

Keinton Mandeville Parish Council

Minutes of a meeting of the Parish Council Meeting held on
Tuesday 04 November 2025 at 1930 at Keinton Mandeville Village Hall

Present: Mr T Ireland (Chair), Mrs C Calcutt, Mrs D Von Bergen, Mr K Sturgess, Mr C Lane and Mr K White.

In attendance: Kaye Elston (Clerk), and six members of the community.

Item 1 25/26/169	Apologies for absence. <ul style="list-style-type: none"> Mr T Ryder. These were accepted.
Item 2 25/26/170	Public Session – <ul style="list-style-type: none"> Member of public advised that there is musical presentation in the Methodist Hall on 27 November. Update on applications – resident wanted to know what was the current situation with the potential of a judicial review for the LGA 100 houses? Councillor responded to advise that a Pre Pre-Action letter has been sent to Somerset Council but no acknowledgment has been received from them. Details have been released from anyone who has made a financial commitment to SHOCK on progress and also in parish council minutes. Member of the public believes that information is not always released in a timely manner.
Item 3 25/26/171	Declarations of interest <ul style="list-style-type: none"> Mrs Von-Bergen advised she has an interest in the judicial review decisions as her husband is on the SHOCK committee.
Item 4 25/26/172	Minutes of the last meeting held 07.10.2025 <ul style="list-style-type: none"> Mr Ryder advised an amendment would need to be recorded in these minutes for Minute 11. Minutes for 07.10.2025 were agreed to be a true record and were signed by the Chair. <p>Proposed: Mrs C Calcutt Seconded: Mrs D Von Bergen Agreed by all councillors present.</p>
Item 5 25/26/173	Actions and Matters arising Completed actions at the end of these minutes
Item 25/26/174	Report from Somerset Unitary Councillors – Stephen Page <ul style="list-style-type: none"> Councillor Page sent to the clerk the Liberal Democrat circular news which has been sent onto councillors. Thank you to everyone who has organised the community events for Keinton Mandeville e.g. Big Breakfast, Bonfire Night etc. Queen Street 30 – the objection has been overturned by the Planning Inspector. There are concerns that the Section 106 agreement may be re negotiated. It was agreed that Mr Ireland would have a look at the agreement. <p>ACTION: Mr Ireland</p> <ul style="list-style-type: none"> Conversations with Gallion Home around the section 106 have continued but unfortunately they have defaulted on the agreement they made to pay the outstanding Section 106 money by instalments. Somerset Council are considering going to the High Court for a judicial review. Discussion around contacting the local MP, Sarah Dyke. Planning Officers – Somerset are really under resourced as they are currently 22 officers short.
Item 7 25/26/175	Judicial Review – next steps <ul style="list-style-type: none"> Planning application 22/01720/OUT has now been granted by the Area South Planning Committee. SHOCK and the parish council are working together to explore the potential of requesting a judicial review of the decision as they believe there are some concerns with information that was presented to the committee. Pre Pre-action letter has now been sent to Somerset Council. There has been no acknowledgement by Somerset Council and discussion took place as to whether our legal team should follow up to confirm they have received. It was agreed that the Clerk should seek legal advice to determine if we should seek acknowledgment. <p>ACTION: Clerk (confirmation since received from SCC) Discussion took place in relation to releasing the content of the Pre Pre-action letter which councillor believe is not in the best interest of their case. Councillors agreed to seek legal advice in this respect.</p> <p>ACTION: Clerk</p> <ul style="list-style-type: none"> Norton St. Philip Parish Council have approached Keinton Mandeville Parish Council to support the judicial review application – meeting has taken place with the chair of Norton St. Philip and

