Keinton Mandeville Parish Council

Minutes of a meeting of the Parish Council meeting held on

**Tuesday 3 January 2023 at 1930** at Keinton Mandeville Village Hall

Present: Thomas Ireland (Chair), Trevor Ryder, Ken White, Chris Calcutt and Chris Lane

In attendaLnce: Kaye Elston (Clerk)

**Public session**

* There were none present and therefore no items were raised.

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| **1.0** | **Apologies.**  Hayley Warren had given her apologies earlier in the day. These were accepted.  County Councillor Dean Ruddle had also given his apologies | |
| **2.0** | **Declarations:** Chris Lane declared an interest in agenda item | |
| **3.0** | **Minutes of last meeting: 6 December 2022**  Resolved it was proposed and unanimously agreed to approve the minutes as a true and correct record of the meetings held. | |
| **4.0** | **Actions and Matters arising:**   * Minute 8 (October) Fingerpost replacement – this work is now ready to be commissioned. Bristol Foundries have talked the specification through with the Highways representative from Somerset County Council. The cost of the work is in the sum of £4300 and previously agreed, Cheque for 50% of the cost to be drawn tonight in the sum of £2150 and sent to Bristol Foundries as a deposit for the work to commence. **COMPLETED** * Minute 8 (October) quotes for Lydford Bridleway – this is no longer an action as Lydford are unable to provide the necessary finance. **REMOVED FROM ACTION LIST** * Reserve Spending Plan – to be placed on agenda for February. **Clerk to Action** * Minute 4 (November) Dog waste bins collection by SSDC – need to find contact number to remind SSDC to empty the bins regularly in the village. Still need to locate number to chase the emptying of the bins. **Clerk to Action**. * Minute 5.2 (December) NHP Survey link to be placed on website. **Clerk to Action** * Minute 5.2 (December) Mr Hanson to be chased one more time for land evaluation assessment – this has been completed with no further response to councillors agreed to take this off the action list. **REMOVED FROM ACTION LIST**. * Minute 6 (December) Approach Village Hall about potential to provide grant for solar panels and CCTV. **COMPLETED** * Minute 6 (December) Letter to be sent to Mr Williams to thank him for his work in the parish. **COMPLETED**. * Minute6 (December) Details of Retrofit scheme to be put into parish magazine – **Clerk to Action** * Minute 7.3 (December) Source external provider to administer payroll. **COMPLETED** * Minute 7.3 (December) Bank statement change of address – **ONGOING** * Minute 8 (December) Quote to clear ditches at the bottom of Common Lane. **COMPLETED** * Minute 12 (December) Defib training follow up and event booking – this is ongoing and awaiting responses from potential venues. **ONGOING** * Minute 12 Cost of replacement batteries and pads to be added to proposed budget for 2023/24. **COMPLETED** | |
| **5.0** | **Planning**   * **22/02346/S73 Land at Lake View Quarry, Chistles Lane, Keinton Mandeville, Somerton TA11 6EX** – Discharge of Condition No 3 (materials) and No 9 (Landscaping). **No comment as decision already made by Somerset County Council**. | |
| **5.1** | **Determination of Planning. T**he following notice was received:   * None to note. | |
| **5.2** | **Other planning matters.**   * Neighbourhood Plan update – there needs to be a page on the website put in place to provide information to the community with a functionality to add documents. Clerk will check if this is possible and may involve contacting the web hosting company.   **ACTION: Clerk**  Mr Ryder updated councillors and said that the group will need to establish when to do the ecological study. Potentially there is a volunteer who will complete the report. Mr Ryder advised that there could be other studies that need to be completed. | |
| **6.0** | **Environment Champion Update.**   * Environmental Group feedback – Mr Ryder reported that the application for 300 trees has been made and the plan would be to plant them behind the MUGA. The trees will be provided free of charge and hopefully the labour to plant the trees can come from the community. Councillors believe a day for volunteers to plant the trees and potentially have a celebration after would be great for the community. The parish council will need to seek permission for planting the trees from the Village Hall Committee. Clerk to seek permission.   **ACTION: Clerk** | |
| **7.0** | **Finance and Payments (RFO – Clerk)**  Resolved: It was proposed and unanimously agreed to approve the following payments:  Ian Matthews (grass cutting)  Keinton Mandeville Village Hall (hire for NHP meeting)  Kaye Elston (clerk expenses) | £30.00  £21.25  £6.80 |
| **[7.1** | Receipts   * There were none. |  |
| **7.2** | **Review of Accounts.**  Presentation of summary of accounts and bank reconciliation was initially sent to Mr Ireland and Mr White as part of preparation for precept discussion. Once reviewed the accounts were circulated to all councillors.  The balance on the bank accounts as follows:  Community Account £1000  Business Premium £72 789.11  Business Premium £5146.12 | |
| **7.3** | **Other finance matters**   * PAYE outsourcing - clerk advised she has spoken to Albert Goodman who had quoted £25 per month plus VAT to administer the payroll system. Councillors had agreed the recommendation last month and the clerk will advise the provider of the details they have requested to ensure the service can be put in place. * Clerk contract – draft was approved at the last meeting and the clerk will finalise and ensure it is signed prior to the February meeting.   **ACTION: Clerk**   * Bank statements and change of address – ongoing.   **ACTION: Clerk**   * Precept Request – Mr White had prepared budget proposals for the next three years and he went through in detail with councillors. Councillors worked through the expenses and were able to calculate what precept should be requested. Decision made to budget for gulley clearing as Somerset County Council only programme to empty them every three years. Councillors also took into consideration the information provided by county councillors who had attended a previous meeting and advised that Somerset County Council’s budget setting for 2023/24 was going to be very challenging. Councillors agreed to increase the precept requested in 2023/4 to £20 280 (£19 300 2022/23) and this will be an increase of 0.79 per annum for Band D properties.   ***Proposed: Mr K White***  ***Seconded: Mr T Ireland***  ***All councillors present in agreement***  There are significant reserves currently and councillors will need to consider allocating funds to future projects. To be place on agenda for next meeting in February.  **ACTION: Clerk**   * Payment for Christmas Tree – clerk has not been advised by the shop owner the cost of the tree. Councillors want to thank everyone who contributed to the successful carol session around the Christmas tree. Need to find out who supplied and served the mince pies and mulled wine. Clerk will then write to them to thank them.   **ACTION: Clerk**   * Quote for Stone Shield – this has been received in the sum of £210 plus VAT from Dave Ruddle. Councillors were in agreement to commission this work. Clerk to contact Dave Ruddle and commission the work.   **ACTION: Clerk** | |
