Keinton Mandeville Parish Council

Minutes of a meeting of the Parish Council meeting held on

**Tuesday 7 February 2023 at 1930** at Keinton Mandeville Village Hall

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

In attendance: Kaye Elston (Clerk)

**Public session**

* Member of the public asked further details about planning and development and Mr Ireland agreed to send him some details.

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| **1.0** | **Apologies.** Hayley Warren and Trevor Rydor had given their apologies earlier in the day. These were accepted.County Councillor Dean Ruddle had also given his apologies |
| **2.0** | **Declarations:** Tom Ireland declared an interest in agenda item 5.1 Planning Application 2020/0697/OTS |
| **3.0**  | **Minutes of last meeting: 3 January 2023**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:*** Reserve Spending Plan – to be placed on agenda for February. **COMPLETED**
* 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. **COMPLETED BUT NOW AWAITING A RESPONSE FROM SOMERSET COUNTY COUNCIL**
* Minute 5.2 (December) NHP Survey link to be placed on website. **ONGOING**
* Minute 7.3 (December) Bank statement change of address – **ONGOING**
* Minute 12 (December) Defib training follow up and event booking – this is ongoing and awaiting responses from potential venues. **ONGOING**
* Minute 7.3 (January) Final draft of clerk contract – **COMPLETED**
* Minute 8 (January) second quote for clearing ditches at the bottom on Common Lane – **ONGOING**
* Minute 8 (January) Gigaclear dates on Facebook - **COMPLETED**
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| **5.0** | **Planning*** **23/00026/HOU The Tithe Barn, Queen Street, Keinton Mandeville, Somerton TA11 6EG**  - Installation of replacement entrance gates. Installation of roof lights and windows and alterations to fenestration on the east elevation. **Determination Deadline 22.03.2023. Councillors did not object to the replacement entrance gates or installation of roof lights. But they objected to the downstairs window alterations and it would change the appearance of the listed building.**
* **23/00027/LBC The Tithe Barn, Queen Street, Keinton Mandeville, Somerton TA11 6EG** – Installation of replacement entrance gates. Installation of roof lights and windows and alterations to fenestration on the east elevation. **Determination Deadline 22.03.2023. Councillors did not object to the replacement entrance gates or installation of roof lights. But they objected to the downstairs window alterations and it would change the appearance of the listed building.**
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| **5.1** | **Determination of Planning. T**he following notice was received: * **2020/0697/OTS Land at 355328 131038 Castle Cary Road, Lydford On Fosse, Glastonbury** – application for Outline Planning Permission with some matters reserved for the erection of 1 single storey dwelling with details of access, landscaping, layout and scale.
* **22/03481/HOU 16 Lakeview Road, Keinton Mandeville, Somerton TA11 6FF -** Installation of free-standing single-glazed greenhouse to rear. **Permitted with conditions**.
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| **5.2** | **Other planning matters.** * Neighbourhood Plan update – Mr Ryder sent an update to advise that he was still analysing the questionnaires returned from the community and would present his report at the next meeting in March.

 **ACTION: Mr T Ryder**Councillors agreed that the Traffic Survey that has been commissioned would be partly paid for in the sum of £1000 from the Neighbourhood Plan grant. Clerk to advise commissioned provider. **ACTION: Clerk** |
| **6.0** | **Environment Champion Update.** * Queen’s Green Canopy Project – Mr Ryder sent an update to confirm that the 280 trees will be planted on 18.02.2023 between 1000 and 1500. There will be hot soup and bread provided for those who are volunteering with this work. The trees will be planted behind the MUGA. There is a request from Mr Ryder for the parish council to purchase the bark that will need to be laid around the base of the trees. It was agreed to donate up to £200 towards the cost of the bark. The Village Hall have given permission for the trees to be planted.

**Proposed: Mr C Lane****Seconded: Mr T Ireland****All councillors present in agreement**Clerk advised that Happy Tracks have also recently requested the parish council to purchase some bark to replace at exit points of the playpark. Therefore it was agreed if there was any bark left over then it could be used for these areas. Clerk to email Sue Graham to respond to the bark request. **ACTION: Clerk** |
| **7.0** | **Finance and Payments (RFO – Clerk)**Resolved: It was proposed and unanimously agreed to approve the following payments: SSDC (Ranger) 201200SSDC (Playground inspection) 201201KM Village Hall (hire for Games Club) 201202 KM and Kingweston PCC (grant) 201203 | £192.07£127.20£84.50£1600 |
| **[7.1** | ReceiptsThere 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 £1000Business Premium £67 278.76Business Premium £5146.12 |
| **7.3** | **Other finance matters** * Clerk contract – there are a few amendments to the draft which the clerk will amend and return to Mr Ireland and Mr White for final sign off.

