Keinton Mandeville Parish Council

Minutes of a meeting of the Parish Council meeting held on

**Tuesday 2 May 2023 at 1930** at Keinton Mandeville Village Hall

Present: Mr T Ireland, Mr T Ryder, Mr C Calcutt and Mr K White

In attendance: Kaye Elston (Clerk) and County Councillor Dean Ruddle. Also attending were ten members of the public following the Annual Parish Meeting.

**Public session**

* **Traffic Survey**  - member of the public asked about the traffic survey that the parish council has commissioned and when the report may be available. Mr Ryder advised that the preliminary findings should be available within one week but we need to be aware that a report does not always provide the answers that we would like to hear. Once the parish council receives the report it will look at the recommendations alongside the budget available.
* **Traffic on Row Lane** – there are have been reports of traffic and in particular delivery vans going down Row Lane. Mr Ireland advised he will speak to the Sutton family to see a gate, or bollard can be erected.

 **ACTION: Mr T Ireland**

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| **23/24/001** | **Apologies.** Mr C House gave his apologies, and these were accepted. |
| **23/24/002** | **Declarations**Mr R Ryder declared an interest in planning application 23/00766/HOU as he lives next door. |
| **23/24/003** | **Election of Chair and Vice-chair*** Nomination for Chair Thomas Ireland – Mr Ireland had agreed to stand and was voted in.

***Proposed: Mr T Ryder******Seconded: Mr K White******All councillors in agreement**** Nomination of Vice-chair Trevor Ryder who has agreed to stand and was voted in.

***Proposed: Mr T Ireland******Seconded: Mr K White******All councillors in agreement*** |
| **23/24/004** | **Declaration of Office to be signed by Chair*** Mr T Ireland signed the declaration.
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| **23/24/005** | **Register of interests to be signed by councillors*** Forms completed by councillors and Mr Lane will complete his and return at the next meeting in June.
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| **23/24/006** | **Councillor Responsibilities and Representatives for organisations**

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| **Councillor** | **Responsibility** | **Representing** |
| Mr T Ireland | Chair | Highways and Planning |
| Mr T Ryder | Vice-chair | Highways, environment and Neighbourhood Plan |
| Mr C Lane |  | Planning and physical checks of assets |
| Mrs C Calcutt |  | Village Hall, Community Speedwatch and Happy Tracks |
| Mr K White |  | Finance |

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| **23/24/007** | **Review of Standing Orders and Financial Regulations*** Standing Orders – were agreed without any amendments
* Financial Regulations – were agreed without any amendments
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| **23/24/008** | **Asset Register*** Councillors reviewed and were in agreement to accept
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| **23/24/009** | **End of Year Financial Statement Accounts and Statement*** Clerk read out statement which confirmed that the parish council are in a healthy financial position currently with reserves of £66 411. Budget lines remained within tolerance during the year and additional income received through CIL monies from developments. The parish council are aware that they are holding reserves, however it is anticipated that the Traffic Survey could identify some areas of potential spending and also there is less likely of support from Somerset Council due to their financial challenges.
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| **23/24/010** | **Review of Annual Subscriptions*** Microsoft Office
* Somerset Association of Local Councils
* Norton security

Councillors agreed to continue these subscriptions |
| **23/24/011** | **General Power of Competency*** This is a power that can be used when there is not an existing power of legislation that provides the legitimate reason for a parish council to act. There are two criteria that has to be met.

