Keinton Mandeville Parish Council

Minutes of a meeting of the Parish Council meeting held on

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

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

In attendance: Kaye Elston (Clerk) and County Councillor Tim Kerly

**Public session**

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| **1.0** | **Apologies.**  Trevor Rydor gave his apologies and these were accepted.  County Councillor Dean Ruddle had also given his apologies  Mr Ireland advised that Hayley Warren has resigned from the parish council due to needing to spend time of other work commitments. Her letter advised that she regrated having to do this. Councillors agreed to write to Hayley to thank her for her contribution as a parish councillor. | |
| **2.0** | **Declarations:** There were none. | |
|  | **Minutes of last meeting: 07 February 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 in April. **ONGOING** * NHP Survey analysis and website updates. **ONGOING** * Defibrillator training – **CLOSED** * Second quote to clear ditches. **ONGOING** * Traffic survey completed with report to be submitted to parish council – **ONGOING** * Invoice for Christmas. **ONGOING** * Quotes for solar panel. **ONGOING** * Order Coronation mugs for children at the school. **COMPLETED** * CCTV sample policies to be sent to Mrs Calcutt. **COMPLETED** * Repair to pavement outside of the shop. **COMPLETED** | |
| **4.1** | **Councillor Tim Kerley joined the meeting**   * Somerset County Council have been reviewing their budget and it is beginning to look a little more hopeful that it had before. * Planning applications during the transition period from district councils to the unitary council. There will be a large regulation committee with four planning boards (one for each of the current district areas) sitting beneath this. * Councillor Kerley advised that planning applications do not have to legally be advised to neighbours as the public notice is through a parish council agenda. But historically SCC have notified neighbours of planning applications. **ACTION: Clerk to add planning guidance in parish magazine.** * Councillor Kerley agreed to advise Keinton Mandeville how much s106 funding had remaining and the time frame in which it will need to be spent. | |
| **5.0** | **Planning**   * **23/00382/HOU 16 Lakeview Road, Keinton Mandeville, Somerton** – Open Lean-to porch. **Approve** * **23/00416/HOU Swiss Cottage, Barton Road, Keinton Mandeville, Somerton TA11 6EA** – two storey and single storey extension. Minor internal and external alterations. New porch. **No objection but a request for delivery drivers to be mindful of the verges when the work is in progress.** | |
| **5.1** | **Determination of Planning. T**he following notice was received:   * **22/01947/HOU Kent Lodge, Queen Street, Keinton Mandeville, Somerton TA11 6EG** – proposed replacement of previously approved garage/workshop/store (ref: 90/01466/FUL) with double garage/annex. **Approved with conditions.** | |
| **5.2** | **Other planning matters.**   * Neighbourhood Plan update – Mr Ryder is still analysing the survey responses and some are still being received. To be placed on the agenda for the next meeting in April.   **ACTION: Clerk** | |
| **6.0** | **Environment Champion Update.**   * Queens Green Canopy Project – the planting of the trees as a village community project has been completed and a plaque/signage has been ordered. There is an invoice to pay for the woodchip that has gone around the trees in the sum of £90 which the clerk will pay and then claim back from parish council. There was enough woodchip left over which has been put into the entrance to Happy Tracks as requested. Clerk to advise Sue who completes the playground inspections. **ACTION: Clerk**   Feedback that this was a good community event with many volunteers.   * Village Environment Day organised for 25 March and advertising has taken place through social media and a leaflet drop. Grant request see agenda item 7.4 | |
| **7.0** | **Finance and Payments (RFO – Clerk)**  Resolved: It was proposed and unanimously agreed to approve the following payments:  **201204** Moss Naylor Young Limited  **201205** SSDC (Ranger)  **201206** SSDC (Ranger)  **201207** Kaye Elston (woodchip)  **201208** Kaye Elston (salary Nov-Feb)  **201209** Trevor Ryder (Keinton Envro Group grant)  **201210** Baltonsborough parish council (Coron mugs) | £1200  £384.14  £192.07  £90.00  £975.40  £200.00  £422.80 |
| **[7.1** | Receipts  There were none. |  |
| **7.2** | **Review of Accounts.**  The balance on the bank accounts as follows:  Community Account £1000  Business Premium £67 278.76  Business Premium £5146.12 | |
| **7.3** | **Other finance matters**   * Change of address for bank – ongoing * Payment for Christmas tree – Mr Ireland will ask shop owner to send invoice onto parish council   **ACTION: Mr T Ireland**   * Planned spending for Reserves – ongoing * Purchase of Coronation mugs – clerk reported that the school responded and confirmed they would be very pleased to accept the mugs for the children. 170 mugs at a cost of £2.49 each and the carriage of them has been shared between ourselves and three other parish councils. The total cost to Keinton Mandeville will be in the sum of £422.80. It is hoped that two councillors will go into the school to present the mugs to the children. * Preparation for internal audit – once the financial year has ended the accounts will be prepared to send to the internal auditor, prior to accepting at the parish council meeting in May so that they can be sent to the external auditor. Clerk to send to Ken to review in the first instance prior to internal auditor at the beginning of April.   **ACTION: Clerk and Mr K Whit** | |
