

Keinton Mandeville Parish Council

Minutes of a meeting of the Parish Council Meeting held on
Tuesday 07 October 2025 at 1930 at Keinton Mandeville Village Hall

Present: Mr T Ireland (Chair), Mrs C Calcutt, 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 25/26/139	Apologies for absence. Mr T Ryder and Somerset Unitary Councillor Stephen Page
Item 2 25/26/140	Public Session – - Theo Ballance, confirmed he is the Chair of the Village Hall, wanted to provide more information on the grant request submitted by the Village Hall discussed at the last meeting for fencing. Mr Ballance explained that the Village Hall financial reserves looks strong but the majority of that funding is restricted. Councillors questioned a little more and determined there are some restricted funds that have been left as a legacy but other funds described as restricted are reserved as the Village Hall has chosen to ringfence them for dedicated projects e.g. new boiler. Mr Ballance explained that there are a number of expenses for the Village Hall over the next twelve months e.g. repairs to Trim Trail, ride on mower will need replacing. Councillors will discuss later on the agenda and thanked Mr Balance for providing the additional information. - Mr Ballance also advised that a draft agreement for The Copse has been circulated and said the maintenance of the area will need to be confirmed. He is concerned that some of the trees are too close to the trim trail and muga. They may need to be removed to prevent their roots damaging these areas. The agreement is on the agenda for later in the agenda. - Mr Ballance also wanted to recognise the work of Mrs Calcutt who has been weeding in Happy Tracks. - Member of the public wanted to express their thanks to Mr Lane and his team for organising the Big Breakfast this weekend coming.
Item 3 25/26/141	Declarations of interest - Mrs Calcutt advised she has an interested in the grant application regarding fencing at the Village Hall as she is on the Village Hall Committee. - Mrs Von-Bergen advised she has an interest in the judicial review decisions as her husband is on the SHOCK committee.
Item 4 25/26/142	Minutes of the last meeting held 02.09.2025 and EOM on 19.08.2025 - Minutes for 02.09.2025 were agreed to be a true record and were signed by the Chair. Proposed: Mrs C Calcutt Seconded: Mr C Lane Agreed by all councillors present. - Minutes of EOM on 19.08.2025 were agreed to be a true record and signed by the Chair. Proposed: Mrs C Calcutt Seconded: Mr K Sturgess Agreed by all councillors present
Item 5 25/26/143	Actions and Matters arising Completed actions at the end of these minutes 25/26/056 Defib site has been offered by the pub and therefore this will be followed up once an agreement has been reached in relation to purchasing another one. To be placed on the next agenda. ACTION: Clerk 25/26/117 Planning application 25/01960/REM on Queen Street for 9 dwellings. Conversation with developers. 25/26/118 Planning application 21/01762/FUL erection of 7 dwellings. This is with the Planning Inspectorate and the parish council want to submit some more comments in relation to the housing survey and traffic survey. Mrs Von Bergen drafted a response which the clerk has submitted to the Planning Inspectorate. 25/26/126 Clerk has chased the drainage company for a start date.
Item 625/26/144	Report from Somerset Unitary Councillors – Stephen Page Councillor Page sent his apologies for the meeting but has circulated Somerset Council news which has been sent to councillors. Some of the links in the circulation could go into the parish magazine.