The first requirement that two thirds of the councillors have been elected and not co-opted. Currently four councillors are elected and therefore this requirement is met.The second requirement is that the clerk has completed the CiLCA qualification which at this time has not been met. |
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|  | **Parish Council Meeting** |
| **23/24/012** | **Minutes of the last meeting held 04.04.2023*** Minute agreed and signed by Chairman.
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| **23/24/013** | **Declaration of interests*** Mr T Ryder declared an interest in Minute 23/24/015 planning application 23/00766.
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| **23/24/014** | Actions and Matters arising:* Reserve Spending Plan – to be placed on agenda in May. ONGOING
* NHP Survey analysis and website updates - ONGOING
* Second quote to clear ditches. ONGOING
* Traffic survey completed with report to be submitted to parish council – ONGOING
* Invoice for Christmas tree - COMPLETED
* Quotes for solar panel – COMPLETED
* Request to Avon and Somerset Police for speed camera - ONGOING
* Letter to Hayley Warrens to thank her for being a councillor following her resignation. COMPLETED
* Section 106 funding information to be received from Councillor Kerley. ONGOING
* Parish Magazine – planning information included. COMPLETED
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| **23/24/015** | **Planning*** **23/00948/CPO Keinton Mandeville Primary School, Christles Lane, Keinton Mandeville, Somerton TA11 6ES** – Pre application for a two classroom modular building. There are no documents on Somerset County website and therefore unable to comment. **NO comment**.
* **23/00766/HOU Devona, Queen Street, Keinton Mandeville, Somerton TA11 6EQ**  - the erection of a single storey rear extension to the dwelling. **Approve**
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| **23/24/016** | **Determination of Planning. T**he following notice was received: * **23/00410/HOU Corner House, Queen Street, Keinton Mandeville, Somerton TA11 6EG** – replacement single storey extension to provide kitchen, familyroom and utility including the installation of 7 roof lights. **Refused.**
* **23/00411/LBC Corner House, Queen Street, Keinton Mandeville, Somerton TA11 6EG** – single storey ground floor: kitchen/familyroom/utility and downstairs replacement extension. **Refused**.
* **21/02071/FUL The Chestnuts, Queen Street, Keinton Mandeville, Somerton TA11 6EQ** – demolition of existing dwelling and replace with new detached 4 bedroom dwelling with attached garage. **Permitted with conditions**.
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| **23/24/017** | **Other planning matters.** * Neighbourhood Plan update – Mr Ryder has completed the analysis which was presented at the last meeting and councillors have now read through and in agreement with the contents. To be placed on the website.

 **ACTION: Clerk*** Next steps – to work with the CPRE to identify potential sites and then the village will become more involved.
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| **23/24/018** | **Environment Champion Update*** Planning an Open Gardens event in June
* Coronation event is planned on the Sunday over the Coronation weekend.
* Gate at the end of Church Lane replacement – approach to be made to D Ruddle for a quote.

 **ACTION: Mr T Ireland** |
| **23/24/019** | **Finance and Payments (RFO – Clerk)**Resolved: It was proposed and unanimously agreed to approve the following payments201217Kaye Elston (Microsoft and Norton)201218 DN Ruddle (sone shield)201219 Kaye Elston (clerk salary)201220 KMVH (hire of hall Tabletop games)201221 Stuart Todd Ass Ltd201222 KM & Kingweston PCC (Coronation grant)201223 Zurich Insurance Co Ltd 201224 RJ Sutton (Xmas tree)  | £109.98£252.00£244.00£68.00£571.98£700.00£878.10£100.00 |
| **23/24/020** | ReceiptsPrecept from Somerset Council – confirmation that it has arrived in bank account to be checked on next bank statement. | £20 280 |
| **23/24/021** | **Review of Accounts.** The balance on the bank accounts as follows: Community Account £1000Business Premium £78 274.75Business Premium £5152.51 |
| **23/24/022** | **Other finance matters** * Change of address for bank – this has now been completed as Mr C Lane and Mrs C Calcutt went into Barclays Bank in Yeovil.
* Payment for Christmas tree – cost advised in the sum of £100. Cheque drawn.
* Planned spending for Reserves – ongoing
* Preparation for internal audit – accounts will be passed onto auditor during April/May. Clerk to make contact with auditor.

 **ACTION: Clerk*** Insurance renewal – the advice for renewal has been received. The premium for one year is £955.42 but if the parish council are in agreement to sight up for three years then the premium would be reduced to £878.10 for three years. Councillors in agreement to set the fee for three years.

***Proposed: Mr K White******Seconded: Mr T Ryder******All councillors present in agreement**** Signage for telephone kiosk – the clerk has sourced a company that can produce signage for the re-purposed telephone kiosk in the sum of £30 plus VAT. Councillors in agreement to order a library sign for the phone box. Clerk to order.

