				
Footpaths	250.00	0.00	250.00	12.00
Noticeboard and bench repairs	500.00	202.14	500.00	232.00
Fingerpost renovation	550.00	1695.00	1695.00	1695.00
AED maintenance	0.00	0.00	0.00	107.00
<b>Neighbourhood Plan</b>	0.00	0.00	0.00	0.00
<b>Playing Field</b>				
Maint. Contract	1975.00	1400.00	2278.00	2288.00
Rent	1.00	0.00	1.00	1.00
Garage	50.00	0.00	50.00	42.00
Inspections	305.00	79.00	314.00	349.00
Play Equipment Maintenance	2000.00	540.00	2000.00	1123.00
Tree inspection	300.00	150.00	300.00	150.00
Zip wire service	395.00	0.00	0.00	0.00
<b>Capital Expenditure</b>				
Computer equipment	0.00	0.00	0.00	0.00
Play Equipment	0.00	20297.40	22060.65	21767.00
<b>General expenditure</b>				
Street Lighting	220.00	120.08	210.00	245.00
Contingency cover	0.00	0.00	0.00	0.00
Election expenses	0.00	0.00	0.00	0.00
Training	0.00	50.00	50.00	50.00
<b>Grants</b>				
Village Day	150.00	0.00	0.00	0.00
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	750.00
<b>Total</b>	16222.00	28042.49	39235.20	42628.00

**INCOME**

Playing Field hire	0.00	0.00	0.00	0.00	0.00
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(14)

Precept	15821.00	15821.00	15821.00	15821.00	20493.00
Lease contribution	0.00	2800.00	2800.00	2800.00	0.00
Grants	0.00	9817.00	9817.00	9817.00	0.00
Bank interest	6.00	0.75	1.50	1.00	1.00
<b>Total</b>	<b>15827.00</b>	<b>28438.75</b>	<b>28439.50</b>	<b>28439.00</b>	<b>20494.00</b>
Surplus/deficit	-395	396.26	-10795.7	-14189.00	-3979.00



[Quoted text hidden]

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**Lesley Close** <kilmersdonclerk@gmail.com>

Mon, Dec 20, 2021 at 9:20 AM

To: Adrian Humphries <adrian.humphries@avonandsomerset.police.uk>

Cc: Trevor Simpson <Trevor.Simpson@avonandsomerset.police.uk>, Zoe Greenham

<Zoe.Greenham@avonandsomerset.police.uk>, Russell Ford <russell.ford@avonandsomerset.police.uk>

Thank you very much for picking up on this, we very much appreciate it.

Kind regards,

Lesley

Lesley Close  
Parish Clerk  
**Kilmersdon Parish Council**  
**Tel. 07521 951471**

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

[Quoted text hidden]

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**Lesley Close** <kilmersdonclerk@gmail.com>

Tue, Jan 18, 2022 at 3:41 PM

To: Ellis Etherington <ellis.etherington@brewin.co.uk>

Cc: Neil Brand <nbrand84@me.com>

Dear Ellis

I just wanted to get back to you to let you know that the speed enforcement van has indeed been brought to this site in recent weeks.

Thank you again for raising the issue and best wishes,

Lesley

Lesley Close  
Parish Clerk  
**Kilmersdon Parish Council**  
**Tel. 07521 951471**

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

[Quoted text hidden]

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**Ellis Etherington** <Ellis.Etherington@brewin.co.uk>

Wed, Apr 27, 2022 at 4:48 PM

To: Lesley Close <kilmersdonclerk@gmail.com>

Cc: Neil Brand <nbrand84@me.com>

Hi Lesley

The speed camera (police on motorbike) was there a couple of days ago and it does make a difference to the road but it seems to be getting worse. There is now an application for Persimmon to build houses on the road by the White Post pub which will create even more traffic and so its making me really concerned. The speed is honestly ridiculous. Do you know if the are considering a speed camera?



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

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**Kilmersdon Spiral Garden**

2 messages

**Martin and Frances Horler** <MartinFrancesHorler@talktalk.net>

Mon, May 2, 2022 at 3:08 PM

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

Cc: helen chivers &lt;helenchivers747@hotmail.com&gt;

Dear Lesley

As you know disposal of garden waste at the Spiral Garden has been a bit problematic. Last year in particular there was a lot of bulky stuff that Raph kindly managed to move. This year the biggest item is the large grass cuttings which I have been putting in the hedge behind the garden. However, Richard who lives behind, is concerned that it could light and then catch fire to his adjacent shed. I am, therefore, seeking permission of the Parish Council to have a compost bin sited away from the shed but close enough to be useable. Facing the hedge this could be to the left of the garden and shed.

If the PC are happy in principle Martin would be able to construct one with pallets and chicken wire at no cost to the Council.

Best wishes

Frances

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**Lesley Close** <kilmersdonclerk@gmail.com>

Tue, May 3, 2022 at 1:36 PM

To: Martin and Frances Horler &lt;MartinFrancesHorler@talktalk.net&gt;

Thank you for this Frances. I shall put this on the agenda of the next Parish Council meeting. For clarity, would the compost then be used on the spiral garden or is it likely to need regularly emptying?

