Keinton Mandeville Parish Council

Minutes of a meeting of the Parish Council meeting held on

**Tuesday 5 September 2023 at 1930** at Keinton Mandeville Village Hall

Present: Mr T Ireland, Mr T Ryder. Mrs C Calcutt, Mr C Lane, Mr K Sturgess and Mr K White

In attendance: Kaye Elston (Clerk) and County Councillor Dean Ruddle (until 1945) and 9 members of the public (7 left at 2045)

**Public session**

* Cutting of grass on the verge at Chistles Lane – member of the public asked if the Village Hall could be asked to cut the verge. Councillor C Calcutt advised that the verge does not belong to the Village Hall but belongs to Gallion , soon to be taken over by a management company. Parish Council will consider who to approach who may be willing to cut the verge.
* Planning application 23/02022/FUL which is an application to build a property in the garden of Mathias House on Barton Road. The applicant attended the meeting and initially spoke to advise they wanted to build in their own garden and then sell their current property on the same plot. Applicant talked through the reasons for putting in their application and the consultation process they have been through with some of the neighbours. There were concerns raised in relation to the application by member of the public. Neighbours raised concerns in relation to the size of the proposed property, the proximity of the garage to the boundary of the fence and closeness to neighbouring property alongside concerns that the application does not fit with the Local Community Plan 2005. Neighbourhood Plan is currently being worked upon and therefore is not referenced in this application.
* Mobile signal in the village – member of the community has raised a concern about the poor mobile signal in many parts of the village which will not support the plan by BT to reroute residents current landline access onto wifi. Landlines will disappear by 2025. This is potentially a public safety aspect.

