Keinton Mandeville Parish Council

Minutes of a meeting of the Parish Council meeting held on

**Tuesday 07 November 2023 at 1930** at Keinton Mandeville Village Hall

Present: Mr T Ireland (Chair), Mr T Ryder , Mrs C Calcutt, Mr C Lane, Mr K Sturgess and Mr K White

In attendance: Kaye Elston (Clerk) and County Councillor Dean Ruddle (until 1945) and 6 members of the public.

**Public session**

* **23/02022/FUL Garden at the rear of Mathias House, High Street, Keinton Mandeville, Somerton TA11 6DZ Amendment to planning** – Mr and Mrs D Ruddle spoke to advise on the amendments they have made to their planning application,

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| **23/24/173** | **Apologies.** * None as all councillors were present.
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| **23/24/1** | **Declarations of interest*** Planning application 23/02355/S73A – Mr Ryder advised he had an interest as he is a consultee.
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| **23/24/1** | **County Councillor Report (Mr D Ruddle)*** Somerset Council continue to find their financial circumstances challenging due to the demands of adult and children’s care. Potentially Somerset Council could go into Section 144 in 2024 and this means that services will disappear.
* A parish council can increase it’s precept to pay for services required but councillors are aware that this does provide financial pressures for residents in the community.
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| **1945** | Councillor D Ruddle left the meeting  |
| **23/24/1** | **Minutes of the last meeting held 05.09.2023*** An amendment to be made to the Declaration of Interests to that it reads Mr C Lane and Mrs C Calcutt had a conflict of interest.
* Councillors agreed the minutes and the Chairman signed them.

Proposed: Mrs C CalcuttSeconded: Mr K SturgessAll councillors in agreement |
| **23/24/1** | **Planning applications*** **19/02211/OUT Land OS 9987 Queen Street, Keinton Mandeville, Somerton**  - Residential development of 9 dwellings with all matters reserved except verges. **Agreed**. When this proposal initially was raised the parish council raised their objections and they have since been advised that the Planning Officer has recommended the planning is granted. The parish council has had sight of an email that confirm the decision has been made and will not now go to Area Committee.

The parish council are aware of the feelings of the community which they share and led them to object to the application initially. Councillors had sought advice from CPRE who feel that the council has a strong case to appeal the decision and one of the those routes, depending on what stage the application is at currently would be judicial review. It would appear that due process has not been followed in public law and therefore an opportunity to challenge the decision. Although it is still unclear if the decision of the planning offer has just been recommended to the Area Planning Committee (as per Planning Officer email) or if in addition the decision has been made by the Chair of the Area Committee for this not to be heard (email from Chair of Committee advises decision already made). There are conflicting emails sent to the parish council and members of the public attending the meeting tonight. Councillors agreed they are prepared to send a vote of no confidence in the planning department and their processes at Somerset Council. **Proposed: Mr K White****Seconded: Mrs C Calcutt****All councillors present in agreement** **ACTION: Clerk** The Traffic Survey will be completed by the end of October and this has been offered to the planning officer to consider alongside her recommendation but she has advised that she does not need to do this. CPRE advise that she has a responsibility to view the report as there are so many concerns in terms of health and safety and traffic in this part of the village.* **23/02355/S73A Land at Lake View Quarry, Chistles Lane, Keinton Mandeville, Somerton TA11 6EX** – Application to vary Condition 02 (approved plans) to seek a change of the following on the original approved permission – Amend the materials to the dormer from metal standing seam to single ply standing seam membrane – Amend the materials to the garage from natural stone to timber cladding – Addition of a porch to the front entrance relating to Planning Consent 22/02382/FUL: Change of use and alternations to café building (Class E) to 1 No dwelling (Class 3) with associated access, parking and landscaping works. **No objection but wish to add the following comments:**

**The porch is very large and the same size as the guest bedroom****The building is timber clad and other parts in stone and therefore the aesthetics are not in keeping.****Developer has permission to do one thing and then did something else****The work has already been completed and therefore this is retrospective application*** **23/02437/PAMB Land Os2900 And 2478 Part South of Combe Lane, Keinton Mandeville, Somerton TA11 4AY** – prior approval notification for change of use of two agricultural buildings into two dwellings. **No comment**
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| **23/24/1** | **Determination of Planning*** **23/01596/FUL Keinton Mandeville Primary School, Chistles Lane, Keinton Mandeville, Somerton TA11 ES** – Erection of a single storey building for the provision of two classrooms on site of the small carpark to the west of the main school, installation of solar PV panels on roof of the new building and covered walkway linking with the main building plus additional associated external works. **Permitted with conditions**.
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| **23/24/1** | **Grant requests*** Honeymead Garden Society request for £150 – councillors agreed to make a donation in the sum of £150 and clerk will be advised who to make the cheque payable to draw at the meeting in November.

***Proposed: Mrs C Calcutt******Seconded: Mr K White******All councillors present in agreement*** |
| **23/24/1** | **Other Planning matters*** Neighbourhood Plan update - nothing new to report.
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| **23/24/1** | **Environmental Champion Update** * Copse sign is ready to be installed.
* Seeds ready for wild flower verges.
* Heritage Trail Guide completed in draft but need to check parish council ownership of second telephone kiosk on Castle Street. Clerk to check if owned by parish council.
* Maintenance of hedgerow on the left of Chistles Lane coming up the road to the Village Hall – Environmental Group would be prepared to maintain this hedgerow if the parish council delegate to them. Councillors in agreement to delegate this task to the Environmental Group.

