Keinton Mandeville Parish Council

Minutes of a meeting of the Parish Council meeting held on

**Tuesday 05 December 2023 at 1930** at Keinton Mandeville Village Hall

Present: Mr T Ireland (Chair), Mrs C Calcutt, Mr C Lane and Mr K Sturgess’

In attendance: Kaye Elston (Clerk) and 5 members of the public.

**Public session**

* Hedge coming up the lane to the Village Hall – member of the public asked if this is going to be tidied up.

Initially the Environment Group had volunteered to tidy this hedge up but potentially this could be too big a task for them as there is a big ditch. The parish council have asked if Galion Homes has responsibility for this but Angus McDonald has advised that Galion Homes does not own the ditch. It was agreed that Chris Ridewood, who is doing work for the Village Hall, would be asked if he could do this work as well and the parish council would pay for the work to be completed. Mrs Calcutt will ask Chris Ridewood.

**ACTION: Mrs C Calcutt**

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| **23/24/201** | **Apologies.**   * Mr T Ryder and Mr K White – these were accepted. | |
| **23/24/202** | **Declarations of interest**   * There were none. | |
| **23/24/203** | **Minutes of the last meeting held 07.11.2023 and actions arising**   * Minutes agreed to be a true and accurate record. Chair signed them. * Actions:   Tommy the soldier as you enter the village needs to be taken down. It was agreed that Mr Lane would store in his garage.   * Completed and outstanding actions read out by clerk and listed at the end of these minutes. | |
| **23/24/204** | **Planning applications**   * **23/02812/S73 1 Cottons Lane, Keinton Mandeville, Somerton TA11 6DT** – S73 application to vary Condition 02 (approval grant), 03 (materials) and remove condition, 07 (hedge retention) of approval 21/02990/HOU for Erection of a single storey annexe to the rear of the garage and formation of parking area and a new vehicular access. **Previously approved but this is a matter of amendment. Need render to match the house. All in agreement**. | |
| **23/24/205** | **Determination of Planning**   * **23/02437/PAMB Land OS 2900 and 2478 Part South of Combe Lane, Keinton Mandeville, Somerton TA11 7AY** – prior approval Notification for change of use of two agricultural buildings into two dwellings. **Refused**. * **23/02022/FUL Land rear of Mathias House, High Street, Keinton Mandeville, Somerton TA11 6DZ** – Erection of a single dwelling and garage and associated access in the garden to the rear of Mathias House. **Permitted with conditions**. | |
| **23/24/206** | **Other Planning Matters**   * Neighbourhood Plan update – no further updates * Lakeview Hub – potential concerns relating to conversion of the house and not adhering to archaeological findings. Councillors were in agreement that Galion Homes have carried out the task according to the request as they have covered the remain and not left it exposed to the elements. Clerk to email the member of the community who raised their concerns.   **ACTION: Clerk**   * SHOCK meeting 06.12.2023 – Mr Cook explained that the meeting was to talk about where the group is now and also to try and provide support for the 9 developments on Queen Street and the 30 developments on Queen Street. A request will be made for residents to help the group. | |
| **23/24/207** | **Environment Champion Update**   * To be placed on January agenda as Mr Ryder is not present to provide the update. | |
| **23/24/208** | **Finance and Payments (RFO – Clerk)**  Resolved: It was proposed and unanimously agreed to approve the following payments  201278 Royal British Legion  201279 HMRC (PAYE Nov-Dec)  201280 SALC (training)  201281 Somerset Council (Ranger)  201282 Kaye Elston (clerk salary)  201283 Somerset Council (ranger) | £  25.00  61.00  50.00  211.26  243.80  211.26 |
| **23/24/209** | Receipts  None |  |
| **23/24/210** | **Review of Accounts.**  The balance on the bank accounts as follows:  Community Account £1,000.00  Business Premium £54,690.29  Business Premium £5,177.08 | |
| **23/24/211** | **Other finance matters**   * Letter from Somerset Council regarding their financial position – this letter provides details of what Somerset Council believe are opportunities for parish councils to take on local services. Councillors looked through the services and were in agreement that they need more financial information as to how much it would cost to take on these services. Councillors initially agreed to secure more information about the costs of hedge cutting, cutting of verges and green spaces, litter picking and bin emptying and drain clearance. Clerk to try and locate a map of the village drains to enable quotes to be sought by Mr Lane.   **ACTION: Clerk**   * Planned spending for Reserves – awaiting full traffic survey report. * Section 106 funding – no further updates. * Precept request – this will need to be submitted by the end of January and will be discussed at the next meeting. The council will need to consider carefully the request made alongside the potential additional costs of taking on services from Somerset Council. * Newcombe Farm quote for kissing gate in the sum of £2530 + VAT. Mr Sturgess met the contractor who has provided the quote and he advised the quote could have been reduced to £1850 if the railway sleeper was not replaced at this time. Councillors discussed and were in agreement to have the whole work commissioned in the sum of £2530.   ***Proposed: Mrs C Calcutt***  ***Seconded: Mr K Sturgess***  ***All councillors present in agreement***  Clerk to commission contractor and also to contact Charlton Parish as they style is on the boundary of the parish and they want to contribute to the cost.  **ACTION: Clerk** | |