	<p>representatives from SHOCK and the parish council. Norton St. Philip previously took Mendip District Council to a judicial review and went on to win the case. This related to a Local Plan Designation, rather than a planning approval. However the chair has given a few recommendations of experts that SHOCK are currently looking into.</p> <ul style="list-style-type: none">• Process for enabling quick decisions in this process by the parish council – request for a councillor to have delegated responsibility to be able to make decisions in between meetings. Clerk advised she would like to check this with legal advice from SALC. <p>ACTION: Clerk</p>																															
Item 8 25/26/176	Planning applications <ul style="list-style-type: none">• There were none.																															
Item 9 25/26/177	Determination of Planning. The following notice was received: <ul style="list-style-type: none">• 25/01881/DOC1 Land at Orchard View, Chistles Lane, Keinton Mandeville, Somerton – Discharge of condition No.02 (Landscaping Scheme), of planning application 25/00946/REM. Conditions Discharged.• 25/00035/REF Land OS 2900 and 2478 Part Combe Lane, Keinton Madeville, Somerton TA11 7AY – Prior notification for the conversion of existing barns to form No.2 dwellings. Appeal in progress.• 20/03613/FUL Land OS 0825 Queen Street• 25/02637/DOC1 Discharge of conditions 19/02211/OUT																															
Item 10 25/26/178	Other planning matters. <ul style="list-style-type: none">• Neighbourhood Plan – the consultant has advised that the policies that are embedded in the plan need to be extracted and made into attachments. It has been redrafted and will be discussed at the Neighbourhood Plan meeting on 11 November.																															
Item 11 25/26/179	Environment Champion <ul style="list-style-type: none">• Copse agreement – Mr Ryder has circulated the original documents that were agreed when the planning in the copse was agreed between the Village Hall and Reimagining the Levels / the Keinton Environment Group. To be placed on next agenda. <p>ACTION: Clerk</p> <p>At the last meeting there was a statement made by the Chair of the Village Hall that the copse is now larger than the original agreement. Mr Ryder has advised that remains the original agreed size and there is a signed agreement between the Village Hall and Keinton Mandeville Environment Group regarding The Copse.</p> <ul style="list-style-type: none">• Somerset Local Nature Recovery Strategy – information has been received which potentially shows that some areas relevant to the strategy have been missed off their map, such as historic orchards. Mrs Von Bergen will complete a consultation response for the parish council and Mr Rydor will complete from one from Keinton Mandeville Environment Group. <p>ACTION: Mrs Von Bergen and Mr Ryder</p>																															
Item 12 25/26/180	Finance and Payments (RFO – Clerk) <p>Resolved: It was proposed and unanimously agreed to approve the following payments</p> <table><tr><td>201448 Chris Lane (engraving)</td><td>£17.99</td></tr><tr><td>201449 Chris Lane (defib light)</td><td>£9.99</td></tr><tr><td>201450 KMOVH (fencing grant)</td><td>£1470.00</td></tr><tr><td>201451 KMOVH (grant tabletop games)</td><td>£54.00</td></tr><tr><td>201452 Kaye Elston (clerk salary)</td><td>£185.05</td></tr><tr><td>201453 SALC (training)</td><td>£60.00</td></tr><tr><td>201454 SALC (training)</td><td>£20.00</td></tr><tr><td>201455 SALC (training)</td><td>£25.00</td></tr><tr><td>201456 TEEC Ltd (website)</td><td>£194.39</td></tr><tr><td>201457 VOID</td><td></td></tr><tr><td>201458 Kaye Elston (clerk expenses)</td><td>£5.35</td></tr><tr><td>201459 HMRC (PAYE)</td><td>£123.20</td></tr><tr><td>201460 SALC (training)</td><td>£15.00</td></tr><tr><td>201461 Albert Goodman (Payroll fees)</td><td>£96.00</td></tr><tr><td>201462 Geosphere (parish online fee)</td><td>£86.40</td></tr></table>	201448 Chris Lane (engraving)	£17.99	201449 Chris Lane (defib light)	£9.99	201450 KMOVH (fencing grant)	£1470.00	201451 KMOVH (grant tabletop games)	£54.00	201452 Kaye Elston (clerk salary)	£185.05	201453 SALC (training)	£60.00	201454 SALC (training)	£20.00	201455 SALC (training)	£25.00	201456 TEEC Ltd (website)	£194.39	201457 VOID		201458 Kaye Elston (clerk expenses)	£5.35	201459 HMRC (PAYE)	£123.20	201460 SALC (training)	£15.00	201461 Albert Goodman (Payroll fees)	£96.00	201462 Geosphere (parish online fee)	£86.40	
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Item 13 25/26/181	Receipts <ul style="list-style-type: none">• CIL money for 21/01034/REM	£497.72																														
Item 14 25/26/182	Other finance matters <ul style="list-style-type: none">• Summary of income and expenditure – accounts and statements circulated to councillors prior to the meeting.• Balance on accounts<ul style="list-style-type: none">Current account £1,000																															