***Proposed: Mr K Sturgess******Seconded: Mr K White******All councillors present in agreement*** |
| **23/24/1** | **Finance and Payments (RFO – Clerk)**Resolved: It was proposed and unanimously agreed to approve the following payments201257 Somerset Council (Ranger) 201258 Kaye Elston (clerk expenses)201259 HMRC (PAYE)201260 HMRC (PAYE)201261 Keinton Mandeville PSA201262 Kaye Elston (clerk salary)201263 Charities at Christmas201264 Vale Signs and Print | £211.267.5061.00233.401500.00244.00153.8198.00 |
| **23/24/1** | ReceiptsNone |  |
| **23/24/1** | **Review of Accounts.** The balance on the bank accounts as follows: Community Account £1000Business Premium £61 847.43Business Premium £5177.08 |
| **23/24/1** | **Other finance matters** * Planned spending for Reserves – awaiting outcome for Traffic Survey.
* Section 106 funding – still no updates from Somerset Council through the clerk. The Village Hall are of the understanding that there maybe issues confirming the funding if the developer Gallion have not yet paid the money to Somerset Council. Parish council to consider a Freedom of Information Request if the clerk does not receive a response.

 **ACTION: Clerk*** Solar Panel potential grant – no further update from Keinton Mandeville Village Hall.
* Insurance for Breakfast Club grant request – councillors agreed to reimburse the Big Breakfast club in the village for their public liability insurance that they have purchased in the sum of £153.81.

***Proposed: Mr T Ryder******Seconded: Mr K Sturgess******All councillors present in agreement**** Cheque drawn at September meeting for the Keinton Mandeville Parent Teacher Association should have been made payable to Keinton Mandeville PSA. So cheque number 201255 has been cancelled and replaced with cheque number 201261.
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| **23/24/1** | **Highways.** Consider the following and agree any actions arising:* Fingerpost installation update – clerk has requested an update and been advised by the contractor installing the fingerpost that it has not been delivered to him yet from the manufacturer.
* Traffic survey – the company have been instructed to complete the further tasks agreed at the last meeting and the report is due by the end of October in time for the next meeting. The report has been offered to the Planning Officer for **19/02211/OUT**, although currently she has advised she does not feel it will be worth reviewing the report.
* Grit bins –clerk has returned email to Somerset Council to advise they have grit to refill and is awaiting an answer.
* Speed Indicator Devices – the indicators are that there is a slowing down in general of the traffic driving through the village, apart for the few who drive through out of hours at high speeds.
* Speedwatch – volunteers also report a reduction in speed during hours when they are out recording speeds.
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| **23/24/1** | **Parish Paths.** Update / items to report. * Nothing to report.
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| **23/24/1** | **Play Areas.** **Happy Tracks / Skatepark*** Checks have been completed in the park and there is nothing new to report.
* Mrs Calcutt has emailed the playgrounds inspector regarding the steps up to the slide and he has advised that monitoring of the their condition needs to continue. The next time the inspector comes Mrs Calcutt will walk around with them.
* Request for Ranger to tidy the grass and weeDs in the skate parK. Clerk will advise.

 **ACTION: Clerk*** Front gate closes too fast and potentially another job for the Ranger. Clerk will ask Ranger.

 **ACTION: Clerk*** Wasp nest signs are ready to install.
* Grass cutting in Happy Tracks – the cost of public liability insurance has been given as a grant to a local grass cutter who will now be able to do the work required. Councillors agreed that they would instruct him to cut the following:

Grass in Happy TracksCut path through the flower meadow behind Happy TracksCut grass verge where the fences areAgreement to be drafted for the grass cutter. **ACTION: Clerk** |
| **23/24/1** | **Parish Council website and emails*** Somerset Association of Local Councils recommends that councillors should have a parish council email and move away from their own personal emails. Clerk will investigate this alongside looking at a new website.

 **ACTION: Clerk** |
| **23/24/1** | **Remembrance Sunday*** Mr Ryder will place the wreath on Remembrance Sunday.
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| **23/24/1** | **Maintenance.** * Maintenance tasks for the Ranger – see 23/24/159 above.
* Phonebox sign for the library – Mr K White will put in place.
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| **23/24/1** | **Village Hall Report*** The hall is now 25 years old.
* Mrs Calcutt is the new secretary
* Running costs have gone up by 30% over the last year.
* An order is being placed for a Trim Trail which is going to cost £1000 as the current one does not cover European standards.
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| **23/24/1** | **Councillor Training*** Mr Sturgess has attended new councillor training.
* Mrs Calcutt is going to attend playground inspection training and Mr Sturgess will be applying for the processing planning application training.
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| **23/24/1** | **Parish Magazine Proposal*** Mr Ryder will draft a newsletter by January and share with the parish council.

 **ACTION: Mr T Ryder** |
| **23/24/1** | **Correspondence.** Receive the following correspondence and agree any actions arising:* None to note not already raised in the meeting.
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| **23/24/1** | **Correspondence. Circulation** SCC updates, SWP briefings, SSDC updates, SSDC Environment* All circulated prior to the meeting.
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| **23/24/1** | **PR.** Items for inclusion in the next edition of the Parish Magazine, for the website and social media sites.* Traffic report will be ready by the end of October.
* Neighbourhood Plan – that the map is ready fore viewing.
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| **23/24/1** | **LCN Membership*** Nothing to report.
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| **23/24/1** | **Future agenda Items*** Budget planning,
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| **23/24/1** | **Any other reports** * There were none
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| **23/24/1** | **Date of next meeting: 7 November 2023 at 1930** |

**Meeting closed at 2120**

**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** |  |  |
| 23/24/148 | Vote of no confidence in Somerset Council planning application process for 19/02211/OUT | Clerk | **COMPLETED** |
| 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 | 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** |
| 23/24/159 | 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** |
|  | **COMPLETED TASKS** |  |  |
|  | **OCTOBER MEETING** |  |  |
| 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 |  |  |  |
| 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 |
| 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** |
| 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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