

# 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 20<sup>TH</sup> JUNE 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. To receive the request for a dispensation from Cllr Clayton.
3. **MINUTES** 16<sup>TH</sup> May 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
GB Sport and Leisure	Play Park Inspection	£114.00	£95.00	LGA (Misc Prov) 1976 S19	EB100
L Close	May salary	£284.61	£284.61	LGA 1972 S112	EB101
Primrose	Ground maintenance - May	£225.52	£161.08	LGA (Misc Prov) 1976 S19	EB102
L Close	Stamps and Paper refund	£38.75	£38.08	LGA 1972 S112	EB103
Incisive Accounting	Internal Audit	£180.00	£150.00	LGA 1972 S112	EB104
Thomsons Hardware via K Hutton	Duplicate key for the garage	£4.00	£3.34	LGA (Misc Prov) 1976 S19	EB105

To note income received for hire of playing field 30/7/22 in the amount of £50.

### 6. 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
- Cutting back vegetation on Jack and Jill Hill – now completed.
- Cutting back vegetation on Kilmersdon Hill (Cllr Cook)

### 7. PLAYING FIELD

- Edging of the Spiral Garden – In hand with Cllr Hutton
- Items arising from the Play Park Inspection – Medium Risk – Exposed raised concrete footing presenting injury risk/ trip hazard. Reinstate a safer surface.
- From the weekly inspections – the handle of the zipwire is splitting. This has

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been reported to the zipwire contractors who will be on site in July to undertake the annual service and have committed to replace it free of charge.

- Purchase of mats to protect the ground beneath the Trim Trail (Cllr Hutton)
- Overgrown vegetation on land abutting the back of the recreation ground.

- 8. PLANNING APPLICATIONS (Cllr Drewe)**  
Application for 2 detached dwellings on land at Magdapur (information sent electronically 26/5/22)
- 9. CORRESPONDENCE** From M Mears, circulated 13/6/22
- 10. OUTSIDE BODIES**
  - Neighbourhood Plan (Cllr Hudson)
- 11. CONFIRMATION OF THE DATES FOR THE EXERCISE OF PUBLIC RIGHTS** – To confirm this has been published on the website and noticeboard.
- 12. LGA MODEL CODE OF CONDUCT (Pages 5-6)** and full document sent electronically
- 13. TRIAL LAUNCH FOR COMMUNITIES TO REWILD MENDIP LAND** information circulated electronically 25/5/22
- 14. FORWARD PLANNING** (quarterly item on the agenda) (**Pages 7-8**)
- 15. CLEARING THE VILLAGE (Cllr Hutton)**
- 16. FIXED ASSET REGISTER** To amend with three benches instead of one at Jack and Jill Hill.
- 17. GARAGE INVENTORY** For noting.

Parish Council Garage No. 7	
Description	Quantity
Large traffic cone	2
Small traffic cone	3
Red/white hazard tape reel	1
Litter picker	3
High-viz jacket	3
De-icing material bag	43
Assorted wood	

- 18. PHOTOS – INDIVIDUAL AND GROUP FOR THE WEBSITE AND NOTICEBOARD**
- 19. MATTERS OF REPORT AND ITEMS FOR THE NEXT MEETING**

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20. **DATE OF THE NEXT MEETINGS** 18<sup>th</sup> July, 19<sup>th</sup> Sept, 17<sup>th</sup> Oct, 21 Nov, 19<sup>th</sup> Dec.

To re-arrange the date of the July Parish Council meeting (Cllr Hutton)

*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.*

21. **REVIEW OF LEASES (Pages 9-10)**

*LJ Close*

**Lesley Close**  
**Parish Clerk**  
13<sup>th</sup> June 2022

**Tel: 07521 951471**

[Clerk@kilmersdonpc.co.uk](mailto:Clerk@kilmersdonpc.co.uk)  
[www.kilmersdonpc.co.uk](http://www.kilmersdonpc.co.uk)

To: Cllrs Clayton, Cook, Drewe, Ham (Vice Chair), Hudson, Hutton (Chair) and Preen.

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 the Annual Meeting of Kilmersdon Parish  
Council**

**Held at Coles Garden Meeting Room  
At 7.30pm on Monday 16<sup>th</sup> May 2022**

- PRESENT:** Cllr Ken Hutton (Chair), Cllrs John Clayton, Angila Cook, Edward Drewe, Donald Hudson, Phil Preen.
- ABSENT:** Cllr Nick Ham
- ATTENDING:** L Close, Parish Clerk and one member of the public for items 1-7.

Cllr Drewe chaired the meeting for the first two items.