Kind regards,

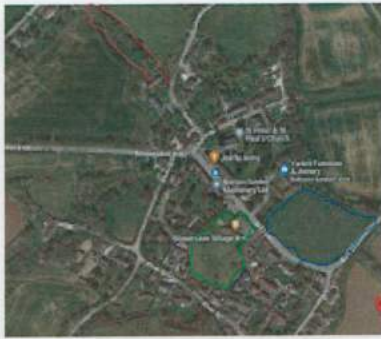
Lesley


Lesley Close  
Parish Clerk  
**Kilmersdon Parish Council**  
Tel. 07521 951471

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

[Quoted text hidden]

17



 Local Heritage List - nomination form Kilmersdon.docx  
44K

Tom Sunley <tom.sunley@swheritage.org.uk>  
To: "kilmersdonclerk@gmail.com" <kilmersdonclerk@gmail.com>

Thu, May 5, 2022 at 1:47 PM

Dear Lesley,

Thank you very much for the Local List information you kindly provided for the parish of Kilmersdon.

I have been passed your nominations for processing so that they can be put forward to the Local Heritage List assessment panel in due course for consideration. If they are approved, they will be added to the Somerset and Exmoor Local Heritage List.

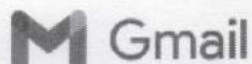
While I can put the nomination of 'Jack and Jill Hill' forward for the consideration of the Local Heritage List Assessment Panel, it will not be possible to do so for your other two nominations: The Sheep Field and the Playing Field.

In order to be considered for the Somerset and Exmoor Local Heritage List, nominated assets must meet the following criteria (which are set out in our forthcoming Technical Guide):

- It is within the **modern administrative boundary of Somerset** or within **Exmoor National Park** (a precise location needs to be provided).
- It is **not a designated heritage asset** (or part of one) – i.e., not a listed building (including curtilage buildings or structures), a scheduled monument, a registered park and garden, or a registered battlefield. NDHAs within a conservation area are an exception and may be locally listed.
- It is a **permanent** building, structure, object, monument, item of street furniture or artwork, site, place, area, garden, or landscape.
- It holds '**heritage interest**', which in this context may be archaeological, architectural, artistic, or historic.

On this basis, the Sheep Field and Playing Field do not meet the fourth criteria – they do not possess 'heritage interest' which is a specific definition used in the planning process. Therefore, we would not be able to include them in the Local Heritage List or make an associated entry on the Somerset Historic Environment Record (HER).

We apologise that some of your nominations were not eligible for inclusion, but completely understand that they are important community assets. It may be that they are better preserved/protected through another part of the planning process, and we would recommend you contact Mendip District Council to discuss the preservation of these green spaces.



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

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**Councillor Essentials Training - New Dates**

1 message

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**Simon Pritchard** <simon@somerset-alc.org.uk>  
To: Simon Pritchard <simon@somerset-alc.org.uk>

Sat, Apr 23, 2022 at 12:23 PM

**Update: 23/04/22 – New Dates Added**

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**PLEASE FORWARD TO ALL COUNCIL MEMBERS.....**

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Below are the three 'essential' events, specialist events were covered in a separate email. To see all the events in one place: <https://www.somerset-alc.org.uk/training/>

**Please note: This email is an update on the one sent out on the 11/04/22 – please disregard the former email.**

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The original 'Councillor Essentials'. This training event follows the Good Councillor's Guide in equipping new councillors with a foundation knowledge of how this level of local government works. **Equally useful as a refresher for longer serving councillors as well.**

**Roles & Responsibilities - Councillor Essentials Training Part 1**

**This 2 hour presentation is designed for new councillors, giving them the essential information needed to be effective in carrying out their role.**

**The course will cover:**

- **Roles & responsibilities of the councillor, clerk and council**
- **Powers & duties of council**
- **Code of Conduct**
- **Meetings and preparing for meetings.**

**Price: £25.00pp SALC member councils**

**Venue: Online (Zoom)**

---

This event has been developed over the last year to complement Councillor Essentials Part 1. Focused around the guardianship and spending of public money, Simon (who himself is an experienced council Clerk and Internal Auditor) has pitched this event at small to medium size councils.

## **Finance & Governance - Councillor Essentials Training Part 2**

**In this 1.5 hour introductory lecture, Simon Pritchard (SALC) will focus in on the core financial governance topics every councillor needs to know and give an insight to the training offered to Clerks. Suitable for councillors of all experience.**

**To include:**

- **How to budget effectively**
- **Internal control and governance**
- **Internal and External Audit**
- **The role of elected members and the RFO**
- **The Transparency Code**

**Cost: £25pp for SALC member councils**

**Venue: Online (Zoom)**

**Special Offer: Councillors booking on to Councillor Essentials Part 1 get £10 off Part 2**

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The Code of Conduct is briefly touched upon in the Councillor Essentials Training Part 1 – But given that the Code of Conduct is the singular most important bit of code for councillors to abide by, here we have given it the attention it deserves and made it into a stand-alone event. This event is equally essential for long-standing members as overtime assumed knowledge can become distorted.

