

Keinton Mandeville Parish Council

Minutes of a meeting of the Parish Council Meeting held on
Tuesday 02 December 2025 at 1930 at Keinton Mandeville Village Hall

Present: Mr T Ireland (Chair), Mrs C Calcutt, Mr T Ryder, Mrs D Von Bergen, Mr K Sturgess, Mr C Lane and Mr K White.
In attendance: Kaye Elston (Clerk), and six members of the community.

Item 1 25/26/197	Apologies for absence. <ul style="list-style-type: none"> There were none as all councillors were present.
25/26/198	Public Session – <ul style="list-style-type: none"> Representative from SHOCK – Somerset Council have now acknowledged the Pre pre Action letter. SHOCK have met with local MP, Sarah Dyke, and she believes that the villages should work together around planning issues. Member of the public raised concerned as he believes there is an increase in the number of HGVs going through the village. Councillors advised that a member of the public living on the same road has been raising concerns with Somerset Highways, unfortunately without much success. Member of public would like to understand if these are new routes or are they running more journeys. Names of the HGV companies were given and parish council agreed to contact them to ask these questions. ACTION: Mr T Ireland
Item 3 25/26/199	Declarations of interest <ul style="list-style-type: none"> Mrs Von-Bergen advised she has an interest in the judicial review decisions as she is the liaison on the SHOCK group. Mr Ryder advised that if the Queen Street 30 were discussed 20/03613/FUL he has an interest as lives on that street.
Item 4 25/26/200	Minutes of the last meeting held 07.11.2025 <ul style="list-style-type: none"> The minutes required the following amendment: Minute 25/26/178 – Neighbourhood Plan should have been recorded that the policies within the plan need to be more prominent. Minute 25/26/189 – Village Hall Report. The gap in the hedge maybe occasionally closed. With these amendments the minutes were agreed to be a true and accurate record and were signed by the chairman.
Item 5 25/26/201	Actions and Matters arising Completed actions at the end of these minutes <ul style="list-style-type: none"> See actions at the end of the minutes.
Item 25/26/202	Report from Somerset Unitary Councillors – Stephen Page <ul style="list-style-type: none"> Slinky Bus – the bus has celebrated the 10 000 individual journey and therefore the service is proving to be a success. Housing Development in Charlton Adam – this is a development of 30 houses that have been approved. Councillor Page has worked with another councillor to secure some funding from central government and there will now be 10-12 council houses within the development. Somerset Council are appealing for foster carers as Somerset has the lowest number of children homes in the South West and therefore children need a safe place to stay. Also appealing for people to provide accommodation for children coming out of care. Boundary Commission – the potential changes in boundaries decisions were due to be made at the end of 2025. The process has now been paused as they Commission are going back out to consultation and the decision is now expected in March 2026. Tractors on the main roads – some residents have contacted Councillor Page to advise they are concerned about the number of large tractors going through the village. There is a range of tractors on the road, some are very old as they do not require an MOT and there are also some newer ones often driven by young drivers. Gallion Homes section 106 money – there are no more updates as Somerset Council have commenced the legal route to recover the money from Gallion Homes.
Item 7 25/26/203	Judicial Review – next steps <ul style="list-style-type: none"> Anonymous letter received – the clerk has received in the post a letter from an unknown person who states they live in the village and would like this letter read out in the parish council meeting. The parish council agreed not to read out an anonymous letter and they cannot verify the source. In summary the letter expressed concerns that some of the voices in the village