| **7.4** | **Grant requests.** Receive the following grant requests:   * Keinton Netball for the MUGA – no updates to report. * Keinton Environment group grant request for event on 25 March 2023 – request has come to the clerk for a grant in the sum of £200 for an event the group are holding on 25 March. The aim of the day is to inform residents of the wildlife and flora around in the village and beyond. There is an agenda which includes guest speakers and there are events for children. The group have requested a grant in the sum of £200 to pay for the cost of the rent of the Village Hall and upfront costs for the event. Councillors were in agreement to make a grant of £200 for the event. Clerk to confirm who the cheque is to be made payable to.   **ACTION: Clerk**   * Happy Tracks grant request to purchase train play equipment – clerk confirmed following agreement at the last meeting this has now been ordered. * Village Coronation Event grant request – clerk has received a request from a committee that are organising a family friendly day on Sunday 7 May to celebrate the Coronation of King Charles III. A list has been provided detailing the costs of this event which includes public liability insurance fee in the sum of £96. Councillors were in agreement to provide a grant and recommend that this event is hosted as a parish council event and then the public liability insurance for this event will be covered by the parish council insurance. The request is in the sum of £800 includes public liability insurance but councillors propose that the event is hosted by the parish council and then the insurance cost does not need to be part of the grant. Clerk to return to Mr Ryder who has made the request to arrange how the invoices will be paid.   If this event is run as a parish council event then a Risk Assessment will need to be worked through to provide assurance.  **ACTION: Clerk** | |
| **8.0** | **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 – clerk advised the survey has been completed and the consultant has sent the raw data which has been circulated to councillors. They consultant will analyse the data and prepare a report with recommendations to the parish council. * Gigaclear – clerk has received an email from BT Outreach asking for a contact in the village to communicate with to ensure the smooth implementation and testing of the full-fibre wifi. Mr K White has agreed to be the contact point and will circulate any important communications to councillors. * Stone shield on Babcary Lane update – clerk to follow up with contractor.   **ACTION: Clerk**   * Damage to road on Queen Street – Mrs Calcutt advised that the surface of the road is breaking up on Queen Street towards the Methodist Church. This has been reported though Somerset County Council online reporting. * Gully by the Old Rectory – the gully cover has dropped and needs to be reset. This has been reported through Somerset County Council online reporting. * Speed Indicator Device Report – data has been circulated to councillors. * Community Speedwatch Report update – Mrs Calcutt advised that the team continues to go out and collate traffic speed data but the team is small and cannot be out as often as they would like. | |
| **9.0** | **Parish Paths.** Update / items to report.   * Heritage Trail update – next meeting in April.   **ACTION: Clerk**   * Path at south end of Church Lane – the gate has been ‘patched up’ so that it now opens but may need to consider replacing with a longer lasting and more sturdy gate. To be place on agenda for April meeting.   **ACTION: Clerk**   * Ranger activities – the ranger has continued to clean the bus shelters in the village. | |
| **10.0** | **Play Areas.**  **Happy Tracks / Skatepark**   * Mrs Graham has completed the checks – there are some bench seats that are a little loose so will advise the Ranger and ask if he can fix them.   **ACTION: Clerk** | |
| **11.0** | **Maintenance.**   * Maintenance tasks for the Ranger – bench seats at Happy Tracks and emptying the grit bins and replacing them with fresh grit. * Explore Library sign for the telephone kiosk – clerk to investigate.   **ACTION: Clerk** | |
| **12.0** | **Defibrillator**   * Defib training – unfortunately it has not been possible to secure the training and venue on the initial dates proposed. The school is no longer available as a venue and therefore Mr Lane will explore some further dates at the Village Hall after the summer break.   **ACTION: Clerk** | |
| **13.0** | **Village Hall Report**   * Extension Plans – Mrs Calcutt advised that these are on hold as the estimated outlay does not provide enough improved outcomes desired for the Village Hall. * Solar Panels – these discussions, including reviewing estimates are ongoing. * The Safeguarding Policy has been updated. | |
| **14.0** | **Correspondence.** Receive the following correspondence and agree any actions arising:   * Information from Charlton Parish Council regarding objections to planning application 22/01720/HOU. | |
| **14.1** | **Correspondence. Circulation** SCC updates, SWP briefings, SSDC updates, SSDC Environment   * Somerset Association of Local Councils Newsletter 02.02.2023 | |
| **15.0** | **PR.** Items for inclusion in the next edition of the Parish Magazine, for the website and social media sites.   * Information to request residents applying for planning permission speak to their neighbours as part of that process. * Thanks the kind person who tidied up the library in the telephone kiosk. * Note the success of the tree planting at the Village Hall. | |
| **16.0** | **LCN Membership**   * Nothing to report. | |
| **17.0** | **Future agenda Items**   * Annual Parish Meeting in May – agreed to hold at 1900 prior to the main Annual Parish Council meeting on 2 May. * Item for dog waste and how to potentially manage in the village. | |
| **18.0** | **Any other reports**   * There were none | |
| **19.0** | **Date of next meeting: 04 April 2023 at 1930** | |