**1. TO RECEIVE THE DECLARATIONS OF ACCEPTANCE OF OFFICE OF COUNCILLORS OR IF NOT THEN RECEIVED TO AGREE WHEN THEY ARE TO BE RECEIVED**

Declarations of acceptance of office of Councillor was received from all councillors except Nick Ham. **Agreed** to receive Nick Ham's declaration at or before the 20<sup>th</sup> June Parish Council meeting. *Action – Cllr Ham*

**2. TO ELECT THE CHAIR**

Cllr Hutton was nominated by Cllr Clayton, seconded by Cllr Cook and **agreed..**

**3. DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Hutton signed the declaration of acceptance of office of Chair.

**4. TO ELECT THE VICE CHAIR**

Cllr Ham was nominated in his absence by Cllr Hudson, seconded by Cllr Clayton and **agreed** pending his acceptance of the post.

It was **agreed** that the person nominated to handle planning applications on behalf of the Parish Council is Cllr Drewe.

It was **agreed** that Cllr Hudson would now be a member of the Village Hall Committee in his own right, with Cllr Clayton now request to being nominated as the Parish Council representative. *Action – the Clerk*

**5. APOLOGIES**

Apologies for absence were received from Cllr Ham.

**6. DECLARATIONS OF INTEREST**

- Cllr Preen declared an interest in Item 21 Queen's Jubilee Celebration since his band was part of the event.
- Cllrs Clayton and Cook declared interests in item 26 Review of Leases as members of the Village Shop Committee.

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

**7. MINUTES**

The minutes of the Parish Council meeting held on 19<sup>th</sup> April 2022 were **agreed** as a true record and signed accordingly.

**8. PUBLIC SPEAKING TIME**

There were no members of the public.

**9. FINANCIAL MATTERS**

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

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

**10. ANNUAL GOVERNANCE STATEMENT 2021/22**

The Review of the Internal Control Environment was outlined and **agreed**. The Review of Compliance with the Transparency Code was discussed and **agreed**. The Annual Governance Statement 2021/22 was reviewed and **agreed**.

**11. TO RECEIVE THE INTERNAL AUDIT REPORT FOR 2021/22**

The Internal Audit report was considered and **agreed**.

**12. YEAR END ACCOUNTS 2021/22**

The Accounting Statements 2021/22 were reviewed and **approved**.

**13. TO AGREE THE COMPARISON OF ACTUAL AGAINST BUDGET AT YEAR END 2021/22**

The year end budget comparison was **agreed**.

**14. TO NOTE THE CONFIRMATION OF THE DATES FOR THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS**

This was **agreed** as 13<sup>th</sup> June – 22<sup>nd</sup> July 2022 and would be advertised accordingly. *Action – the Clerk*

**15. 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**

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

The policies listed above were **agreed**. Noted that a new Code of Conduct had been compiled by SALC and would be circulated for consideration at the next meeting. **Agreed** that the query in relation to whether EU Procurement in the Financial Regulations/ Standing Orders was still relevant, be passed to SALC for advice. *Action – the Clerk*

#### 16. TO REVIEW THE BANK MANDATE

**Agreed** that Neil Brand, Raph Butt and Brian Nagel be removed as signatories on the bank account and replaced with Cllrs Ken Hutton and John Clayton. *Action – the Clerk, Cllrs Hutton and Clayton*

#### 17. HIGHWAY MATTERS

- Speeding between Charlton and the White Post on the B3139. Correspondence from members of the public about another accident at this black spot was received. **Agreed** to continue to push for speed calming measures. *Action – the Clerk*
- Chevrons after the bridge, east of the Babington turning. **Agreed** to continue to chase for measures to make this bend safe. *Action – the Clerk*
- Speeding on Fosseyway. Correspondence was received from a local resident. **Agreed** to contact the Police stating that whilst the recent mobile speed camera calmed the traffic for a while, might it return as speeds are returning to a high level. *Action – the Clerk*
- Jack and Jill Hill. Noted that Spring growth and nettles were over taking the path. **Agreed** to contact the landowner and also ask whether the Millennium Fund might fund a cut back. *Action – the Clerk*

#### 18. PLAYING FIELD

Edging of the Spiral Garden – Primrose have confirmed this is not something they can undertake. However Steve Pitt has agreed to quote.

Compost Bin in the Spiral Garden – **Agreed** that a compost bin be constructed by a local resident.

#### 19. PLANNING APPLICATIONS

There were no planning applications this month.

#### 20. CORRESPONDENCE

There was no further correspondence.

#### 21. OUTSIDE BODIES

District Councillors Alison Barkshire reported on Local Area Meetings which a representative from the Parish Council would be invited to join. She also outlined the energy refunds which are being made now by Mendip DC.

**22. QUEEN'S JUBILEE CELEBRATIONS**

Noted that the events are very well organised and the information has gone out.