	have not been heard as they are not against the LVA 100 development (22/01720/OUT). The parish council confirmed that a resident could contact the clerk direct identifying themselves but ask for their name not to be disclosed to the public.	
	<ul style="list-style-type: none">• See Minute 25/26/198 above.	
Item 8 25/26/204	Planning applications <ul style="list-style-type: none">• 25/02825/S73A Land at Sycamore Farm, Barton Road, Keinton Mandeville, Somerton TA11 6EA – Application to vary Condition 01 (approval plans) for the removal of the footway relating to planning consent 21/01034/REM; Reserved matters application of access, appearance, landscaping, layout and scale following outline approval 19/00709/OUT for the erection of five dwellings. Councillors agreed to request an extension for this application as it only came in today. ACTION: Clerk	
Item 9 25/26/205	Determination of Planning. The following notice was received: <ul style="list-style-type: none">• There was none.	
Item 10 25/26/206	Other planning matters. <ul style="list-style-type: none">• Neighbourhood Plan – now on Version 6. The next meeting is on 8 December to determine if it can now be finalised. Once it has been agreed then the plan will be submitted to Stuart Todd the consultant.• CPRE AGM – Mrs Von Bergen attend this meeting and reported back on what they are working on. In 2026 they will be working on trying to make the Somerset Levels a new national park. In the Chairman’s speech he mentioned the LVA 100 development as he believes it is removing good farming land. He believes that if this development goes ahead then it will be difficult for other villages to protect themselves from developments.• 20/03613/FUL Queen Street 30 review of the section 106 agreement – the agreement has already been signed and therefore the role going forward for the parish council is to monitor that the agreements made are adhered to. The figures from the Section 106 are as follows: Happy Tracks for new equipment to the play area - £22 069 Village Hall for playing pitches - £11 319 Keinton Mandeville Recreation Ground for changing rooms - £22 690 These amounts are indexed linked. Once the homes are 50% occupied (open market homes) then the Section 106 money will be due to be paid. <p>Councillor Ryder asked what influence we can have in the name of the development. Councillor Page advised we can approach the developer but he will also speak to Somerset Council to check if the parish council can influence the naming of the development. The proposed name currently is Lakeview Orchard but this would be very confusing with the last development in the village. The development is due to go ahead will be build on Homestead farm land and the potential is to call the development Homestead Orchard.</p>	
Item 11 25/26/207	Environment Champion <ul style="list-style-type: none">• Copse at the Village Hall – Mr Ryder advised that there is an agreement with the Village Hall that Keinton Mandeville Environment Group (KEG) will maintain the copse. Mr Ryder is the Environment Champion appointed by the Parish Council.	
Item 12 25/26/208	Finance and Payments (RFO – Clerk) Resolved: It was proposed and unanimously agreed to approve the following payments	
	201463 AED Locator (E.U.) Ltd - defib	£2302.74
	201464 AED Locator (E.U.) Ltd – blood kits	£274.80
	201465 Ian Matthews (grass cutting)	£93.50
	201466 SALC (training)	£25.00
	201467 SALC (training)	£15.00
	201468 Local Authority Technology (website)	£420.00
	201469 Kaye Elston (clerk salary)	£184.65
	201470 Kaye Elston (clerk expenses)	£23.92
	201471 HMRC Cumbernauld (PAYE)	£123.60
	201472 D & J Ruddle	£990.00
Item 13 25/26/209	Receipts <ul style="list-style-type: none">• None received	
Item 14 25/26/210	Other finance matters and balances on accounts <ul style="list-style-type: none">• Summary of income and expenditure – accounts and statements circulated to councillors prior to the meeting. This has been circulated to councillors prior to the meeting.• Balance on accounts Current account £1,000	