	<p>Business Savings Account 1 £52,015.50 Business Savings Account 2 £5,327.11</p> <ul style="list-style-type: none"> • New website update – it was agreed to pay the clerk for up to 20 additional hours to provide the time to complete the transition to the new website and parish council emails. Proposed: Mr C Lane Seconded: Mr K White All councillors present in agreement • Exploration of additional defib – Mr Lane has been in contact with the current provider who has provided advice and recommendations for an additional defib in the village. The new owners of the pub have agreed for it to be located on an outside wall of their building. Information has been circulated on two defibs for councillors to consider. Councillors were agreement to purchase an additional defib and the agreed model was the ARKY Reanibex 100. The cost is up to £2000 plus fitting by an electrician. Proposed: Mrs D Von Bergen Seconded: Mrs C Calcutt All councillors present in agreement. Mr Lane to contact an electrician to confirm they can install the electric for the defib and provide a costing to the parish council. Clerk to place the order. ACTION: Clerk and Mr Lane • Section 106 money owed by Gallion Homes for the Lakeview development – see Minute 25/26/170 above. • Clerk salary to be considered in relation to recommended NALC pay award – clerk has pay award scales but needs to check current hourly rate with payroll administrator. ACTION: Clerk • TEEC invoice for current website services in the sum of £194.39 – it was agreed to pay this fee as there is information on there that will need to be transferred to the new website. • Light for defib keypad – Mr Lane has purchased in the sum of £9.99 which was agreed to be reimbursed. • Barclays online banking – unfortunately the clerk could not set this up as she is not an authorised signatory, but Mr Lane is currently working through the application process. ACTION: Mr Lane
Item 15 25/26/183	<p>Grant requests. Receive the following grant requests – Mrs C Calcutt left the meeting for this discussion.</p> <ul style="list-style-type: none"> • Tabletop Games Club – rent for the Village Hall for three months in the sum of £54. This is an ongoing agreement.
Item 16 25/26/184	<p>Highways. Consider the following and agree any actions arising:</p> <ul style="list-style-type: none"> • Reports of issues in the village – tarmac is lifting on Queen Street going out towards York House. Mrs Calcutt has reported to Highways via the website. • Fingerpost – clerk has spoken to the contractor who will install. He has been in contact with Bristol Foundries to check if the fingerpost is ready to pick up yet but unfortunately the post part is not quite ready. He is going to keep chasing him. • Speed restrictions in the village – the notice from Highways regarding the 20mph speed limited has been published. This provides the village the opportunity to ask any questions to Somerset Highways. • Parking by bollards on Irvine Road – resident has reported that a car is frequently parked at that point which makes it very challenging to get through if riding a bike. Councillors who regularly use that route have not seen cars there regularly but agreed to monitor the situation. ACTION: Councillors • Drains and gullies work quoted as £2644.95 – councillors have already agreed, the contractor has been instructed and clerk has sent a chaser email. <p>Speed Indicator Device Report</p> <ul style="list-style-type: none"> • No update currently. <p>Community Speedwatch Report – update</p> <ul style="list-style-type: none"> • The group are active again and continue to monitor traffic.
Item 18 25/26/185	<p>Parish Paths. Update / items to report.</p> <ul style="list-style-type: none"> • The footpath L16/1 known as the Humps and Hollows to Northfield Farm was discussed at the last meeting and Mr Sturgess asked the clerk to contact The Somerset Ramblers Association. They have been contacted and agreed to go and have a look to see if there is anything that can be done. Clerk has also advised Barton St David that this action has been taken as the area of concern is mostly in their parish.

