

Keinton Mandeville Parish Council
Minutes of a meeting of the above-named Parish Council held on
Tuesday April 5th 2022 at Keinton Mandeville Village Hall

Present: Trevor Ryder TR, Chris Lane CL, Chris Calcutt CC,
 In attendance: Tony Capozzoli TC, Charlie Hull CH (District Councillors) Dean Ruddle DR (County Councillor) 2 members of the public (all until item 5) Sue Graham (Clerk)

Public session

County Councillor report:

Forthcoming election hence little activity at SCC.

Uncertainty about how unitary authority will operate and whether planned savings will be achieved

District Councillors Report:

Uncertainty about role of Unitary Authority Councillor

Renewable energy will likely take precedence with planning in future

Phosphates update due in July

Other issues raised

Query about The Chestnuts, there had been no activity on the site, and whether there had been any updates. The PC had no information on this.

Query about 20mph school signs, positioning and whether they were operational.

SID – query about locations and whether the screen can be set without the flashing indicator and record true speeds

Dog waste bag dispenser on the green looks shabby and needs to be removed

Comments on caravan club presence at the village hall and the car park being shut. Noted this is a village hall matter

Village sign still missing. This had been reported and apparently was in hand.

1.0	Apologies Receive apologies and consider acceptance of the reasons. Apologies were received and accepted from Kevan McHale, Tom Ireland, Richard Sutton.		
2.0	Declarations. Receive declarations of interests. CL: item 6 payments: reimburse defibrillator batteries		
3.0	Minutes of last meeting 1 March 2022 Resolved: It was proposed and unanimously agreed to approve the minutes as a true and correct record of the meeting held.		
3.1	Actions and Matters Arising Noted that a discussion about engaging with developers had been mentioned at the previous meeting for discussion at the current meeting. This would take place at the end of the meeting.		
	Minute	Owner	Due
	4.2 Neighbourhood plan; Include affordable homes policy Project plan for adoption by PC at Future Meeting	TR TR	Ongoing Future Meeting
	Local Heritage list – send nominations and request public input	Clerk	ASAP
			No other nominations received from public. Further request would be made via social media / Parish Magazine Councillors suggested the following: Irving House – blue plaque Orchards Tithe Barn. TR will look the nomination process
	7.3 Finance committee meeting	RS and SF	ASAP
			This had not taken place and it was now the end of the financial year. Complete
	7.3 Pension reenrolment	Clerk	ASAP
	8.0 Highways. Report damage to Cottons Lane. Awaiting response from Mendip	Clerk	Complete
			Complete – no response
	8.0 Highways update on fingerpost replacement – write to landowner of Merlin House	Clerk	Ongoing
			Letter sent to owner – no response. Clerk to write again

	<p>Priority change – await further information.</p> <p>Parking on pavements – report to police and enforcement</p> <p>Streetlighting Chistles Lane – ask again for this to be addressed</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>	<p>Ongoing</p> <p>ASAP</p> <p>ASAP</p>	<p>No update</p> <p>Complete</p> <p>No response received from Galion</p>
	<p>8.1 Quotes to improve bridleways, also Babcary / Blind Lane and path to rear of village hall. c/f to spring</p> <p>Repairs to Babcary / Blind Lane fingerpost. Source stencil</p>	<p>TI</p> <p>Clerk</p>	<p>April</p> <p>ASAP</p>	<p>Update at next meeting</p> <p>The parish had spare fingerposts. There was no stencil available from RoW Team. This would have to be sourced elsewhere.</p>
	<p>9.0 Annual play area inspection report – project plan. Obtain quotes and apply for s106 funding</p> <p>Playing field land registry Request quote from Holly and Steer</p>	<p>Clerk</p> <p>TI to chase</p>	<p>Ongoing</p> <p>ASAP</p>	<p>Clerk reported that delays were being caused by playdale distributor (Dragon play) being slow with quotes.</p> <p>Update at next meeting</p>
	<p>Remembrance soldier order from RBL</p>	<p>Clerk</p>	<p>November 2022</p>	
4.0	<p>Planning. Consider the following applications and make recommendations to the planning officer: 22/00209/HOU Proposed Rear Extension - Roseland Castle Street Keinton Mandeville Somerton TA11 6DX</p> <p>The plans were considered and comments made as follows:</p> <ul style="list-style-type: none"> No problem with the application in itself – it restyles and improves the property Concerns about the access during the construction, particularly how and when building materials will be delivered. Castle Street is a busy street, with a high volume of traffic including heavy lorries, there are residents parked cars on the south side of the street where the property is situated. Deliveries cannot be accommodated and it would cause chaos. Because of this envisaged difficulty with logistics, the PC would only recommend approval if building material deliveries were restricted to quieter times. <p>Resolved: It was proposed and unanimously agreed to recommend approval only if an enforceable construction management is included, requiring that materials and other lorry movements to site take place outside of peak traffic times i.e no movements between 0815 and 0900 and from 1445 onwards. Small delivery vehicles should be used where possible</p>			
4.1	<p>Determination of Planning. Receive the following notices:</p> <p>21/02215/FUL Erection of a detached bungalow on Plot 7 (Revised Application of 17/04728/OUT & 19/02615/REM) - Land Rear Of Cottons House Cottons Lane Keinton Mandeville. Application permitted with conditions</p>			
4.2	<p>Other planning matters.</p> <p>Neighbourhood Plan – project plan and update. TR reported that he had rewritten the grant application and this would be submitted shortly. Thereafter a project plan would be presented to the PC</p>			
5.0	<p>Environment Champion Update.</p> <p>TR reported the following</p> <p>No response from Galion or other residents regarding the verge rewilding project. It had been publicised on the Environmental group FB page, and in the parish magazine.</p> <p>Plans for ‘The Queens Canopy’ at the village hall would resume once the trim trail was in place.</p> <p>Trials of the thermal imaging camera had taken place. This would be available for hire from September probably at around £40/week. Feedback had been positive, the device was easy to use with clear instructions from SSDC. Connection to a device had presented problems for some. Results tended to confirm what was expected but sophisticated interpretation of images and temperatures would require expertise.</p> <p>Discussion took place about possible benefits of the PC buying a camera and hiring it out. This was not considered to be worthwhile.</p>			
6.0	<p>Finance and Payments (RFO – Clerk). It was proposed and unanimously agreed to approve the following payments</p> <p>Salaries March 2022 (spine increase to 16 agreed at March meeting, effective from March 2022 + salary award from April 2021 on original spine)</p> <p>NEST Pensions Direct Debit</p> <p>HMRC</p> <p>Maintenance including insurance contribution</p>	<p>£325.11</p> <p>£25.40</p> <p>£16.40</p>		