	<p>Business Savings Account 1 £51 881.74 Business Savings Account 2 £5327.11</p> <ul style="list-style-type: none"> • Internal Audit – there are no actions outstanding currently. • Section 106 funding for Lakeside and Gallion update – see Minute 25/26/202 above. • Election costs for 2027 information from Somerset Council and budget considerations – Somerset Council have emailed to advise of a change in charges payable by parish councils. It is common for Somerset Utility councillors to be held at the same time as parish council elections are held. The next planned one is May 2027. Historically the parish council did not pay any fees as Somerset Council provided all the services as they were running their own election at the same time. Going forward there will be a charge back to parish councils. Even if there is an unopposed election there will be a charge for admin costs of providing notices etc. Parish councils are advised to budget for £1250 in the 2027/8 budget. Councillors were in agreement for this budget line to be included. • Purchase of defib and two Bleed kits - the cost of the additional defib is £2302.74 which was agreed at the last meeting in November. The clerk has ordered the defib and was also advised of Blood kits that can be put in place that have saved lives and are used more often than defibs. The cost of a kit is £274.84 and councillors agreed to put two in place. One will be granted to the parish council from the Avon and Somerset Police and therefore the cost will be £274.84 which was agreed by councillors. <p>Proposed: Mr C Lane Seconded: Mrs D Von Bergen All councillors in agreement</p> <p>Mr Lane has spoken to an electrician, DM Electricals, who is prepared to complete the work and will donate the labour to the parish council and just charge for any materials. Parish Council wanted to express their thanks to DM Electricals.</p> <ul style="list-style-type: none"> • Barclays online banking – the process has been started by Mr Lane although there are a few concerns hopefully the parish council will be able to access online banking in the new year for a more efficient way of paying for goods and services. • Clerk salary review inline with NALC recommendations – currently hourly rate paid to the clerk is £12.84 as clerk has not advised of NALC pay rises agreed over the last few years. The recommended hourly rate should be £15.82. Councillors in agreement to put this in place and backdate to April 2025. • Battens legal work for Keinton Mandeville Recreation Ground – councillors agreed to pay the £500 deposit with Battens so that the work can commence. Aiming to pay via Barclays online banking. <p>Proposed: Mr K White Seconded: Mrs C Calcutt All councillors in agreement</p>
Item 15 25/26/211	<p>Grant requests. Receive the following grant requests</p> <ul style="list-style-type: none"> • There were none.
Item 16 25/26/212	<p>Highways. Consider the following and agree any actions arising:</p> <ul style="list-style-type: none"> • Reports of issues in the village – • School concerns regarding parking outside of the school and interactions between residents and parents – clerk has received an email from the Head of the school to ask if there is anything the parish council can do as there have been a number of heated exchanges between residents and parents, even if they had parked sensibly. Councillors advise that the school contact the local PCSO to ask them to come up to the school. Clerk to email Head of school to advise. <p>ACTION: Clerk</p> <ul style="list-style-type: none"> • Fingerpost – no further updates. • Speed restrictions in the village – the notice from Highways regarding the 20mph speed limit has now served its notice time and the work can be scheduled in. • Parking by bollards on Irvine Road – no further observations • Drains and gullies work quoted as £2644.95 – councillors have already agreed, the contractor has been instructed and clerk has sent a chase email. <p>Speed Indicator Device Report</p> <ul style="list-style-type: none"> • Information has been circulated to councillors prior to the meeting. Councillors were concerned as there is always some high speeds noted but one at 60mph was between 0900 and 1000 in the morning from the Lydford end of the village. <p>Community Speedwatch Report – update</p> <ul style="list-style-type: none"> • The team are trying to complete two sessions per week.
Item 18	<p>Parish Paths. Update / items to report.</p>