	<ul style="list-style-type: none"> Style on footpath on Castle Street – contractor advised he will be able to commence the work soon.
Item 19 25/26/186	Play Areas. <ul style="list-style-type: none"> The contractor to erect the fence has advised he should be able to start work within the next couple of weeks.
Item 20 25/26/187	Keinton Mandeville Playing Field <ul style="list-style-type: none"> Registration of Title - Information has been received from the solicitor and the potential cost of the legal work will be £1500 to £2000. Councillors were in agreement for the work to begin. Proposed: Mr C Lane Seconded: Mr K White All councillors present in agreement Mr Ireland, Mr Ryder and Clerk will need to complete an identification task prior to the work commencing. A meeting will also need to be attended with the solicitors to provide as much information as possible about what is known of the original deeds. At this point will also include Mr A Graham, who is Chair of Trustees for the Playing Fields. ACTION: Mr Ireland, Mr Ryder and clerk Question raised in relation to Section 106 money – amounts received by Playing Field needs to be confirmed.
Item 21 25/26/188	Maintenance. <ul style="list-style-type: none"> Blue Lias – clerk has instructed the contractor but will chase to see when the work will commence. ACTION: Clerk
Item 22 25/26/189	Village Hall Report <ul style="list-style-type: none"> A gap in the hedge at the end of the car park by Lake View has been closed. Councillors asked if there was consideration prior to the closing to make it into a public right of way which would make it easier for the community to access the Village Hall. The Village Hall grounds are all open to the public and hence it was questioned as to why an additional access from Lake View is not desirable. The access would save residents from Lake View and Church Street having to walk round and up the lane that is also used by cars. Mrs Calcutt will go back and ask the Village Hall Committee for the reasons behind their decision. ACTION: Mrs Calcutt
Item 23 25/26/190	Councillor Training <ul style="list-style-type: none"> Mrs Von Bergen to attend planning training with NALC in October – feedback that there was not any new information in the event. Equality Training – Mrs Calcutt attended. Somerset Archives Training – clerk has attended and is now confident in the process for sending old records to the archives.
Item 24 25/26/191	Correspondence. Receive the following correspondence and agree any actions arising: <ul style="list-style-type: none"> Somerset Playing Pitch Strategy and Built Sports Facilities Strategy Survey – clerk circulated to Village Hall and Playing Fields. Somerset Emergency Planning session – expression of interest to be put forward if there is a volunteer. Avalon and Poldens LCN next meeting 07.01.2026 at Baltonsborough Village Hall
Item 25 25/26/192	Correspondence. Circulation SCC updates, SWP briefings, SSDC updates, SSDC Environment <ul style="list-style-type: none"> CPRE Newsletter SALC Newsletter NALC publications Somerset Wildlife Trust Avalon and Poldens LCN meeting minutes 07.10.2025 circulated. – attendance at future meetings discussion.
Item 26 25/26/193	PR. Items for inclusion in the next edition of the Parish Magazine, for the website and social media sites. <ul style="list-style-type: none"> Links from newsletter from Councillor Page. Carols around the Christmas Tree date Change in garden bin collection day Additional defib in the village Submission of Pre Pre-action letter
Item 27 25/26/194	Future agenda Items <ul style="list-style-type: none"> Budget planning and precept considerations
Item 28 25/26/195	Any other reports <ul style="list-style-type: none"> None
Item 29 25/26/196	Date of next meeting: <ul style="list-style-type: none"> Tuesday 02 December at 1930 – Full Parish Council Meeting