## **The Code of Conduct Explained**

**In this 1 hour lecture, Justin Robinson (SALC CEO) will introduce and simplify all the key elements generally found in the various model codes of conduct and host a Q&A**

**Topics to include:**



- **The Standards Regime**
- **Disclosable Pecuniary Interests**
- **Personal/Prejudicial Interests**
- **Bias and Pre-determination**
- **Standards complaints and sanctions**
- **The new Code of Conduct for Somerset**

**Price: £25pp for SALC member councils**  
**Venue: Online (Zoom)**

**SPECIAL OFFER: Councils booking 3 members on this course will be entitled to an additional free space.**

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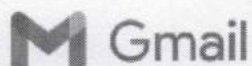
## Dates and Times:

### Roles & Responsibilities - Councillor Essentials Part 1

- **Thursday 26<sup>th</sup> May – 6pm to 8pm**
- **Monday 6<sup>th</sup> June – 4pm to 6pm**
- **Wednesday 8<sup>th</sup> June – 6pm to 8pm**
- **Saturday 11<sup>th</sup> June – 9:30am to 11:30am – New date: Saturday (!)**
- **Monday 27<sup>th</sup> June – 6pm to 8pm**
- **Monday 11<sup>th</sup> July – 7pm to 9pm – New date: Later start time**

### Finance & Governance - Councillor Essentials Part 2

- **Tuesday 31<sup>st</sup> May – 7pm to 8:30pm – New date**
- **Monday 13<sup>th</sup> June - 4pm to 5:30pm**
- **Saturday 18<sup>th</sup> June – 9:30am to 11am - New date: Saturday (!)**
- **Monday 25<sup>th</sup> July – 7pm to 8:30pm - New date: Later start time**



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

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**Further Councillor Training from SALC**

1 message

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**Simon Pritchard** <simon@somerset-alc.org.uk>  
To: Simon Pritchard <simon@somerset-alc.org.uk>

Sat, Apr 16, 2022 at 7:48 AM

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**PLEASE FORWARD TO ALL COUNCIL MEMBERS.....**

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*Here is the list of further events that we are offering in addition to the Councillor Essential events that the last email covered. Unlike the Councillor Essential events, we are unlikely to be offering any further dates for the below training before September. Spaces are offered on a first come first served basis, with it noted that the Chairman's training often becomes fully booked.*

*Please visit <https://www.somerset-alc.org.uk/training/> for a complete and up to date list of all the SALC training events.*

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Aimed at serving chairmen / vice-chairmen, but suitable for anyone who wants to explore the governance of a legally convened meeting:

### **Being a Successful Chairman**

This course will take up to 3 hours and is designed for smaller groups of up to 20 chairmen and vice chairmen and will cover topics including:

- The statutory role of chairman
- Preparing for meetings
- Troubleshooting
- Handling conflict and difficult meetings

Price: £30pp SALC member councils (£100pp non-member councils)





Time: 5:00 PM - 8:00 PM  
Venue: Online (Zoom)

Dates:

- **Wednesday 8<sup>th</sup> June**
- **Thursday 7<sup>th</sup> July**

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This event maybe particularly suitable for councillors from larger councils that haven't attended the 'Finance & Governance - Councillor Essentials Training Part 2' training as its aimed predominantly at smaller councils.

## Local Council Finance Explained

In this 2 hour introductory lecture aimed at parish and town councillors, Justin Robinson (SALC CEO) will focus in on the core financial governance topics every councillor needs to know, to include:

- How to budget effectively
- Internal control and governance
- Internal and External Audit
- The role of elected members and the RFO

Cost: £25pp for SALC member councils (£100pp for non-member councils).

Time: 6:00 PM - 8:00 PM  
Venue: Online (Zoom)

**Date: Tuesday 14<sup>th</sup> June**

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With planning being just about the single most emotive subject for local councils, this event is ever popular and well received.

## Responding to Planning Applications

In this lecture, Justin Robinson (SALC CEO) will focus in on the key areas councils should focus on in their role as a consultee in the planning process .

Topics will include:

- An overview of the planning system
- The role of the parish/town council
- How councils should respond to applications
- Material planning considerations
- How councils can best get their voices heard

Cost: £25pp for member councils (£100pp for non-members)

Time: 6:00 PM - 8:00 PM

Venue: Online (Zoom)

Dates:

- **Thursday 16<sup>th</sup> June**
- **Monday 4<sup>th</sup> July**

**SPECIAL OFFER: Councils booking 3 members on this course will be entitled to an additional free space.**

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## **The Council as an Employer - 10 Rules for Success**

This 2 hour long course is predominantly aimed at councillors, but may also be of interest to clerks who manage staff.

Course content includes:

- Recruitment
- Managing staff (clerks)
- Staff (clerks) development and appraisals
- Dispute resolution

Price: £25pp SALC member councils / £100pp non-member council

Time: 6:00 PM - 8:00 PM

Venue: Online (Zoom)

Date: **Wednesday 29<sup>th</sup> June**