25/26/213	<ul style="list-style-type: none"> The footpath L16/1 known as the Humps and Hollows to Northfield Farm was discussed at the last meeting. The Somerset Ramblers Association have agreed to go and have a look and are aware that some of the land is in the parish of Barton St David. Style on footpath on Castle Street – this work has now been completed.
Item 19 25/26/214	Play Areas. <ul style="list-style-type: none"> Fencing has been completed. Thank you to Paul and Pauline Williams for looking after the flower boxes and other jobs. Inspection Report – these are not as good as they were previously as they contain very little detail. New supplier for inspections to be explored.
Item 20 25/26/215	Keinton Mandeville Playing Field <ul style="list-style-type: none"> Playing Fields Charity Commission registration – it was noted that there are only two trustees listed and one of them is now deceased. See Minute 25/26/212 above in relation to the legal work required to register the title for the Keinton Mandeville Playing Field.
Item 21 25/26/216	Maintenance. <ul style="list-style-type: none"> Blue Lias – clerk has contacted the contractor who has advised that he will commence the work in the Spring as it will be too damp during the winter months.
Item 22 25/26/217	Village Hall Report <ul style="list-style-type: none"> New fencing has now been completed. Trim Trail – this is going to be looked at by a local builder in relation to the cracks in it. Kitchen update – hopefully this work will commence in February/March 2026. Road surface near the speed bump has started to crack and will be looked at by a local builder. Village Hall now has it's own email account. Rent for lease of Happy Tracks Land – the parish council lease this piece of land for £150 per annum and take responsibility for purchasing and maintaining the equipment and cutting the grass etc. Mr White has received an email from the Treasurer of the Village Hall advising that the rent which is due for a review in June 2026 will be doubling. Councillors agreed that this needs to be reviewed in a professional manner and should be indexed linked. Councillors will seek further advice regarding the value of the lease for the land to ensure they are being asked for what would be normal for the market. ACTION: Mr T Ireland
Item 23 25/26/218	Councillor Training <ul style="list-style-type: none"> VAT and parish councils – training has been attended by the clerk and it is likely that the VAT on payments made to the legal representation for the judicial review process can be claimed even if gained through donations. Clerk to double check with legal team who ran the course. ACTION: Clerk <ul style="list-style-type: none"> SALC training newsletter circulated to councillors.
Item 24 25/26/219	Correspondence. Receive the following correspondence and agree any actions arising: <ul style="list-style-type: none"> Avalon and Poldens LCN next meeting 07.01.2026 at Baltonsborough Village Hall – Mr Lane to attend. Anonymous letter regarding LVA development – see Minute 25/26/203 above.
Item 25 25/26/220	Correspondence. Circulation SCC updates, SWP briefings, SSDC updates, SSDC Environment <ul style="list-style-type: none"> SALC Newsletter NALC publications Somerset Wildlife Trust Avalon and Poldens LCN meeting minutes 07.10.2025 circulated. – attendance at future meetings discussion. Flood Warden Lunch and Learn 27.11.2025
Item 26 25/26/221	PR. Items for inclusion in the next edition of the Parish Magazine, for the website and social media sites. <ul style="list-style-type: none"> Slinky bus. Advise residents they can submit requests to clerk and request their name is not disclosed. DM Electrical fitting the defib at the pub. Style replaced for a kissing gate on Castle Street.
Item 27 25/26/222	Future agenda Items <ul style="list-style-type: none"> Budget planning and precept considerations
Item 28 25/26/223	Any other reports <ul style="list-style-type: none"> None
Item 29 25/26/224	Date of next meeting: <ul style="list-style-type: none"> Tuesday 06 January 2026 at 1930 – Full Parish Council Meeting