 **ACTION: Clerk** |
| **23/24/023** | **Grant requests.** Receive the following grant requests:* Village Coronation Event grant request – the parish council had previously agreed to make a grant of £700 to the Coronation event on 7 May. A cheque was raised for the PCC to cover most of the costs.
* Tabletop Games Club – request for the hire of the village hall to be paid from May through to August so the group can continue. The grant would be in the sum of £68. Councillors in agreement.
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| **23/24/024** | **Highways.** Consider the following and agree any actions arising:* Quote for drainage work – second quote being sought.

 **ACTION: Mr Ireland*** Traffic/highways consultant survey update – a few councillors met with the consultant last Friday in the village to continue the survey. Mr Ryder advised there is an additional survey that can be requested to look specifically at potential traffic concerns for new developments which could be linked to the Neighbourhood Plan. Councillors were in agreement for the additional survey to be completed but after the initial survey requested has been completed so that there are not any delays built into the process.
* Curb stones outside the Hollies – these are coming away from the tarmac and need to be reported to Highways.

 **ACTION: Clerk*** Speed Indicator Device Report – data has been circulated to councillors.
* Community Speedwatch Report update – no further updates.
* Road outside of school – the surface has deteriated and the under surface can be seen. Clerk to email Highways department and advise.
* Barton Road - ruts are reappearing on both verges.
* Vehicles on Row Lane – email received by clerk from a member of the community advising that there have been delivery drivers driving along Row Lane. There have been further reports raised at the Annual Parish Meeting prior to the full parish council meeting. Mr Ireland is going to speak to the land owners to see if they are happy for a gate/bollard to be put up with a key given to them.

 **ACTION: Mr T Ireland** |
| **23/24/025** | **Parish Paths.** Update / items to report. * Heritage Trail update – to be placed on the next agenda.
* Dog waste and potential options **–** Somerset Council have sent out new information regarding bins and an audit can be requested in a parish. Clerk to complete audit and submit to Somerset Council.

 **ACTION: Clerk*** Gates by Westfield House and on Church Lane - Mr Ireland will approach contractor for a quote to repair.

 **ACTION: Mr Ireland**  |
| **23/24/026** | **Play Areas.** **Happy Tracks / Skatepark*** Mrs Calcutt has been completing the inspections whilst Mrs Graham is unable.
* Grass cutting – need to commission a contractor who will be able to cut the grass on a regular basis.

Advert to be placed in parish magazine. **ACTION: Clerk** |
| **23/24/027** | **Maintenance.** * Maintenance tasks for the Ranger – strim footpaths, complete painting the telephone boxes, graffiti cleaning and fences in Happy Tracks.
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| **23/24/028** | **Village Hall Report*** Inspection of play area has been passed to Village Hall Committee for information.
* Environmental Group will discuss the cutting of the grass around the newly planted trees.
* Correspondence received by councillors in relation to hedge cutting has now been resolved and the hedged belonged to a house owner not the Village Hall.
* Solar panel quote – this has been received and passed onto the committee who will review and come back to the parish council.
* Resurfacing of the MUGA – the committee are awaiting a report from the Netball Club to confirm that it needs to be done.
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| **23/24/029** | **Correspondence.** Receive the following correspondence and agree any actions arising:* Service to the Community Award – nomination put forward but clerk will need to check if it can be made posthumously.