Item 7 25/26/145	Judicial Review – next steps - Mr Cook provided an update and advised that the pre Pre Action letter has been submitted and therefore the next steps will depend upon if there is a response or not. The LVA may consider what is going to happen next as well as they will not be able to rely on the section 106 figures now. - There are potentially other issues to be discussed with the legal adviser which will be considered as this process moves along.	
Item 8 25/26/146	Planning applications There were none.	
Item 9 25/26/147	Determination of Planning. The following notice was received: 25/01881/DOC1 Land at Orchard View, Chistles Lane, Keinton Mandeville, Somerton – Discharge of condition No. 02 (Landscaping Scheme) of planning application 25/00946/REM. Conditions Discharge. 25/00035/REF Land Os 2900 and 2478 Part Combe Lane, Keinton Mandeville, Somerton TA11 7AY – this application has gone to the Planning Inspectorate and has asked if the parish council wants to submit any comments. Councillors do not want to as they did not object to the original application when presented at the meeting in April 2025.	
Item 10 25/26/148	Other planning matters. - Neighbourhood Plan – this was reported by Mr Von Bergen. The revised plan has been submitted to the consultant and Somerset Council. They have commented that the plan does not contact any policies. There are policies which the parish council have approved but they are embedded within the plan. The plan will be rearranged to ensure it is clear where the policies are located. There was a requirement to have a landscape evaluation and more guidance has now been provided in relation to this. There is a map of potential developments which has been seen by councillors. When Somerset Council agree their Local Plan then Keinton Mandeville will have a housing target. The Neighbourhood Plan is in its final stages. - Somerset Council adopts Mendip Local Plan part II – this is just a notification that this has been approved.	
Item 11 25/26/149	Environment Champion Copse agreement – Keinton Environment Group (KEG) have drafted an agreement and the Village Hall have looked it over. The agreement confirmed that if the KEG dissolves in the future then the parish council will take on the maintenance of that piece of land. Question raised around the status of the land and associated public liability insurance, as it would still be owned by the village hall but not leased to the parish council. This needs to be checked with the parish council insurers. ACTION: Clerk There are concerns around the copse as it has taken on twice the space anticipated and also close to the Trimtrail. Also there are 3-4 trees that are growing too close to the MUGA. Roots and leaves from the trees may cause damage / create danger to users.	
Item 12 25/26/150	Finance and Payments (RFO – Clerk) Resolved: It was proposed and unanimously agreed to approve the following payments 201440 Lycetts Insurance 201441 Kaye Elston (clerk salary) 201442 HMRC Cumbernauld (PAYE) 201444 Khift Ltd (legal fees) 201445 GPS Plumbing Services Ltd 201446 Susan Graham (Google storage) 201447 Kaye Elston (clerk expenses)	£296.29 £185.05 £123.20 £3495.00 £450.00 £15.99 £8.70
Item 13 25/26/151	Receipts Transfer from SHOCK to cover legal fees	£3495.00
Item 14 25/26/152	Other finance matters - Summary of income and expenditure – accounts and statements circulated to councillors prior to the meeting. - Balance on accounts Current account £1000 Business Savings Account 1 £53 386.73 Business Savings Account 2 £5327.11 - Invoice for legal fees in the sum of £3495 – the funds have been transferred from SHOCK funds and councillors agreed to pay the invoice.	

	Proposed: Mr K White Seconded: Mrs C Calcutt All councillors present in agreement • Pensions Regulator return – clerk confirmed this has been completed and submitted. • New website update – ongoing • Section 106 re Lakeside and Gallion Homes – there is no further update on this following the meeting in September. • Risk Register – this was circulated prior to the last meeting and councillors agreed to accept.
Item 15 25/26/153	Grant requests. Receive the following grant requests – Mrs C Calcutt left the meeting for this discussion. • Keinton Mandeville Village Hall request for fencing in the sum of £1470 – further information was presented at Minute 25/26/140. Councillors discussed and there were different opinions in relation to granting the money due to the amount of reserves of the Village Hall that were not restricted funds. Proposed: Mr C Lane Seconded: Mr K Sturgess 1 Councillors in agreement and 2 against. Motion carried 3 to 2 to grant £1470.
Item 16 25/26/154	Traffic Survey update • The deposit of £500 has been paid to Somerset Council to secure the work for putting in speed limits of 20mph. Awaiting to be advise of a date for the works to be commenced.
Item 17 25/26/155	Highways. Consider the following and agree any actions arising: • Reports of issues in the village The T junction at the top of Queen Street going onto High Street has a pot hole developing – Mrs Calcutt agreed to submit to Somerset Council Highways on their website if a photograph is taken. ACTION: Mrs Calcutt • Fingerpost – clerk has spoken to Mike at Bristol Foundry today who advised the signs are ready to collect and he was about to speak to the person who is going to install them. Clerk will also contact the person who is going to install them. ACTION: Clerk • Drains and gullies work quoted as £2644.95 – councillors have already agreed and clerk has sent a chaser email. • Grit bin return to Somerset Council regarding any salt required – there is no grit required but need to submit the serial number. Mrs Von Bergen to advise clerk of serial number. ACTION: Mrs Von Bergen • Setting up Tommies for Remembrance – it was agreed they would be put on 01.11.2025 and taken down on 18.11.2025. Mr Lane agreed to put them in place. ACTION: Mr Lane Speed Indicator Device Report • No update currently. Community Speedwatch Report – update • The group are active again and continue to monitor traffic.
Item 18 25/26/156	Parish Paths. Update / items to report. • The footpath know as Humps and Hollows was discussed at the last meeting and the clerk has spoken to the clerk at Barton. Mr Sturgess has asked for the Ramblers Association to be contacted to have a look at the path to double check it is being maintained appropriately. ACTION: Clerk • Latch on gate from Village Hall field into Kings Hill – this has been repaired by Dave Ruddle. Clerk to send an email to thank Dave for doing this. ACTION: Clerk • Path on Church Street near the school – the stile is not very accessible and ideally it would be e easier for people to use if a gate. Mr Ireland will approach the landowner. ACTION: Mr Ireland • Report by a member of the community that she has been bitten by a dog whilst out walking which had to have medical treatment. Councillors agreed that it could be added to the parish magazine that people need to be considerate when out walking their dogs.
Item 19 25/26/157	Play Areas. • The contractor to erect the fence has advised he should complete the work by the end of October. • Skate ramps have some rusty poles that need to be rubbed down and repainted. • Mrs Calcutt reported that she met a lady in the park recently who commented that the park was a lovely park and was well looked after.