**Meeting closed at 2129**

**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 | **Ongoing** |
| 5.2 | Advise traffic survey company commissioned to invoice £1000 separately so that it can be allocated to NHP funding | KE | **COMPLETED** |
| 6.0 | Clerk to return to Happy Tracks and confirm that bark can be put in place on exits to the playpark | KE | **COMPLETED** |
| 7.3 | Speak to shop owner re invoice for Christmas tree | KE | **Ongoing** |
| 7.3 | Coronation Mugs – check with the school how many are required and then respond to Barton St David to place order | KE | **COMPLETED** |
| 8.0 | Clerk to remind SCC that pavement still needs to be repaired in April | KE | **COMPLETED** |
| 8.0 | Grit bin notification in parish magazine | KE | **COMPLETED** |
| 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 |  |
| 9.0 | Check broken latch on Church Lane footpath update from land owner | TR |  |
| 3.0 | Quotes to be sought for solar panels | TI | **Ongoing** |
| 13.0 | Samples of CCTC policies to be send to KMVH parish councillors | KE | **COMPLETED** |
|  | **MARCH MEETING** |  |  |
| 1.00 | Write a letter to Hayley Warren to thank her for your time on the parish council. | KE |  |
| 4.1 | Ensure s106 funding information is received from Councillor Kerley | KE |  |
|  | Advice for planning applications in parish magazine | KE | **COMPLETED** |
| 6.0 | Advise Happy Tracks that woodchip is now in place | KE | **COMPLETED** |
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|  | **COMPLETED TASKS** |  |  |
| 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 |
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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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