	Big Tea Reimburse Chris Lane, defibrillator batteries J Bailey and Sons defibrillator work CPRE Membership SSDC Parish Ranger	£264.93 £165.00 £17.99 £127.68 £36.00 £186.48
7.1	Receipts. Interest	£1.03
7.2	Review of Accounts. Presentation of summary of accounts, bank reconciliation and budget to be considered, agreed, and signed by Councillors. The accounts for month 12 2021-22 were reviewed. The balance at the end of February was £36860.43 Payments in March totalled £969.43 and receipts were £1.03. The balance was £35892.03. The bank statements showed a balance of £36367.03. There were 3 outstanding cheques: Village hall lease of land £300, St Margaret's hospice grant £150 and SALC £25.00. With this taken into account the balance was: £ 35892.03. The clerk had queried the outstanding cheque with SALC. This related to training in June 2021. It had not been confirmed whether they intended to present the cheque.	
7.3	Other finance matters Helen Beal had reported that she would not be standing for election. A new signatory would be required. This would be agreed at the May meeting when new councillors had been elected. Audit 2021-22. Decide whether to declare as an exempt authority or to opt for assurance review. The clerk noted that the audit notification had been received from PKF Littlejohn - appointed external auditors. She explained the criteria for different types of audit. In order to claim exemption from a limited assurance review an authority must meet certain specified criteria and submit an approved exemption certificate. KMPC met the exemption criteria. Authorities could request a limited assurance review should it wish to do so. This involved the Annual Governance and Accountability return being approved by the external auditor. There would be a fee for this. The work involved and checks by the internal auditor would be the same regardless. Resolved: It was proposed and unanimously agreed to submit an Agar 3 to the external auditors for basic review to ensure transparency and completeness. Discussion took place about requirements for internal audit. Resolved: It was proposed and unanimously agreed for Helen Hashmi to continue as the independent internal auditor with Belinda Simson to provide an informed opinion regarding proper practices within the legal framework of parish councils.	
7.4	Grant requests. There were no grant requests. The following thank you letters were received: The Big Tea, St Margaret's Hospice, KM Playing Field	
8.0	Highways. Update / Items to report <ul style="list-style-type: none"> • Pothole outside the school – wide and dangerous • Broken school sign on High Street. This had been reported • Poor state of pavement outside Keinton Stores, also the north side of Castle Street from the crossroads to Irving Lodge. A response had been received from Highways noting that the section of pavement outside the stores will have some patching works in the new finance year, post April 2022, likely to be in June – Sept. The Castle Street section was dependent on highways clarifying access / ownership with adjacent properties. The Highways officer would revisit this. Community Speedwatch Report. CC reported that this was continuing. The police had expressed support and thanks.	
8.1	Parish Paths. Update / items to report. There was nothing to report	
9.0	Play Areas. Playing field registration with Land Registry. There had been no progress with this, carry forward to next meeting. Happy Tracks / Skatepark Receive inspection report. A quarterly inspection had been received from SSDC. This had highlighted existing issues that required monitoring. The clerk reported that these would be addressed with the installation of new equipment. This was being delayed as one provider in particular was slow to provide a quote. Annual play area inspection report – project plan, replacement equipment S106 funding application update. This was ongoing and the application submitted as soon as all quotes had been received.	
10.0	Maintenance. Consider and agree requirements Remove the dog poo bag bin Paint phone boxes	