| **23/24/212** | **Grant requests**   * Keinton Horticultural Group (Katie Hooper) – funding for a poly tunnel in the sum of £698.   Councillors were in agreement to apply for s106 funding and if agreed would make the grant. Clerk to make application for s106 funding.   * Keinton Playing Field request for funding for container – the requested quotes have been sent through to the clerk. Grant request was in the sum of £1000. Councillors were in agreement to grant £1000 if they can secure the funding from the s106 funding. Clerk to complete the application form.   ***Proposed: Mr C Lane***  ***Seconded: Mr T Ireland***  ***All councillors present in agreement***   * Keinton Mandeville PSA grant request for two sheds – the requested grants have been submitted.   They are asking for up to £1154.64 to purchase two sheds. Councillors in agreement to make the grant if the funding can be secured from the s106 monies. Clerk to make the application  ***Proposed: Mrs C Calcutt***  ***Seconded: Mr K White***  ***All councillors present in agreement*** | |
| **23/24/213** | **Highways.** Consider the following and agree any actions arising:   * Fingerpost installation update – clerk has contacted installation contractor and he advised he is still awaiting the finger post being delivered to him. * Traffic survey – the draft report has been circulated to councillors. The data for road traffic accidents do not all correspond between organisations. The national data does not appear to hold all the local incidents and it is not clear why there is this discrepancy. The data is inaccurate. The additional data that has been collated by members of the community also needs to be sent to the Planning Officer. The draft report when finalised can be published on the website and also on the Noticeboard. **Trevor to confirm when draft report ready for publication.** * Grit bins – Mrs Calcutt reported that there are 40+ bags of grit stored in a residents garage. Request currently with Ranger to see if he can empty the grit bin so that it can be filled with some of the bags of grit stored. * Speed Indicator Devices – the data has been circulated to councillors prior to the meeting. There has been traffic identified travelling at 80 mph coming in from Somerton between 1600 and 1700. * Speedwatch – Avon and Somerset Police have advised Speedwatch volunteers that they should report all incidents of abuse from members of the public. | |
| **23/24/214** | **Parish Paths.** Update / items to report.   * Stiles near Newcombe Farm – see Minute 23/24/211 | |
| **23/24/215** | **Play Areas.**  **Happy Tracks / Skatepark**   * Checks have been completed in the park. * Front gate closing too fast identified in the inspection report – advise taken from play equipment company who have advised that it is not possible to close down the speed. Children’s fingers unlikely to be trapped as there is a buffer. * Quarterly inspections by Somerset Council – Mrs Calcutt will accompany the inspector on their next visits which will help provide clarity to written report. * Panels on the skatepark – paint starting to bubble on them. | |
| **23/24/216** | **Parish Council website and emails**   * New website and emails – SALC have recommended a contact which the clerk will follow up. | |
| **23/24/217** | **Christmas Tree Carols 2023**   * The date is set for Friday 15 December at 1730. * The tree is organised and will cost £100.   ***Proposed: Mr C Lane***  ***Seconded: Mrs C Calcutt***  ***All councillors present in agreement*** | |
| **23/24/218** | **Maintenance.**   * Maintenance tasks for the Ranger – grit bins and trimming greenery on ransom strip on Irving Road | |
| **23/24/219** | **Village Hall Report**   * Sue Bolter, who was the secretary, has now retired. Thank you for her services in the parish magazine. * Updated Evacuation Plans * Cellar has now become a restricted area. * New website is now ready. * Risk Assessment completed on Multi Use Games area and the outdoor equipment. * Quotes being sought for patio door and windows. | |
| **23/24/220** | **Councillor Training**   * Mr Lane and Mrs Calcutt attended the Event Planning training and reported it was very useful. * Big event notification to emergency services – if the community is holding a large event like The Big Breakfast then it is deemed appropriate to notify the emergency services in advance. | |
| **23/24/221** | **Parish Newsletter Proposal**   * Draft to be ready by January meeting.   **ACTION: Mr T Ryder** | |
| **23/24/223** | **Correspondence.** Receive the following correspondence and agree any actions arising:   * Somerset Council – Asset and Service Devolution letter 18.11.2023. Discussed this evening and will be used at January meeting to inform budget setting and precept request. | |
| **23/24/224** | **Correspondence. Circulation** SCC updates, SWP briefings, SSDC updates, SSDC Environment   * Somerset Council – changes to waste collection 2024 | |
| **23/24/225** | **PR.** Items for inclusion in the next edition of the Parish Magazine, for the website and social media sites.   * Thank you to Sue Bolter for the Village Hall. * Grants made this year to village organisations * Publishing Traffic Report | |
| **23/24/226** | **Future agenda Items**   * Budget planning and precept | |
| **23/24/227** | **Any other reports**   * There were none | |
| **23/24/228** | **Date of next meeting:**   * **11 December – Extra Ordinary Meeting.**   Councillors agreed that the clerk should contact representative of Galion Homes and invite them to the meeting.  **ACTION: Clerk**  Locate the minutes where previous objections were listed for application 20/03613/FUL   * **2 January 2024 at 1930** | |

