Keinton Mandeville Parish Council

Minutes of a meeting of the Parish Council meeting held on

**Tuesday 6 June 2023 at 1930** at Keinton Mandeville Village Hall

Present: Mr T Ireland, Mr T Ryder, Mr C Calcutt, Mr C Lane, Mr K Sturgess and Mr K White

In attendance: Kaye Elston (Clerk) and County Councillor Dean Ruddle.

**Public session**

* Question raised by member of the public in relation to the potential of the doctors surgery opening again. Parish council unable to answer this currently.

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| **23/24/036** | **Apologies.**  No apologies as all councillors present | |
| **23/24/037** | **Declarations of interest**   * There were none. | |
| **23/24/038** | **Minutes of the last meeting held 02.05.2023**   * Councillors agreed the minutes with the correction of Mr Lane’s name which had been recorded as Mr C House. Chairman signed them. | |
| **23/24/039** | **Co-option of new parish councillor Keith Sturgess**   * Mr Sturgess has come forward and volunteered to be a co-opted councilor for Keinton Mandeville. All councillors in agreement to coopt.   ***Proposed: Mr T Ireland***  ***Seconded: Mr C Lane***  ***All councillors in agreement***  Declaration signed by Mr Sturgess and clerk communicate with Somerset Local Authority. | |
| **23/24/040** | **Planning applications**   * **20/03613/FUL Land off Church Street and Land Adjoining Primary School at Christles Lane, Keinton Mandeville** – Erection of 30 No dwellings (Use Class C3). – update. Notification received to advise that a number of amendments had been made to the current planning application. Councillors have reviewed and are concerned about the following:   **Phosphate Mitigation proposal** – councillors cannot identify any amendments from the previous proposal.  **Greenfield land** – it appears that some will be lost and not offset by planting  **Objections from community** – over 200 objections were received by the community and this does not appear to have impacted the application. | |
| **23/24/041** | **Determination of Planning**   * **23/00026/HOU The Tithe Barn, Queen Street, Keinton Mandeville, Somerton TA11 6EG –** Installation of replacement entrance gates, installation of rooflights, alterations to the existing rooflights and installation of window. **Approved permitted with conditions**. The parish council objected to the removal of the arrow slit windows and this has not been permitted. * **Land rear of playing field, Cottons Lane, Keinton Mandeville, Somerton TA11 6DQ**- Tree Preservation Order 13.04.2023. | |
| **23/24/042** | **Other Planning matters**   * Neighbourhood Plan – the next step will to look at a proposal from CPRE and the commentary of the history of the village since the Village Plan in 2006. | |
| **H** | **Environment Champion Update**   * Community Copse inspection – the inspection shows that the trees are healthy. The issues are cutting around the trees as it can be quite challenging. * Open Gardens Event – judging will take place on 16.07.2023 between 1400 and 1700. * Pollinator Sites – approach for wild flower planting and it is hoped that work will commence soon in the churchyard. Consideration being given to how to maintain these wild areas and potentially could be a Duke of Edinburgh Award activity. Question asked by councillor if there is as pool of tools/kit that has been safety checked to use for these activities. This is something that will need to be put in place. | |
| **23/24/044** | **End of Year Financial Accounts and Internal Audit sign off**   * Annual Governance Statement – agreed.   ***Proposed: Mr T Ireland***  ***Seconded: Mr K White***  ***All councillors in agreement*** | |
| **23/24/045** | **End of Year Financial Accounts and External Audit**   * Accounting Statements – agreed   ***Proposed: Mr T Ireland***  ***Seconded: Mr K White***  ***All councillors in agreement*** | |
| **23/24/046** | **County Councillor (Dean Ruddle)**   * Apologies from Tim Kerswell as he is currently unwell * Area South Committee is up and running. Tim Kerswell is a member of that committee. * Highways have a small allocation amount of money and therefore would be a good time to put in any requests. * General finances – as previously reported these are tight for Somerset Council. There continues to be pressure on services and almost all non-statutory services have been stripped out. | |
| **23/24/047** | **Finance and Payments (RFO – Clerk)**  Resolved: It was proposed and unanimously agreed to approve the following payments  201225Bristol Foundry  201226 Somerset Council (Ranger)  201227 HMRC Cumbernauld (PAYE)  201228 Kaye Elston (Kiosk sign)  201229 V Lane (Tabletop refreshments)  201230 Kaye Elston (clerk salary)  201231 CPRE (membership)  201232 Kaye Elston (refreshments)  201233 Kaye Elston (tree work) | £2150  £96.04  £61.00  £70.20  £19.07  £243.80  £36.00  £43.20  £414.00 |
| **23/24/048** | Receipts  None |  |
| **23/24/049** | **Review of Accounts.**  The balance on the bank accounts as follows:  Community Account £1000  Business Premium £71 731.52  Business Premium £5152.51 | |
| **23/24/050** | **Other finance matters**   * Planned spending for reserves – the parish council are awaiting the results of the Traffic Survey before decided where to allocate the reserves. * Quotes from D Ruddle for maintenance work – quote has been received for supplying and installing lockable bollards at the top of Row Lane, supplying and fitting new closing post at the field gate by the church and supplying a new closing post at Westfield House. The quote is in the sum of £735 plus VAT. Councillors agreed to accept the quote.   ***Proposed: Mr T Ireland***  ***Seconded: Mr T Ryder***  ***All councillors in agreement***  Clerk to instruct Mr Ruddle.  **ACTION: Clerk**   * Purchase of wooden train for Happy Tracks – the cost of the train would be in the sum of £1524 and the cost of installation has already been agreed in the sum of £800. Councillors agreed to purchase the train.   **Proposed: Mr C Lane**  **Seconded: Mr K White**  **All councillors in agreement**  **ACTION**: **Clerk**   * Section 106 funding update – awaiting a response from Somerset Council. | |
| **23/24/051** | **Grant requests.** Receive the following grant requests:   * There were none. | |
| **23/24/052** | **Highways.** Consider the following and agree any actions arising:   * Quote for drainage work – second quote being sought.   **ACTION: Mr Ireland**   * Traffic/Highways Consultant Summary Report – an initial draft report has been received by councillors but there are no recommendations at this stage. Councillors feel the report should look more independent and reference a potential speed limit change on Barton Road. The parish council also needs to follow up video surveys that were part of the survey commission. Mr Ryder will pass these comments onto the company.   **ACTION: Mr Ryder**   * Community Speedwatch – local PCSOs visited and stood alongside speedwatch. | |
| **23/24/053** | **Parish Paths.** Update / items to report.   * Heritage Trail update – final version to be presented at the next meeting. | |
| **23/24/054** | **Play Areas.**  **Happy Tracks / Skatepark**   * Mrs Calcutt has been completing the inspections whilst Mrs Graham was unable but she is now back to inspecting again. Many thanks to Mrs Calcutt for completing in the interim. * Grass cutting – the arrangement with the previous contractor was that he billed the parish council for the cost of his insurance. The plan is to approach Ian and Mr Ireland confirmed he would follow this up.   **ACTION: Mr T Ireland**   * Tree maintenance – thank you to Theo Balance who has undertaken a lot of the strimming in Happy Tracks. | |
| **23/24/055** | **Flower Competition**   * Mr Lane advised that all the preparation is in hand | |
| **23/24/056** | **Methodist Church**   * Representatives from the Methodist Chapel talked to the parish council again about the financial challenges of keeping the chapel going. One option would be for the chapel to be sold but this is not favourable with the current population. The preferred option is for it to be used more a community hall and generate income. The chapel will be able to continue for another 18 months approximately on the finances it holds. It has been left a legacy to upgrade the building and quotes are currently being sought for work to be carried out to improve the facilities. The legacy can only be used to improve the facilities. Mr Ireland has spoken to the Village Hall to try and understand if they are turning potentially bookings away who are looking for alternative community spaces. The understanding being that the Village Hall is not turning bookings away. If the chapel is to remain as within the methodist society then it needs to have a revenue of £5000 per annum and question being asked about grant that parish council could contribution. The parish council for the last few years have given the Anglican church £1600 per annum. If the venue is to be used then parking issues would need to be resolved. Representatives were advised to approach the Village Hall direct and Mr Ireland agreed to speak to Mr Warren Lee to brief him on the approach from the methodist chapel. | |
| **23/24/057** | **Maintenance.**   * Maintenance tasks for the Ranger – strimming in Babcary Lane. | |
| **23/24/058** | **Village Hall Report**   * Mrs Calcutt advised that the village hall are continuing to update their policies and procedures. Discussions will continue for the solar panels once a second quote has been received. | |
| **23/24/059** | **Correspondence.** Receive the following correspondence and agree any actions arising:   * Nothing to report | |
| **23/24/060** | **Correspondence. Circulation** SCC updates, SWP briefings, SSDC updates, SSDC Environment   * All circulated prior to the meeting | |
| **23/24/061** | **PR.** Items for inclusion in the next edition of the Parish Magazine, for the website and social media sites.   * Bollards installation * First draft of the Traffic Report * Parking outside the village shop – more consideration | |
| **23/24/062** | **LCN Membership**   * Nothing to report. | |
| **23/24/063** | **Future agenda Items**   * Traffic Report | |
| **23/24/064** | **Any other reports**   * There were none | |
| **23/24/065** | **Date of next meeting: 04 July 2023 at 1930** | |