**ACTION: Mr Ireland agreed to talk to a colleague to find out more information**

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| **23/24/119** | **Apologies.**   * No apologies as all councillors present | |
| **23/24/120** | **Declarations of interest**   * Planning application 23/02022/FUL – Mr Lane advised he had an interest and Mr White and Mrs Calcutt advised they were compromised. | |
| **23/24/121** | **County Councillor Report (Mr D Ruddle)**   * There is an Executive meeting of the council on 06.09.2023 to review the overspend. The overspend is in the area of children and adult social care. | |
| **2010** | Councillor D Ruddle left the meeting | |
| **23/24/122** | **Minutes of the last meeting held 01.08.2023**   * Councillors agreed the minutes and the Chairman signed them.   Proposed: Mrs C Calcult  Seconded: Mr K White  All councillors in agreement | |
| **23/24/123** | **Planning applications**   * **23/02022/FUL Land at rear of Mathias House, High Street, Keinton Mandeville, Somerton TA11 6DZ** – Erection of single dwelling and garage and associated accesses in the garden to the rear of Mathias House. Councillors had already heard comments from the public at the beginning of the meeting and had a further discussion. The Neighbourhood Plan is still being progressed but one of the principles is to look favourably on any approach that supports local demand for housing but there are also some parts that do not match previous development, for example this would not be part of linear development. Councillors were concerned about the location of the garage and proximity of the neighbours fence. Councillors who had not declared an interest voted and were as follows:   **2 supported, 1 against and 1 abstained**  The wording to be sent to Somerset Council planning department will be sent by the clerk. **Supported by majority vote**   * **21/01034/REM Land at Sycamore Farm, Barton Road, Keinton Mandeville, Somerton TA11 6DX** – approval of reserved matters. **No comment** * **23/02229/DOC1 Land at Lake View Quarry, Chistles Lane, Keinton Mandeville, Somerton TA11 6EX** – Discharge of Condition Nos 7 (Landscaping Management Plan) and 8 (External Lighting) of planning application 22/02383/FUL. **No comment.** | |
| **23/24/124** | **Determination of Planning**   * **23/01719/COL (Certificate of Lawfulness) Pinewood House, Castle Street, Keinton Mandeville, Somerton TA11 6DX** – application for the use of land as equestrian. **Permitted**. * **23/01718/FUL Pinewood House, Castle Street, Keinton Mandeville, Somerton TA11 6DX** – Erection of single barn to be used in conjunction with the existing stable. **Permitted with conditions**. | |
| **23/24/125** | **Other Planning matters**   * Neighbourhood Plan update – the map has been revised and circulated by Mr Ryder prior to the meeting. It demonstrates the areas recommended by CPRE. This map will be sent out to the community as part of the consultation. Councillors approved the map.   ***Proposed: Mr K White***  ***Seconded: Mr C Lane***  ***All councillors in agreement*** | |
| **23/24/126** | **Finance and Payments (RFO – Clerk)**  Resolved: It was proposed and unanimously agreed to approve the following payments  201248 Kaye Elston (ICO payment)  201249 Chris Lane (engraving)  201250 PKF Littlejohn LLP (external audit fee)  201251 SALC (training for councillors)  201252 Somerset Council (ranger)  201253 Katie Hooper (grant)  201254 Kaye Elston (clerk salary)  201255 Keinton Mandeville PTA (grant)  201256 Lycetts (public liability insurance) | £  40.00  5.00  378.00  35.00  211.26  400.00  243.80  1500.00  280.91 |
| **23/24/127** | Receipts  None |  |
| **23/24/128** | **Review of Accounts.**  The balance on the bank accounts as follows:  Community Account £1000  Business Premium £62 544.74  Business Premium £5163.25  Summary accounts for Q1 and bank statement signed by Mr K White. | |
| **23/24/129** | **Other finance matters**   * Planned spending for Reserves – awaiting outcome for Traffic Survey. * Section 106 funding – clerk confirm that this has been no response on this despite Mr Ireland sending them historical information. Clerk to chase again and copy in Councillor Ruddle and Mr Waddleton from Somerset Council.   **ACTION: Clerk**   * Solar Panel potential grant – no further update from Keinton Mandeville Village Hall. * External Audit feedback – one small note regarding the Asset Register. New play equipment purchased and installed October/November 2022 that was not added to the Asset Register. * Barclays Bank letter – another letter has arrived requesting all signatories to refresh their signatures. This was completed and the clerk will post. | |