 **ACTION: Clerk*** Bank statements and change of address – signed letter has now been sent recorded delivery to Barclays Bank and hopefully there will be a response soon, otherwise two signatories will need to attend a local Barclays Bank to resolve the ongoing issue.
* Precept Request – clerk confirmed this has been submitted in the sum of £20 280.
* Payment for Christmas Tree – clerk has no yet been advised by the shop owner the cost of the tree. Clerk to chase.

 **ACTION: Clerk*** Planned spending for reserves – this needs to be completed by the end of the financial year. To be placed on the next agenda.

 **ACTION: Clerk*** Consider the purchase of coronation mugs – clerk has been approached by Barton St David parish council clerk to ask if Keinton Mandeville Parish Council could like to join them in making an order for coronation mugs as a joint order would make some cost savings. Councillors were in agreement to purchase the mugs and present them to the children in the school. Clerk to write to the school to ask if they are in agreement to the mugs being given to the children and also to find out how many are required.

 **ACTION: Clerk** |
| **7.4** | **Grant requests.** Receive the following grant requests:* Keinton Netball for the MUGA – no updates to report.
* Keinton Mandeville Field Committee – no further requests have been submitted.
* Tabletop Games Group – clerk has received an invoice in the sum of £84.50 for four months rent of the Village Hall for the group to meet. Councillors agreed to pay the invoice.
* Grant request from Keinton Mandeville with Kingweston Parochial Church Council – clerk has received a letter requesting consideration for a grant to support the churchyard maintenance. Councillors agreed a grant in the sum of £1600.

***Proposed: Mr C Lane******Seconded: Mr T Ireland******All councillors present in agreement**** Equipment for Happy Tracks – clerk advised she has been approached by Happy Tracks to ask if they can support them purchase a wooden train for the playpark. The quote is for £800. Councillors in agreement to fund all the £800. Clerk will advise Happy Tracks and arrange for an order to be placed.

***Proposed: Mr C Lane******Seconded: Mr K White******All councillors present in agreement*** **ACTION: Clerk** |
| **8.0** | **Highways.** Consider the following and agree any actions arising:* Quote for drainage work – second quote being sought.

 **ACTION: Mr Ireland*** Gigaclear Build Update – email has been received advised of the roadworks associated with inputting the equipment to upgrade internet access in the village. Christles Lane will have traffic lights in place on 9 to 13 February.
* Highways consultant update – the work has been commissioned and £1000 will be invoiced to the Neighbourhood Plan grant.
* Pavement outside of the shop – this has been raised by a member of the community to ask when it is going to be repaired as there was an agreement from Somerset County Council to complete the work prior to the end of the financial year. Clerk has chased and been advised that it will not be completed this financial year now due to financial constraints but the parish council should remind them early in the new financial year that the work is still outstanding. Clerk to action in April.

 **ACTION: Clerk*** Grit bins – question raised if the community can take grit from them. The community can take the grit and councillors asked if this can be advised in the parish magazine. Clerk to enter into parish magazine that grit can be used on public road and paths.

 **ACTION: Clerk*** Crossroads and traffic congestion – there is considerable congestion at the crossroads in the morning as school time. This will be an area covered in the Traffic consultation that the parish council has commissioned.
* Speed Indicator Device – data sent out to councillors prior to the meeting. There has been a reduction in the average speed but there are still significant higher speeds still being recorded.
* Community Speedwatch – there are only four people in the team and therefore only two sessions per week can be supported. The speedwatch information backs up the SID data that there are still high speeds happening in the village..
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| **9.0** | **Parish Paths.** Update / items to report. * Proposal for Heritage Trail – Mr Ryder has sent an update to the meeting and advised that the guide will be ready by March and the cost of the printing and signage will be £750. Mr Ryder to present the invoice at the next parish council meeting.