**Meeting closed at 2155**

**Actions**

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|  | October Minutes | Owner | Due |
|  | Audit: Reserve spending plan | PC | To be placed on March agenda |
|  | **DECEMBER MEETING** |  |  |
| 12.0 | Defibrillator training follow up and booking event | CL/Clerk | **Ongoing** |
|  | **JANUARY MEETING** |  |  |
| 8.0 | Second quote to clear ditches at the bottom of Common Lane | TI | **Ongoing** |
|  | **FEBRUARY MEETING** |  |  |
| 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 | **ONGOING** |
| 9.0 | Check broken latch on Church Lane footpath update from land owner | TR | **ONGOING** |
|  | **MARCH MEETING** |  |  |
| 4.1 | Ensure s106 funding information is received from Councillor Kerley | Clerk | **ONGOING** |
|  | **APRIL MEETING** |  | **-** |
| 8 | Request to Avon and Somerset Police for speed camera | Clerk | **ONGOING** |
|  | **MAY MEETING** |  |  |
| 23/24/013 | NHP Survey analysed results put onto website | Clerk | **ONGOING** |
| 23/24/026 | Advert for grass cutting contract for Happy Tracks in parish magazine | Clerk | **ONGOING** |
|  | **JUNE MEETING** |  |  |
| 23/24/050 | Instruct D Ruddle to complete the jobs on his quote | Clerk |  |
| 23/24/050 | Order wooden train for Happy Tracks | Clerk |  |
| 23/24/052 | Traffic Survey draft report – comments feedback to company | TR |  |
| 23/24/052 | Grass cutting – approach Ian | TI |  |
|  | **COMPLETED TASKS** |  |  |
|  | **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 |  |  |  |
| 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 |
| 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** |
| 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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