| **7.4** | **Grant requests.** Receive the following grant requests:   * Keinton Netball for the MUGA – there are ongoing conversations between the Village Hall and Keinton Netball Club. * Keinton Mandeville Field Committee – clerk has received an email requesting a grant for this group in the sum of £1500 to support their annual expenditure. Councillors were in agreement to make a grant of £1500.   ***Proposed: Mrs C Calcutt***  ***Seconded: Mr C Lane***  ***All councillors present in agreement***   * Tabletop Games Group – clerk has received a request for financial support for a new club that is wanting to startup. This is a new group that hope to meet socially in the village hall and play some tabletop games. This request initially was to cover the cost of renting the village hall for at least four months in the sum of £93.50. Mr Lane reported that another concern has been raised when booking the village hall in terms of public liability cover as the activity is a group separate to the village hall. Councillors discussed and agreed they would like to support the club initially and to explore the possibility that it could be held as a parish council event which would then enable the parish council public liability insurance to be used. Clerk will contact the insurance company to ascertain if there are any problems with this proposal. Providing the public liability insurance could be covered councillors agreed to donate £150 towards the new club.   ***Proposed: Mrs C Calcutt***  ***Seconded: Mr T Ryder***  ***All councillors present in agreement***  **ACTION: Clerk** | |
| **8.0** | **Highways.** Consider the following and agree any actions arising   * Concerns in relation to a public footpath as it provides ‘step through access’ - a member of the public reported this initially as they thought the right of access had been blocked. The outcome from Somerset County Council was that as it was only a footpath then step through access is adequate. Clerk to respond to the original email from the resident.   **ACTION: Clerk**   * Quote for drainage work – following the last meeting a quote has been requested and received in the sum of £1575 plus VAT. Due to the value of the quote there needs to be another quote sought. Mr Ireland will seek another quote.   **ACTION: Mr Ireland**   * Gigaclear Build Update – notification has been received to advise that part of the work to improve the wifi in the village will involve work in Christles Lane from 9 to 13 February. This work is subject to change and clerk will communicate any changes to parish magazine, Facebook etc.   **ACTION: Clerk**   * Highways consultant update – Mr Ryder advised that the question raised at the last meeting regarding the report has now been resolved as it will include mitigation strategies. Councillors happy to accept the quote and clerk will commission the work in the sum of £7122 (£6040 net). Mr Ryder and clerk to confirm details and then the work will be commissioned.   **ACTION: Clerk and Mr Ryder**   * Speed Indicator Device – the recent report has been circulated to councillors. Councillors expressed their continuing concerns relating to the speeds that are recorded. It is commonplace for vehicles to be travelling at 40, 50 or 60 miles per hour even at school times when there are many children walking to school. * Community Speedwatch – less activity over the Christmas period but still out and seeing the concerns raised by the Speed Indicator Device. | |
| **9.0** | **Parish Paths.** Update / items to report.   * Proposal for Heritage Trail - Mr Ryder shared the draft leaflet with councillors. The leaflet will now require some professional input and also some signage will need to be installed for the trail. The aim is to produce enough hard copies to give one to each resident in the parish and place a small amount in the telephone kiosks. The leaflet will also be placed on the parish council website. | |
| **10.0** | **Play Areas.**  **Happy Tracks / Skatepark**   * Mrs Graham has completed the checks and there are no issues. | |
| **11.0** | **Maintenance.**   * Ranger visit – councillors proposed work on the undergrowth at the back of Row Lane. The bramble need removing. Clerk to advice Ranger when he makes contact.   **ACTION: Clerk** | |
| **12.0** | **Defibrillator**   * Refresher Training – Mr Lane has sourced a trainer and the process of securing a venue is now in progress. The Village Hall cannot offer the dates required so Mr Lane has been making enquiries elsewhere which are still progressing. Awaiting responses and once they are received the clerk will send invitations out to the relevant organisations. Clerk to send a reminder to school in relation to availability.   **ACTION: Mr Lane and Clerk** | |
| **13.0** | **Village Hall Report**   * Mrs Calcutt reported the following updates:   The new Trimtrail is being used regularly  Awaiting further information including the levy on the planning application submitted for Village Hall improvements.  Vandalism – a bottle was thrown in the MUGA and the broken glass had to be cleared up very quickly to prevent anyone getting harmed. | |
| **14.0** | **Correspondence.** Receive the following correspondence and agree any actions arising:   * None to report in addition to those already covered in the agenda. | |
| **14.1** | **Correspondence. Circulation** SCC updates, SWP briefings, SSDC updates, SSDC Environment   * Circulated to councillors throughout the month as they arrive. | |
| **15.0** | **PR.** Items for inclusion in the next edition of the Parish Magazine, for the website and social media sites.   * Retrofit Scheme – December or January * Thanks to everyone involved in the Christmas Carols around the Christmas tree * Traffic survey that will be commissioned – advise more details to follow | |
| **16.0** | **LCN Membership**   * Clerk will advise when the next meeting date is once notified and although a request was made for minutes there have not been any forwarded to date. | |
| **17.0** | **Future agenda Items**   * Reserves Allocation planning | |
| **19.0** | **Any other reports**   * There were none | |
| **21.0** | **Date of next meeting: 07 February 2023 at 1930** | |