 **Clerk** |
| **23/24/030** | **Correspondence. Circulation** SCC updates, SWP briefings, SSDC updates, SSDC Environment* Waste Services Briefing from Somerset Council
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| **23/24/031** | **PR.** Items for inclusion in the next edition of the Parish Magazine, for the website and social media sites.* Mugs purchased for children at the primary school
* Someone to mow the grass request
* Traffic survey and that we are closer to recommendations being presented to the parish council
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| **23/24/032** | **LCN Membership*** Nothing to report.
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| **23/24/033** | **Future agenda Items*** Annual Audit sign off
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| **19.0** | **Any other reports** * There were none
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| **20.0** | **Date of next meeting: 06 June 2023 at 1930**  |

**Meeting closed at 2145**

**Actions**

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|  | October Minutes | Owner | Due |
|  | Audit: Reserve spending plan | PC | To be placed on March agenda |
|  | **DECEMBER MEETING** |  |  |
| 5.2 | NHP Survey Link to be put onto website | TR/Clerk | **Ongoing** |
|  | Bank statement change of address – redo authorisation | Clerk | **Ongoing**  |
| 12.0 | Defibrillator training follow up and booking event | CL/Clerk | **Ongoing** |
|  | **JANUARY MEETING** |  |  |
| 5.2 | Create NHP page on website | Clerk | **Ongoing** |
| 8.0 | Second quote to clear ditches at the bottom of Common Lane | TI | **Ongoing** |
|  | **FEBRUARY MEETING** |  |  |
| 9.0 | Heritage Trail draft guide to be presented at March meeting | TR | **Ongoing** |
| 9.0 | Request for additional dog waste bin on Babcary Lane | KE | **ONGOING** |
| 9.0 | Check broken latch on Church Lane footpath update from land owner | TR | **ONGOING** |
| 3.0 | Quotes to be sought for solar panels | TI | **Ongoing** |
|  | **MARCH MEETING** |  |  |
| 4.1 | Ensure s106 funding information is received from Councillor Kerley | Clerk | **ONGOING** |
|  | **APRIL MEETING** |  | **-** |
| 8 | Request to Avon and Somerset Police for speed camera | Clerk |  |
|  | **MAY MEETING** |  |  |
| 23/24/013 | NHP Survey analysed results put onto website | Clerk |  |
| 23/24/018 | Request quote for Church Lane and Row Lane from D Ruddle | TI |  |
| 23/24/022 | Preparation for internal audit and submission | Clerk |  |
| 23/24/022 | Purchase signage for telephone kiosk | Clerk |  |
| 23/24/024 | Contact Somerset Highways for curb stones outside Hollies | Clerk |  |
| 23/24/024 | Vehicles on path near Irving Road – speak to owners for more information | TI |  |
| 23/24/026 | Advert for grass cutting contract for Happy Tracks in parish magazine | Clerk |  |
| 23/24/029 | Check status of nominations for Service to the Community Award | Clerk |  |
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|  | **COMPLETED TASKS** |  |  |
| APR 17 | Request reports from organisations for Annual Parish Meeting | Clerk | **COMPLETED** |
| APR 9.0 | Request bin survey with Somerset Council | Clerk | **COMPLETED** |
|  | Request to Avon and Somerset Police for speed camera | Clerk | **COMPLETED** |
| APR 5.2 | Identify Neighbourhood Plan contact at County Hall | Clerk | **COMPLETED** |
| APR 5.2 | Review Neighbourhood Plan summary prior to next meeting 02.05.2023 | All councillors | **COMPLETED** |
| MAR 04 | Advice for planning applications in parish magazine | Clerk | **COMPLETED** |
| MAR 01 | Write a letter to Hayley Warren to thank her for your time on the parish council | Clerk | **COMPLETED** |
| FEB 13 | Samples of CCTC policies to be send to KMVH parish councillors | Clerk | **COMPLETED** |
| FEB 8.0 | Grit bin notification in parish magazine | Clerk | **COMPLETED** |
| FEB 8.0 | Clerk to remind SCC that pavement still needs to be repaired in April | Clerk | **COMPLETED** |
| FEB 7.3 | Coronation Mugs – check with the school how many are required and then respond to Barton St David to place order  | Clerk | **COMPLETED** |