**Meeting closed at 2140**

**Actions**

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|  | **MARCH MEETING** |  |  |
| 4.1 | Ensure s106 funding information is received from Councillor Kerley | Clerk | **ONGOING** |
|  | **MAY MEETING** |  |  |
| 23/24/013 | NHP Survey analysed results put onto website | Clerk | **ONGOING** |
|  | **OCTOBER MEETING** |  |  |
| 23/24/156 | S106 funding – ask Somerset Council if the funding has been paid by developer and if no response then put in a Freedom of Information request | Clerk | **ONGOING** |
| 23/24/159 | Draft agreement for grass contractor | Clerk | **ONGOING** |
| 23/24/160 | Explore a new website and email addresses for councillors | Clerk | **ONGOING** |
| 23/24/165 | Draft Newsletter to be prepared by January 2024 | Mr T Ryder | **ONGOING** |
|  | **NOVEMBER MEETING** |  |  |
| Public section | Potential landscaping for flower meadow at Happy Tracks – check if permission needs to be sought | Clerk |  |
| 23/24/176 | Freedom of Information request to be submitted for s106 funding if next email is not responded to within a reasonable timeframe. | Clerk |  |
| 23/24/179 | Meeting with Norton St Philip to consider judicial review | Mr T Ireland and Mr T Ryder |  |
| 23/24/188 | Sourcing someone to maintain the Flower Meadow hedge | Mr T Ryder |  |
|  | **DECEMBER MEETING** |  |  |
|  | Contact contractor regarding work on the hedge on the lane up to the Village Hall | Mrs C Calcutt |  |
| 23/24/206 | Discussion outcome in relation to concerns raised about Hub concerns at Lake View, to be feedback to community member | Clerk |  |
| 23/24/211 | Newcombe Farm Kissing Gate – instruct the contractor to complete the work | Clerk |  |
| 23/24/211 | Newcombe Farm Kissing Gate – ask The Charltons Parish Council if they would like to contribute to cost | Clerk |  |
| 23/24/212 | Complete application forms for three grants to s106 funding | Clerk |  |
| 23/24/213 | Source a map of the village drains and sources quotes for costs to clear them | Clerk and Mr House |  |
|  | **COMPLETED TASKS** |  |  |
|  | **NOVEMBER MEETING** |  |  |
| 23/24/176 | Publish winners of garden competition in the parish magazine | Clerk | **COMPLETED** |
| 23/24/185 | Grant request for container – ask for three quote from Playing Field Committee | Clerk | **COMPLETED** |
| 23/24/185 | Grant request from PSA for storage sheds – request three quotes | Clerk | **COMPLETED** |
| 23/24/185 | Order signage for Speedwatch | Clerk | **COMPLETED** |
| 23/24/185 | Confirm that grant for Tabletop games club has been approved | Clerk | **COMPLETED** |
| 23/24/187 | Talk to land owners for the stiles at Newcombe Farm and request Ranger to cut back vegetation | Clerk/Mr T Ireland | **COMPLETED** |
| 23/24/187 | Report to Somerset Council the safety concerns on path near Box Cottage | Mrs C Calcutt | **COMPLETED** |
|  | **OCTOBER MEETING** |  |  |
| 23/24/148 | Vote of no confidence in Somerset Council planning application process for 19/02211/OUT | Clerk | **COMPLETED** |
| 23/24/159 | Request to Ranger to tidy grass and weeds in skate park and to try and fit a slower closer to gate in Happy Tracks | Clerk | **COMPLETED** |
| 23/24/152 | Establish ownership of telephone box on Castle Street | Clerk | **COMPLETED** |
| 23/24/159 | Clerk to request if Ranger can complete the tasks identified by the inspection | Clerk | **COMPLETED** |
|  | **SEPTEMBER MEETING** |  |  |
| Public session | Concerns over wifi signal in the village when landlines are removed. Agreement to seek further advice. | Mr T Ireland | **COMPLETED** |
| 23/24/125 | Chase Somerset Council regarding s106 funding | Clerk | **COMPLETED** |
| 23/24/131 | Chase for an update on fingerpost installation | Clerk | **COMPLETED** |
| 23/24/131 | Commission traffic survey additional video footage | 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** |
|  | **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 | **COMPLETED** |
| 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 | **COMPLETED** |
| 23/24/081 | Request timeframe for final report from Traffic Survey consultant | Mr Ryder | **COMPLETED** |
| 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 | **COMPLETED** |
| 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** |
|  | **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** |
|  | **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** |
|  |  |  |  |
| DEC  6.0 | Details of Retrofit scheme to be put into parish magazine in December/January | Clerk | **COMPLETED** |
|  |  |  |  |
| 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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