**23. LOCAL HERITAGE ASSETS**

Nominations of the Sheep Field, the Playing Field and Jack and Jill Hill been made by Neil Brand and Donald Hudson. Noted that Jack and Jill Hill was the only nomination which was accepted.

**24. TRAINING FOR COUNCILLORS**

**Agreed** that Cllrs Clayton, Cook, Hutton and Preen select the training they would like to undertake and inform the Clerk who will make the booking. In the meantime the Clerk to circulate the Good Councillors' Guide to all. *Action – the Clerk, Cllrs Clayton, Cook, Hutton and Preen*

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

There were no items of report.

**26. DATE OF 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.

**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.

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

There was no update. The Clerk to ask the Landlord for a timescale for their comments. *Action – the Clerk*

The meeting ended at 8.30pm



To: All City, Town and Parish Councils in Somerset

Date: 8 April 2022

Dear City, Town and Parish Councillors and Clerks

### Local Government Association Model Councillor Code of Conduct

We are writing to you regarding the Local Government Association (“LGA”) Model Councillor Code of Conduct (“the Code”) which has been produced by the LGA in association with key partners and is being promoted to councils across the country. The Code is available for all councils to adopt with or without amendments.

There are a number of benefits of this new Code including:-

- A commitment by the LGA to undertake an annual review of the Code to ensure it continues to be fit- for- purpose, incorporating advances in technology, social media and changes in legislation.
- A wealth of information to assist in interpreting the Code including:-
  - ✓ Significant detail within the Code itself to better aid interpretation,
  - ✓ Separate detailed guidance on the Code,
  - ✓ Training slides to support Councils in understanding the Code.
- Many councils are adopting this Code across the country.

In February this year, Somerset County Council resolved to adopt the LGA Code with amendments from May 2022 both for the County Council but also the new Somerset Unitary from April 2023.

In addition, the District Councils in Somerset are being recommended, by their Monitoring Officers, to adopt the LGA Code by September this year.

We attach a copy of the LGA Code which has been adapted for City, Town and Parish Councils with some suggested improvements in blue. The Code builds upon your existing Code of Conduct but is brought up-to-date to include such things as social media, harassment and importantly, a recognition that, as councillors, you should be able to undertake your role without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect your democratic role, encourage good conduct and safeguard the public’s trust in local government.



In the circumstances, the Somerset Monitoring Officers and the Somerset Association of Local Councils ("SALC") highly commend the LGA Code to you.

Ultimately the decision as to whether to adopt the new Code rests with your Council. To assist you in reaching this decision, we have included at the bottom of this letter a link to the guidance that is available to you should you choose to adopt the LGA Code. We would encourage you to review this.

Should you decide to adopt the LGA Code, we would encourage you to do so at your annual council meeting in May this year, so that all councillors in Somerset, particularly dual and triple hatted members, can be working to the same Code of Conduct. This will provide clarity and consistency for councillors and the public.

In addition to the wealth of guidance, should you adopt the LGA Code, SALC and the Somerset Monitoring Officers will continue to offer advice and support to you in relation to interpretation of the Code of Conduct should you require it. We would also be happy to facilitate a number of training events for City, Town and Parish Councils on the new Code.

Please do not hesitate to contact Justin Robinson at SALC or your local Monitoring Officer, should you require any further advice or clarification in relation to the content of this letter or the attached LGA Code.

Yours faithfully

Scott Wooldridge  
Monitoring Officer  
Somerset County Council

Melanie Wellman  
Monitoring Officer  
Sedgemoor District Council

Justin Robinson  
Chief Executive Officer  
Somerset Association Local Councils

David Clark  
Monitoring Officer  
Mendip District Council

Amy Tregellas  
Monitoring Officer  
Somerset West and Taunton Council

Jill Byron  
Monitoring Officer  
South Somerset Council

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	Review of leases		Head lease completed August 2021. Sub lease commenced August 2021.
3	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. Noted that for 2022 the paint/ varnish looks acceptable.
4	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. 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.
5	July 21	Zipwire installed – requires annual check		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. Jan 22 agreed to put it in KP News for volunteers. Cllr Drewe is interested in being part of the group. No further volunteers have come forward.
7	Jan 22	Request for two litter bins in laybys in Charlton		<b>Agreed</b> to hold this pending due to budget constraints and to revisit it in May. Glasdon - £1,091.48 for two bins
8	Jan 22	Fingerpost renovations		– <b>Agreed</b> to put the renovation of the fingerposts on hold until next year's budget constraints are more fully known.
9	Jan 22	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. <b>Agreed</b> to hold this pending until May when it would be brought back in the context of the next budget.
10	Feb 22	Post and rail fencing to stop people driving across the grass		Agreed to put this on hold for now.

(8)