Meeting closed at 2220

	OCTOBER 2024 MEETING		
23/24/159	Draft agreement for grass contractor	Clerk	ONGOING
	MAY 2025 MEETING		
25/26/022	Checking what are requirements for Land Evaluation Report with Somerset Council	Mr T Ryder	ONGOING
	JUNE 2025		
25/26/050	Scan of map which cited the Ransom Strip at the Village Hall	Mrs C Calcutt and Mr K White	ONGOING
25/26/060	Request for dog waste bin to be emptied at the end of the path on Castle Street	Clerk	ONGOING
	OCTOBER 2025		
25/26/156	Speak to landowner about the stile on Church	Mr Ireland	ONGOING
	NOVEMBER 2025		
25/26/174	Review Section 106 agreement for Queen Street 30	Mr T Ireland	
25/26/175	Seek legal advice regarding chasing Somerset Council for acknowledgment of Pre Pre-Action letter	Clerk	COMPLETED
25/26/175	Seek legal advice regarding publically releasing all the contents of the Pre Pre-Action letter	Clerk	COMPLETED
25/26/175	Seek advice from SALC in relation to delegating authority regarding judicial review decisions	Clerk	COMPLETED
25/26/179	Somerset Local Nature Recover Strategy survey completion and submission	Mrs D Von Bergen/Mr T Ryder	COMPLETED
25/26/179	Place Copse on December agenda	Clerk	
25/26/182	Place order for second defib	Clerk	
25/26/182	Contact electrician to install defib	Mr C Lane	COMPLETED
25/26/182	Clerk to confirm hourly rate from payroll	Clerk	
25/26/182	Set up online banking with Barclays	Mr C Lane	
25/26/184	Monitoring of parking by the bollards on Irvine Road	Councillors	
25/26/187	Identification process with Batten solicitors for Recreation Ground legal work needs to be completed	Mr T Ireland/Mr T Ryder/Clerk	
25/26/188	Blue Lias – chase contractor	Clerk	COMPLETED
	COMPLETED TASKS		
	OCTOBER 2025		
25/26/149	Check if parish council insurance covers public liability for copse	Clerk	COMPLETED
25/26/155	Contact fingerpost installer to check if it has been collected from Bristol Foundary.	Clerk	COMPLETED
25/26/155	Completed grit bin return to advise if any grit is required	Clerk	COMPLETED
25/26/155	Report pothole at T junction on Queen tree	Mrs Calcutt	COMPLETED
25/26/156	Ask Somerset Ramblers to look at the maintenance potentially required at the Hump and Hollows.	Clerk	COMPLETED
	JUNE 2025		
25/26/045	Visual pavement suggestion to be discussed with Somerset Highways	Mr T Ryder	COMPLETED
25/26/050	Parish Council to request Area South Committee to visit site for application 22/01720/OUT	Clerk	COMPLETED