Meeting closed at 2220

	OCTOBER 2024 MEETING		
23/24/159	Draft agreement for grass contractor	Clerk	ONGOING
	MAY 2025 MEETING		
25/26/022	Checking what are requirements for Land Evaluation Report with Somerset Council	Mr T Ryder	ONGOING
	JUNE 2025		
25/26/050	Scan of map which cited the Ransom Strip at the Village Hall	Mrs C Calcutt and Mr K White	ONGOING
25/26/060	Request for dog waste bin to be emptied at the end of the path on Castle Street	Clerk	ONGOING
	OCTOBER 2025		
25/26/156	Speak to landowner about the stile on Church	Mr Ireland	ONGOING
	NOVEMBER 2025		
25/26/182	Set up online banking with Barclays	Mr C Lane	ONGOING
25/26/184	Monitoring of parking by the bollards on Irvine Road	Councillors	ONGOING
25/26/187	Identification process with Batten solicitors for Recreation Ground legal work needs to be completed	Mr T Ireland/Mr T Ryder/Clerk	ONGOING
	DECEMBER 2025		
25/26/198	Contact lorry companies that commute through the village to enquire if their routes have changed.	Clerk	
25/26/204	Request an extension to deadline to submit comments for 25/02825/S73A	Clerk	COMPLETED
25/26/212	Contact Head at school to advise outcome of discussion regarding the parking around the school and interactions with the local community.	Clerk	COMPLETED
25/26/218	VAT reclaim for potential judicial review work – checkin with legal advice	Clerk	
	COMPLETED TASKS		
	NOVEMBER 2025		
25/26/174	Review Section 106 agreement for Queen Street 30	Mr T Ireland	COMPLETED
25/26/175	Seek legal advice regarding chasing Somerset Council for acknowledgment of Pre Pre-Action letter	Clerk	COMPLETED
25/26/175	Seek legal advice regarding publically releasing all the contents of the Pre Pre-Action letter	Clerk	COMPLETED
25/26/175	Seek advice from SALC in relation to delegating authority regarding judicial review decisions	Clerk	COMPLETED
25/26/179	Somerset Local Nature Recover Strategy survey completion and submission	Mrs D Von Bergen/Mr T Ryder	COMPLETED
25/26/179	Place Copse on December agenda	Clerk	COMPLETED
25/26/182	Place order for second defib	Clerk	COMPLETED
25/26/182	Contact electrician to install defib	Mr C Lane	COMPLETED
25/26/182	Clerk to confirm hourly rate from payroll	Clerk	COMPLETED
25/26/188	Chase Blue Lias contractor	Clerk	COMPLETED
	OCTOBER 2025		
25/26/149	Check if parish council insurance covers public liability for copse	Clerk	COMPLETED
25/26/155	Contact fingerpost installer to check if it has been collected from Bristol Foundary.	Clerk	COMPLETED
25/26/155	Completed grit bin return to advise if any grit is required	Clerk	COMPLETED
25/26/155	Report pothole at T junction on Queen tree	Mrs Calcutt	COMPLETED

25/26/156	Ask Somerset Ramblers to look at the maintenance potentially required at the Hump and Hollows.	Clerk	COMPLETED
	JUNE 2025		
25/26/045	Visual pavement suggestion to be discussed with Somerset Highways	Mr T Ryder	COMPLETED
25/26/050	Parish Council to request Area South Committee to visit site for application 22/01720/OUT	Clerk	COMPLETED
25/26/051	Comments to be submitted for 24/0217/EIASS – drafted by Mr Ryder and submitted by clerk.	Mr T Ryder/Clerk	COMPLETED
25/26/056	Submission of external audit documents (AGAR)	Clerk	COMPLETED
25/26/056	Contact Village Hall to ask if they could consider putting a defib on an outside wall.	Mrs C Calcutt	COMPLETED
25/26/059	Blue Lias sign – locate where it is now so that it can be replaced on the Fingerpost	Mr C Lane	COMPLETED
25/26/060	Footpath maintenance possibly required between Humps and Hallows. Mr K Sturgess to have a look.	Mr Sturgess	COMPLETED
25/26/061	Trimtrail replacement caps have arrived – thank company for sending free of charge	Clerk	COMPLETED
25/26/062	Keinton Mandeville Playing Field solicitor information to be circulated to councillors to ask for information	Clerk	COMPLETED
	MAY 2025		
25/26/027	Email to be sent re s106 for proposed development 22/01720/OUT to also request changing facilities and catering facilities for the Village Hall	Clerk	COMPLETED
25/26/030	Respond to request for disabled parking space outside the school	Clerk	COMPLETED
25/26/030	Drains and gullies – follow up lack of response by contractor with Somerset Councillor	Clerk	COMPLETED
25/26/031	Instruct contractor for footpath in Castle Street	Clerk	COMPLETED
25/26/031	Instruct contractor to redo the strimming of paths in July	Clerk	COMPLETED
25/26/031	Contact Rights of Way officer at Somerset Council re L16/10	Clerk	COMPLETED
25/26/032	Feedback to Youth Group re use of meadow	Mrs C Calcutt	COMPLETED
	APRIL 2025		
24/25/297	Planning application 24/25/297 comments submission	Mr T Ireland and Clerk	COMPLETED
24/25/308	Reporting blocked drain on road outside Newlands Farm on Common Lane	Clerk	COMPLETED
24/25/309	Check footpath at Common Lane by the bridge for a blockage	Mrs Von Bergen	COMPLETED
24/25/309	Obtain quote for footpath by telephone kiosk on Castle Lane	Clerk	COMPLETED
24/25/310	Seat of wooden train in Happy Tracks has split and needs to be reported to the manufacturer	Mrs Calcutt and Clerk	COMPLETED
24/25/312	Instruct GW Shelter Solutions to clean the bus shelters	Clerk	COMPLETED
24/25/315	Annual Parish Meeting – request reports from community groups	Clerk	COMPLETED
	MARCH 2025		
24/25/269	Housing Needs Assessment analysis – councillors to submit comments	Councillors	COMPLETED
24/25/278	Cotton Lane repairs –instruct contactor	Clerk	COMPLETED
24/25/278	Castle Street footpath repairs by Ramblers – update to be requested	Clerk	COMPLETED
24/25/281	Quotes for bus shelter refurbishment	Mr K Sturgess	COMPLETED
24/25/284	Book Village Hall for Annual Parish Meeting on 16.05.2025	Clerk	COMPLETED
	FEBRUARY 2025		
24/25/236	Submit planning application comments to Somerset Council for 25/00061/HOU	Clerk	COMPLETED