 **ACTION: Mr Ryder*** Dog waste - there have been dog waste bags left at the top of Babcombe Lane. Request to explore putting another bin at the top of Babcombe Lane. Clerk to investigate.

 **ACTION: Clerk*** Broken latch on Church Lane footpath – Mr Ryder was going to approach the land owner. To be report back at the next meeting.

 **ACTION: Mr Ryder** |
| **10.0** | **Play Areas.** **Happy Tracks / Skatepark*** Mrs Graham has completed the checks and noted that the gateways into the park need some more bark put down. See Minute 6.
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| **11.0** | **Maintenance.** * Ranger visit – broken latch at Westfield Farm on the gate at Babcary Lane, painting of telephone kiosks and cleaning the bus shelters

 **ACTION: Clerk**  |
| **12.0** | **Defibrillator*** Training for defibs – it has not been possible to secure the school as a venue as they do not have a caretaker to close up the school after the session. Therefore Mr Lane has now begun to explore dates at the Village Hall. The training will consist of basic life support, how to use a defib, choking and recovery support. Mr Lane is looking at a potential date in March and once confirmed the clerk will send out invites to the groups that are linked to the Annual Parish Meeting.
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| **13.0** | **Village Hall Report*** Mrs Calcutt reported the following updates:

The Village Hall committee discussed the offer of the parish council to contribute towards solar panel and were in agreement to progress this as an option. Mr Ireland will get some quotes. **ACTION: Mr Ireland*** CCTV – the committee discussed the offer of looking at a grant to install CCTV but there are concerns about using one in a public place. Clerk agreed to send policies in place at her previous clerking role which support the use of them in public places.

 **ACTION: Clerk** |
| **14.0** | **Correspondence.** Receive the following correspondence and agree any actions arising:* Bus/Rail Integration in Somerset meeting 24.01.2023 – circulated after last meeting but unfortunately no one able to attend.
* South East Somerset Local Community Network (LCN) meeting 02.02.2023 – clerk will circulated minutes when received.
* Public consultation on change to Hinkley Point C water discharge activity permit – any comments to be submitted by 21.02.2023
* Request from PCSO Louise Perry to be notified of any event in the parish – clerk has also asked if she would like to attend any parish council meetings that take place on the first Tuesday of each month.
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| **14.1** | **Correspondence. Circulation** SCC updates, SWP briefings, SSDC updates, SSDC Environment* Somerset Association of Local Councils Newsletter
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| **15.0** | **PR.** Items for inclusion in the next edition of the Parish Magazine, for the website and social media sites.* Openreach work in the village including BT vouchers
* Grit bins – can be used by the public
* Advise community of the traffic survey that has been commissioned by the parish council
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| **16.0** | **LCN Membership*** Meeting dates to be circulated by clerk once she has been notified
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| **17.0** | **Future agenda Items*** Reserves Allocation planning
* 09.05.2023 Volunteer Day – does the parish council want to consider a volunteering event over the Coronation weekend. Councillors felt it would be too much as there will also be a Coronation party over that weekend.
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| **19.0** | **Any other reports** * There were none
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| **21.0** | **Date of next meeting: 07 March 2023 at 1930** |

**Meeting closed at 2124**

**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** |  |  |
| 5.2 | Analysis of Neighbourhood Plan survey | TR |  |
| 5.2 | Advise traffic survey company commissioned to invoice £1000 separately so that it can be allocated to NHP funding | KE |  |
| 6.0 | Clerk to return to Happy Tracks and confirm that bark can be put in place on exits to the playpark | KE |  |
| 7.3 | Speak to shop owner re invoice for Christmas tree | KE |  |
| 7.3 | Coronation Mugs – check with the school how many are required and then respond to Barton St David to place order  | KE |  |
| 8.0 | Clerk to remind SCC that pavement still needs to be repaired in April | KE |  |
| 8.0 | Grit bin notification in parish magazine | KE |  |
| 9.0 | Heritage Trail draft guide to be presented at March meeting | TR |  |
| 9.0 | Request for additional dog waste bin on Babcary Lane | KE |  |
| 9.0 | Check broken latch on Church Lane footpath update from land owner | TR |  |
| 13.0 | Quotes to be sought for solar panels | TI |  |
| 13.0 | Samples of CCTC policies to be send to KMVH parish councillors | KE |  |
|  | **COMPLETED TASKS** |  |  |
| 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 |
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| 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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