25/26/051	Comments to be submitted for 24/0217/EIASS – drafted by Mr Ryder and submitted by clerk.	Mr T Ryder/Clerk	COMPLETED
25/26/056	Submission of external audit documents (AGAR)	Clerk	COMPLETED
25/26/056	Contact Village Hall to ask if they could consider putting a defib on an outside wall.	Mrs C Calcutt	COMPLETED
25/26/059	Blue Lias sign – locate where it is now so that it can be replaced on the Fingerpost	Mr C Lane	COMPLETED
25/26/060	Footpath maintenance possibly required between Humps and Hallows. Mr K Sturgess to have a look.	Mr Sturgess	COMPLETED
25/26/061	Trimtrail replacement caps have arrived – thank company for sending free of charge	Clerk	COMPLETED
25/26/062	Keinton Mandeville Playing Field solicitor information to be circulated to councillors to ask for information	Clerk	COMPLETED
	MAY 2025		
25/26/027	Email to be sent re s106 for proposed development 22/01720/OUT to also request changing facilities and catering facilities for the Village Hall	Clerk	COMPLETED
25/26/030	Respond to request for disabled parking space outside the school	Clerk	COMPLETED
25/26/030	Drains and gullies – follow up lack of response by contractor with Somerset Councillor	Clerk	COMPLETED
25/26/031	Instruct contractor for footpath in Castle Street	Clerk	COMPLETED
25/26/031	Instruct contractor to redo the strimming of paths in July	Clerk	COMPLETED
25/26/031	Contact Rights of Way officer at Somerset Council re L16/10	Clerk	COMPLETED
25/26/032	Feedback to Youth Group re use of meadow	Mrs C Calcutt	COMPLETED
	APRIL 2025		
24/25/297	Planning application 24/25/297 comments submission	Mr T Ireland and Clerk	COMPLETED
24/25/308	Reporting blocked drain on road outside Newlands Farm on Common Lane	Clerk	COMPLETED
24/25/309	Check footpath at Common Lane by the bridge for a blockage	Mrs Von Bergen	COMPLETED
24/25/309	Obtain quote for footpath by telephone kiosk on Castle Lane	Clerk	COMPLETED
24/25/310	Seat of wooden train in Happy Tracks has split and needs to be reported to the manufacturer	Mrs Calcutt and Clerk	COMPLETED
24/25/312	Instruct GW Shelter Solutions to clean the bus shelters	Clerk	COMPLETED
24/25/315	Annual Parish Meeting – request reports from community groups	Clerk	COMPLETED
	MARCH 2025		
24/25/269	Housing Needs Assessment analysis – councillors to submit comments	Councillors	COMPLETED
24/25/278	Cotton Lane repairs –instruct contactor	Clerk	COMPLETED
24/25/278	Castle Street footpath repairs by Ramblers – update to be requested	Clerk	COMPLETED
24/25/281	Quotes for bus shelter refurbishment	Mr K Sturgess	COMPLETED
24/25/284	Book Village Hall for Annual Parish Meeting on 16.05.2025	Clerk	COMPLETED
	FEBRUARY 2025		
24/25/236	Submit planning application comments to Somerset Council for 25/00061/HOU	Clerk	COMPLETED
24/25/239	Instruct gullies and drains contractor	Clerk	COMPLETED
24/25/240	Feedback to Mr T Ryder that agreement by councillors for Environment Group to trim hedge along Chistles Lane	Clerk	COMPLETED
24/25/247	Follow up on progress of installation of fingerpost	Clerk	COMPLETED
24/25/250	Speak to Chair of Trustees for the Recreation Ground Trust	Mr Ireland	COMPLETED

24/25/250	Contact solicitor regarding title deeds for the Playing Field on Castle Street	Clerk	COMPLETED
24/25/251	Quote for refurbishment of bus stop notices	Mr Sturgess	COMPLETED
	JANUARY 2025		
Public Session	Advise residents through parish magazine that Fix My Street is no longer available on Somerset Council website	Clerk	COMPLETED
Public Session	Replace defib notices to make them more clearer and advise residents of the location and how to gain access by calling 999	Mr Lane and Clerk	COMPLETED
24/25/209	Housing Needs assessment contract to be circulated to all councillors	Mr Ryder	COMPLETED
24/25/214	Agreed precept to be submitted to Somerset Council	Clerk	COMPLETED
24/25/214	Financial Regulations to be reviewed and place on February agenda	Mrs Von Bergen and Mr White	COMPLETED
24/25/216	Request more detailed costings for proposed traffic calming measures from Somerset Council	Clerk	COMPLETED
24/25/217	Photographs to be taken of pavement damage at Cottons Lane and then submitted to Somerset Council	Mr Ireland and Clerk	COMPLETED
24/25/217	Prioritising which gullies need to be cleared in the first maintenance session	Mr Lane and Mr Ryder	COMPLETED
24/25/217	Salt to be refilled in the grit bin	Mr Sturgess	COMPLETED
24/25/217	House with overgrown hedge on Queen Street to be contacted	Mr Lane	COMPLETED
24/25/218	Identify who landowner is at the top on Common Lane where the trees have fallen and then ask them to remove the trees	Mr Ryder	COMPLETED
24/25/220	Enquiry with a local cleaning company if they are able to clean the bus signs	Mr Sturgess	COMPLETED
24/25/222	Request invoice for Christmas tree and new lights	Clerk	COMPLETED