Item 20 25/26/158	Keinton Mandeville Playing Field No further updates.
Item 21 25/26/159	Maintenance. No areas identified.
Item 22 25/26/160	Village Hall Report Village Hall Committee working with the Lakeview maintenance group.
Item 23 25/26/161	Councillor Training - Mrs Von Bergen to attend planning training with NALC in October. - Mrs Calcutt has attended the SALC planning course and has circulated the slides.
Item 24 25/26/163	Correspondence. Receive the following correspondence and agree any actions arising: None
Item 25 25/26/164	Correspondence. Circulation SCC updates, SWP briefings, SSDC updates, SSDC Environment - CPRE Newsletter - SALC Newsletter - NALC publications - Somerset Wildlife Trust
Item 26 25/26/165	PR. Items for inclusion in the next edition of the Parish Magazine, for the website and social media sites. - Message about being considerate to other people when out walking dogs. - Links from newsletter from Councillor Page. - Keeping hedges trimmed so that people can pass on pavements.
Item 27 25/26/166	Future agenda Items Purchase of additional defib.
Item 28 25/26/167	Any other reports None
Item 29 25/26/168	Date of next meeting: Tuesday 4 November at 1930 – Full Parish Council Meeting

Meeting closed at 2115

	OCTOBER MEETING		
23/24/159	Draft agreement for grass contractor	Clerk	ONGOING
	NOVEMBER MEETING		
23/24/179	Meeting with Norton St Philip to consider judicial review	Mr T Ryder and SHOCK	ONGOING
	APRIL MEETING		
23/24/315	NHP completed documents to be placed onto website	Mr Ryder and Clerk	ONGOING
	SEPTEMBER MEETING		
	DECEMBER 2024 MEETING		
24/25/186	Workplace Pension – send update to Pensions that clerk does not require a pension fund	Clerk	COMPLETED
	JANUARY 2025 MEETING		
	MAY 2025 MEETING		
25/26/022	Checking what are requirements for Land Evaluation Report with Somerset Council	Mr T Ryder	ONGOING
	JUNE 2025		
25/26/045	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
25/26/050	Scan of map which cited the Ransom Strip at the Village Hall	Mrs C Calcutt and Mr K White	
25/26/051	Comments to be submitted for 24/0217/EIASS – drafted by Mr Ryder and submitted by clerk.	Mr T Ryder and 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.	Clerk/Mrs 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	Request for dog waste bin to be emptied at the end of the path on Castle Street	Clerk	
25/26/060	Footpath maintenance possibly required between Humps and Hallows. Mr K Sturgess to have a look.	Mr K 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	NOT REQUIRED
	OCTOBER 2025		
25/26/143	Place purchase of defib on November agenda.	Clerk	COMPLETED
25/26/149	Check if parish council insurance covers copse if not being leased from the Village Hall	Clerk	
25/26/155	Report pothole at T junction on Queen Street	Mrs Calcutt	
25/26/155	Contact fingerpost installer to check if collected from Bristol	Clerk	
25/26/155	Send grit bin number to clerk to complete return	Mrs Von Bergen/Clerk	
25/26/155	Erect and remove Tommies for Remembrance in November	Mr Lane	
25/26/156	Ask Ramblers to look at the maintenance of the Humps and Hallows	Clerk	
25/26/156	Thank Dave Ruddle for replacing the latch on the gate near to the Village Hall	Clerk	COMPLETED
25/26/156	Speak to landowner about the stile on Church	Mr Ireland	
	COMPLETED TASKS		
	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