24/25/239	Instruct gullies and drains contractor	Clerk	COMPLETED
24/25/240	Feedback to Mr T Ryder that agreement by councillors for Environment Group to trim hedge along Chistles Lane	Clerk	COMPLETED
24/25/247	Follow up on progress of installation of fingerpost	Clerk	COMPLETED
24/25/250	Speak to Chair of Trustees for the Recreation Ground Trust	Mr Ireland	COMPLETED
24/25/250	Contact solicitor regarding title deeds for the Playing Field on Castle Street	Clerk	COMPLETED
24/25/251	Quote for refurbishment of bus stop notices	Mr Sturgess	COMPLETED
	JANUARY 2025		
Public Session	Advise residents through parish magazine that Fix My Street is no longer available on Somerset Council website	Clerk	COMPLETED
Public Session	Replace defib notices to make them more clearer and advise residents of the location and how to gain access by calling 999	Mr Lane and Clerk	COMPLETED
24/25/209	Housing Needs assessment contract to be circulated to all councillors	Mr Ryder	COMPLETED
24/25/214	Agreed precept to be submitted to Somerset Council	Clerk	COMPLETED
24/25/214	Financial Regulations to be reviewed and place on February agenda	Mrs Von Bergen and Mr White	COMPLETED
24/25/216	Request more detailed costings for proposed traffic calming measures from Somerset Council	Clerk	COMPLETED
24/25/217	Photographs to be taken of pavement damage at Cottons Lane and then submitted to Somerset Council	Mr Ireland and Clerk	COMPLETED
24/25/217	Prioritising which gullies need to be cleared in the first maintenance session	Mr Lane and Mr Ryder	COMPLETED
24/25/217	Salt to be refilled in the grit bin	Mr Sturgess	COMPLETED
24/25/217	House with overgrown hedge on Queen Street to be contacted	Mr Lane	COMPLETED
24/25/218	Identify who landowner is at the top on Common Lane where the trees have fallen and then ask them to remove the trees	Mr Ryder	COMPLETED
24/25/220	Enquiry with a local cleaning company if they are able to clean the bus signs	Mr Sturgess	COMPLETED
24/25/222	Request invoice for Christmas tree and new lights	Clerk	COMPLETED