| **23/24/130** | **Grant requests.** Receive the following grant requests:   * Grant request from Keinton Mandeville Parent Teacher Association for racks to put the wellies on. Grant agreed in the sum of £1500.   ***Proposed: Mrs C Calcutt***  ***Seconded: Mr K White***  ***All councillors in agreement***   * Gardening Club request discussed at meeting in August – payee now confirmed as Katie Hooper so the cheque was drawn following agreement at the last meeting in August to make a grant in the sum of £400. | |
| **23/24/131** | **Highways.** Consider the following and agree any actions arising:   * Fingerpost – this has not yet been installed. Clerk to chase.   **ACTION: Clerk**   * Traffic survey – it has been identified that there is a gap in the survey that has been completed so far and that is in the middle of the village and also the top end of Queen Street. A quote has also come in to complete a video survey at the crossroads in the sum of £1345 plus VAT. Councillors agreed to commission the additional work.   ***Proposed: Mr T Ireland***  ***Seconded: Mrs C Calcutt***  ***All councillors in agreement***  **ACTION: Clerk to instruct surveyor**   * Grit bins – Somerset Council are going to review the grit bins and replace grit if necessary. Survey probably already completed but if not then we can advise that there is grit stored in the bin. * Speed Indicator Devices – the cameras will be placed more often at Box Cottage and the centre of the village. * Speedwatch – picking up speeds coming into the village of 51/52 miles per hour from Somerton. | |
| **23/24/132** | **Parish Paths.** Update / items to report.   * Footpath from Chistles Lane to Church View update – request to make the gate more user friendly and this will require speaking to the land owner. | |
| **23/24/133** | **Play Areas.**  **Happy Tracks / Skatepark**   * Checks have been completed in the park. * There is a splitting post which clerk has arranged to be looked out by the contractor who will install the new wooden train. * Signs requested to warn about wasp nests. Mrs Calcutt will source and then submit her expenses. * Insurance quote has been sourced for the person who has agreed to cut the grass. The quote was in the sum of £280.91. Clerk to send off to insurance company and draft an agreement for the tasks to be completed.   **ACTION: Clerk** | |
| **23/24/134** | **Flower Competition**   * To be placed on next agenda. | |
| **23/24/135** | **Maintenance.**   * Maintenance tasks for the Ranger – to paint over the graffiti at Happy Tracks. Clerk to advise Ranger.   **ACTION: Clerk** | |
| **23/24/136** | **Village Hall Report**   * The floor has been refurbished. * Locks and passwords have been completed * New website ready to launch. | |
| **23/24/137** | **Correspondence.** Receive the following correspondence and agree any actions arising:   * None to note not already raised in the meeting. | |
| **23/24/138** | **Correspondence. Circulation** SCC updates, SWP briefings, SSDC updates, SSDC Environment   * All circulated prior to | |
| **23/24/139** | **Environment Champion Update**   * Signs for the woodland are ready and will be put in place very soon. | |
| **23/24/140** | **PR.** Items for inclusion in the next edition of the Parish Magazine, for the website and social media sites.   * John Light award * Reminder for residents to look for planning permission * Thank you to the village for helping to keep it tidy | |
| **23/24/141** | **LCN Membership**   * Nothing to report. | |
| **23/24/142** | **Future agenda Items**   * Apologies for Mr C Lane | |
| **23/24/143** | **Any other reports**   * There were none | |
| **23/24/144** | **Date of next meeting: 3 October 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** |  |  |
| 12.0 | Defibrillator training follow up and booking event | CL/Clerk | **Ongoing** |
|  | **JANUARY MEETING** |  |  |
| 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 | **COMPLETED** |
| 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 | **COMPLETED** |
|  | **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 | **COMPLETED** |
|  | **MAY MEETING** |  |  |
| 23/24/013 | NHP Survey analysed results put onto website | Clerk | **ONGOING** |
| 23/24/026 | Advert for grass cutting contract for Happy Tracks in parish magazine | Clerk | **NO LONGER REQUIRED** |
|  | **JUNE MEETING** |  |  |
| 23/24/050 | Instruct D Ruddle to complete the jobs on his quote | Clerk | **COMPLETED** |
| 23/24/050 | Order wooden train for Happy Tracks | Clerk | **COMPLETED** |
| 23/24/052 | Traffic Survey draft report – comments feedback to company | TR | **COMPLETED** |
| 23/24/052 | Grass cutting – approach Ian | TI | **COMPLETED** |
|  | **JULY MEETING** |  |  |