| FEB 7.3 | Speak to shop owner re Christmas Tree | TI | **COMPLETED** |
| FEB 6.0 | Speak to Happy Tracks re bark | Clerk | **COMPLETED** |
| FEB 5.2 | Invoice traffic survey for £1000 using NHP funding | Clerk | **COMPLETED** |
| FEB 5.2 | Create NHP page on website | Clerk | **COMPLETED** |
| JAN6.0 | Letter to Village Hall to ask permission to plant trees | Clerk | **COMPLETED** |
| JAN7.3 | Finalise draft of clerks contract | Clerk | **COMPLETED** |
| JAN7.3 | Thank you letter to be sent for Christmas Tree Carol Service | Clerk | **COMPLETED** |
| JAN7.3 | Stone Shield – commission work | Clerk | **COMPLETED** |
| JAN7.4 | Check public liability insurance for Tabletop Games sessions | Clerk | **COMPLETED** |
| JAN8.0 | Response to resident regarding ‘step through footpath query | Clerk | **COMPLETED** |
| JAN8.0 | Gigaclear dates on Facebook for works to be carried out | Clerk/TR | **COMPLETED** |
| JAN8.0 | Highways Report commissioned | Clerk | **COMPLETED** |
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| DEC6.0 | Details of Retrofit scheme to be put into parish magazine in December/January | Clerk | **COMPLETED** |
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| NOV11.0 | Dog waste bins – chase SSDC to ensure they are emptied regularly | Clerk | **COMPLETED** |
| NOV 8.0 | Quotes for arm for fingerpost Barton Road – instruct Bristol Foundries. Instruct Highways Consultant | Clerk | **Completed** |
|  | Remembrance soldier order from RBL | Clerk  | November 2022 |
|  | 4.2 Neighbourhood plan; Include affordable homes policy. Project plan for adoption by PC at Future Meeting once grant funding approved. Further update due at October meeting | TRTR | OngoingFuture Meeting |
| Oct Min  | Replacement gate on Church St / Lakeview footpath - instruct Dave RuddleQuote to remove conifers on footpath behind phonebox – instruct Somerset Tree surgeons and Landscapers | ClerkClerk | Dave has been instructed**COMPLETED AND INVOICE RECEIVED FOR DEC MEETING** |
| Oct Min | Playing field land registry. Charles Fleming instructed. Clerk to chase | Clerk | **COMPLETED** |
| Nov1.0 | Councillor resignation by Mr G Jennings to be advised to Democratic Services at Somerset County CouncilThree councillor vacancies notified to Democratic Services as SCC and adverts put in place to fill those vacancies | ClerkClerk | **COMPLETED****COMPLETED** |
| Nov8.0 | Order Defib pads | Clerk | **COMPLETED** |
| Nov6.0 | Climate Conference Feedback 05.11.2022 | TR | **Placed on Dec agenda** |
| Nov8.0 | Request from Lydford Parish Council to have on loan SID – feedback that KMPC are unable to grant this requestHighways Quotes Draft Plan amendments | ClerkTR | **COMPLETED****COMPLETED** |
| Nov10.0 | New equipment to be installed and inspected at Happy Tracks | Clerk | **COMPLETED** |
| 13.0 | Warm Space request feedback to SCC | Clerk | **COMPLETED** |
| 16.0 | Organise wreath for Friday 11 November | Clerk | **COMPLETED** |
| 17.0 | Request to have minutes of Local Community Network meetings when they take place | Clerk | **COMPLETED** |
| 18.0 | Contract for new clerk – draft to be sent to Chair and Chair of Finance | Clerk |  |
| 19.0 | Email Councillor Ruddle to establish what maintenance costs should the parish council prepare themselves for as SCC budget is very challenging | Clerk | **COMPLETED** |
| 20.0 | Payment for funeral bier to be paid into bank account | Clerk | **COMPLETED** |
| Dec5.2 | Chase Mr Hanson for land evaluation assessment one more time |  | **REMOVED** |
| 6.00 | Approach Village Hall about potential to provide grant for solar panels | TI | **COMPLETED** |
|  | Approach Village Hall about potential to provide grant for CCTV | TI | **COMPLETED** |
|  | Letter to be sent to Mr Williams to thank him for your work for the parish council |  |  |
| 7.3 | Source an external company to process payroll | Clerk | **COMPLETED** |
| 12.0 | Cost of replacement batteries and pads added to budget for 2023/24 | Clerk | **COMPLETED** |
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