**Meeting closed at 2133**

**Actions**

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|  | October Minutes | Owner | Due |
| 8.0  8.0 | Quotes for arm for fingerpost Barton Road – instruct Bristol Foundries. Instruct Highways Consultant | Clerk  Clerk | **Completed** |
|  | Audit: Reserve spending plan | PC | To be placed on February agenda |
|  | **NOVEMBER MEETING** |  |  |
| 11.0 | Dog waste bins – chase SSDC to ensure they are emptied regularly | Clerk | **Ongoing** |
|  | **DECEMBER MEETING** |  |  |
| 5.2 | NHP Survey Link to be put onto website | TR/Clerk |  |
| 6.0 | Details of Retrofit scheme to be put into parish magazine in December/January | Clerk | **COMPLETED** |
|  | Bank statement change of address – redo authorisation | Clerk |  |
| 12.0 | Defibrillator training follow up and booking event | CL/Clerk | **Ongoing** |
| 19.0 | Reserve Spending Plan | KW | **Place on February agenda** |
|  | **JANUARY MEETING** |  |  |
| 5.2 | Create NHP page on website | Clerk |  |
| 6.0 | Letter to Village Hall to ask permission to plant trees | Clerk | **COMPLETED** |
| 7.3 | Finalise draft of clerks contract | Clerk |  |
|  | Thank you letter to be sent for Christmas Tree Carol Service | Clerk | **COMPLETED** |
|  | Stone Shield – commission work | Clerk | **COMPLETED** |
| 7.4 | Check public liability insurance for Tabletop Games sessions | Clerk | **COMPLETED** |
| 8.0 | Second quote to clear ditches at the bottom of Common Lane | TI |  |
|  | Response to resident regarding ‘step through footpath query | Clerk | **COMPLETED** |
|  | Gigaclear dates on Facebook for works to be carried out | Clerk/TR |  |
|  | Highways Report commissioned | Clerk | **COMPLETED** |
| 11.0 | Ranger – advise of task requests | Clerk | **COMPLETED** |
|  | **COMPLETED TASKS** |  |  |
|  | 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 | TR  TR | Ongoing  Future Meeting |
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| Oct Min | Replacement gate on Church St / Lakeview footpath - instruct Dave Ruddle  Quote to remove conifers on footpath behind phonebox – instruct Somerset Tree surgeons and Landscapers | Clerk  Clerk | 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** |
| Nov  1.0 | Councillor resignation by Mr G Jennings to be advised to Democratic Services at Somerset County Council  Three councillor vacancies notified to Democratic Services as SCC and adverts put in place to fill those vacancies | Clerk  Clerk | **COMPLETED**  **COMPLETED** |
| Nov  8.0 | Order Defib pads | Clerk | **COMPLETED** |
| Nov  6.0 | Climate Conference Feedback 05.11.2022 | TR | **Placed on Dec agenda** |
| Nov  8.0 | Request from Lydford Parish Council to have on loan SID – feedback that KMPC are unable to grant this request  Highways Quotes Draft Plan amendments | Clerk  TR | **COMPLETED**  **COMPLETED** |
| Nov  10.0 | 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** |
| Dec  5.2 | 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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