| Public session | Advise Somerset Council that dog waste bins are overflowing | Clerk | **COMPLETED** |
| 23/24/074 | NHP Consultancy Document for councillors to review by the next meeting | Councillors | **COMPLETED** |
| 23/24/079 | Request form to access s106 monies for KMVH from Somerset Council | Clerk | **COMPLETED** |
| 23/24/079 | Support to identify organisations that will provide grants for solar panels. | Mr White/Mrs Calcutt |  |
| 23/24/079 | Purchase Next voucher for internal auditor | Clerk | **COMPLETED** |
| 23/24/080 | Confirm public liability insurance for the Big Breakfast – grant from parish council or run as parish council event. | Mr Lane | **ONGOING** |
| 23/24/081 | Request timeframe for final report from Traffic Survey consultant | Mr Ryder | **ONGOING** |
| 23/24/081 | Contact school to request if there can be a parking reminder to parents in the next newsletter | Clerk | **COMPLETED** |
| 23/24/082 | Draft Heritage Trail leaflet to be sent out to councillors | Mr T Ryder | **ONGOING** |
| 23/24/082 | Instruct Ranger to cut pathways near Firs Cottage and Cottons Lane | Clerk | **COMPLETED** |
| 23/24/083 | Approach grass cutting contractor | Mr T Ireland | **COMPLETED** |
| 23/24/084 | Locate prizes for Garden Competition | Clerk | **COMPLETED** |
| 23/24/085 | Ask Ranger if he put up the Library sign in the telephone kiosk | Clerk | **COMPLETED** |
|  | **AUGUST MEETING** |  |  |
| 23/24/098 | School planning application comments to be passed to Somerset Council planning by 02.08.2023 | Clerk | **COMPLETED** |
| 23/24/100 | Circulate NHP map of potential development areas | Mr T Ryder | **COMPLETED** |
| 23/24/105 | Send cheque to Methodist Church and confirm that this is not a guaranteed annual grant. | Clerk | **COMPLETED** |
| 23/24/105 | Advise school re grant for water butts | Clerk | **COMPLETED** |
| 23/24/106 | Traffic survey – remind consultant that the video footage also needs to arranged and costed | Mr T Ryder | **COMPLETED** |
| 23/24/107 | Clerk to advise Parish Ranger of the paths that need strimming | Clerk | **COMPLETED** |
| 23/24/109 | Engrave cup for winners of Garden Competition | Mr C Lane | **COMPLETED** |
|  | **SEPTEMBER MEETING** |  |  |
| Public session | Concerns over wifi signal in the village when landlines are removed. Agreement to seek further advice. | Mr T Ireland |  |
| 23/24/125 | Chase Somerset Council regarding s106 funding | Clerk |  |
| 23/24/131 | Chase for an update on fingerpost installation | Clerk |  |
| 23/24/131 | Commission traffic survey additional video footage | Clerk |  |
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|  | **COMPLETED TASKS** |  |  |
|  | **MAY MEETING** |  |  |
| 23/24/018 | Request quote for Church Lane and Row Land from D Ruddle | TI | **COMPLETED** |
| 23/24/022 | Preparation for internal audit and submission | Clerk | **COMPLETED** |
| 23/24/022 | Purchase signage for telephone kiosk | Clerk | **COMPLETED** |
| 23/24/024 | Contact Somerset Highways for curb stones outside Hollies | Clerk | **COMPLETED** |
| 23/24/024 | Vehicles on path near Irving Road – speak to owners for more information | TI | **COMPLETED** |
| 23/24/29 | Check status of nominations for Service to the Community Award | Clerk | **COMPLETED** |
| 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 03 | Quotes to be sought for solar panels | TI | **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** |
| JAN 5.2 |  |  |  |
| JAN  6.0 | Letter to Village Hall to ask permission to plant trees | Clerk | **COMPLETED** |
| JAN  7.3 | Finalise draft of clerks contract | Clerk | **COMPLETED** |
| JAN  7.3 | Thank you letter to be sent for Christmas Tree Carol Service | Clerk | **COMPLETED** |
| JAN  7.3 | Stone Shield – commission work | Clerk | **COMPLETED** |
| JAN  7.4 | Check public liability insurance for Tabletop Games sessions | Clerk | **COMPLETED** |
| JAN  8.0 | Response to resident regarding ‘step through footpath query | Clerk | **COMPLETED** |
| JAN  8.0 | Gigaclear dates on Facebook for works to be carried out | Clerk/TR | **COMPLETED** |
| JAN  8.0 | Highways Report commissioned | Clerk | **COMPLETED** |
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| DEC  6.0 | Details of Retrofit scheme to be put into parish magazine in December/January | Clerk | **COMPLETED** |
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| NOV  11.0 | 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 | TR  TR | Ongoing  Future Meeting |
| 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** |
| 5.2 | Bank statement change of address – redo authorisation | Clerk | **COMPLETED** |
| 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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