	Clean and paint seats on Coombe Hill and High Street as required.
11.0	Broadband Provision in Keinton Mandeville – update Richard Culley had provided the following update: The missing addresses on Amberley Close, Barton Road and Coombe Hill Close had now been corrected, and the properties in those areas should now be able to pledge vouchers. Completion of Openreach survey work was awaited to enable confirmation of timescales for full delivery.
12.0	Village Hall Report Bookings were strong The Trim Trail track was due to be laid in April The muga had been professionally cleaned
13.0	Ukraine Refugees It was suggested that enquiries should be made as to whether anyone in the village intended to offer accommodation to Ukrainian refugees. Host families could then be put in touch and signposted to local services.
14.0	Correspondence. Receive the following correspondence and agree any actions arising: NALC – Smaller Council Committee issues. The association of local councils had asked for this correspondence to be discussed. It was agreed that the association was most useful for advice on issues as and when the need arose, as well as all the items listed and suggested in the correspondence. Additionally, more specific help on attracting candidates to become parish councillors would be welcome. Clerk to respond. South West Heritage Trust: Request for Somerset Jubilee Parish Portraits. It was suggested that this was a project in which the school might be interested. The clerk would forward the details to the head. To remain on agenda.
14.1	Correspondence. Circulation. The following correspondence had been circulated via email. SCC corona Virus advice / updates, SWP briefings, SSDC updates, SSDC Environment webinar, Crime Report, Neighbourhood Police Newsletter, Email from resident re collision on High St. Somerset Health and Wellbeing Advisory Network newsletters, SCC Somerset County Council - Growth Accelerator Fund towards carbon neutral business, LGR Advisory Board meeting 17 March, Press Release, new Somerset Unitary Council, Health and wellbeing advisory networks, SSDC Environment webinar recording, Plant a Tree for the Jubilee -Queens Green Canopy, NALC – general briefing on Ukraine, Get Sussed SSDC Newsletter, SSDC Environment champion events
15.0	PR. Items for inclusion in the next edition of the Parish Magazine, for the website and social media sites. Nominations for village heritage Ukrainian refugees Councillor Vacancies (if applicable)
16.0	Future agenda Items Jubilee Parish Portraits
17.0	Any other reports Engaging with developers for future developments in the village. At the previous meeting the PC's position to routinely decline requests from developers for pre application consultation had been questioned. It had been suggested that the PC was missing an opportunity to influence facilities, design, and contributions. This would not prejudice future consultation if managed appropriately. Discussion took place. Councillors present had discussed the position with other parish councils, and whilst acknowledging the benefits in principle of early engagement with developers it was considered that this was prone to risk and potential pitfalls, including misinterpretation / spin / potential for playing off residents and other community groups against each other. It was agreed that such engagement should take place at the application stage as opposed to pre application. Public Session. It was noted that the public needed to be aware that they were allowed to remain at the closed session part of the PC meeting. This comment was prompted by the recent planning meeting where the majority of the public left before the PC had discussed the application.
18.0	Date of next meeting: Annual Parish Meeting: 19 April 2022. Parish Council: May 10 th 2022

Actions

Minute	Owner	Due	Update
4.2 Neighbourhood plan; Include affordable homes policy Project plan for adoption by PC at Future Meeting	TR TR	Ongoing Future Meeting	
Local Heritage list – send nominations - Tithe Barn, Orchards, Blue Plaque. TR to scrutinise nomination process. Continue to request public input	Clerk	ASAP	
8.0 Highways. Report damage to Cottons Lane. Awaiting response from Mendip	Clerk	Complete	

8.0 Highways update on fingerpost replacement – clerk to write again to landowner of Merlin House Priority change – await further information. Streetlighting Chistles Lane – ask again for this to be addressed	Clerk Clerk Clerk	ASAP ONgoing ASAP	
8.1 Quotes to improve bridleways, also Babcary / Blind Lane and path to rear of village hall. c/f to spring Repairs to Babcary / Blind Lane fingerpost. Source stencil	TI Clerk	April ASAP	Update at next meeting
9.0 Annual play area inspection report – project plan. Obtain quotes and apply for s106 funding Playing field land registry Request quote from Holly and Steer	Clerk TI to chase	Ongoing ASAP	
14.1 Nalc correspondence: Clerk to respond	Clerk	ASAP	
14.1 Jubilee Parish Profiles – refer correspondence to primary school	Clerk	ASAP	
Remembrance soldier order from RBL	Clerk	November 2022	