

Keinton Mandeville Parish Council

Minutes of a meeting of the Parish Council meeting held on
Tuesday 6 December 2022 at 1930 at Keinton Mandeville Village Hall (Draft)

Present: Thomas Ireland (Chair), Trevor Ryder, Hayley Warrens, Ken White, Chris Calcutt and Chris Lane
 In attendance: Dean Ruddle and Charlie Hull.

Public session

- Member of the public noted that the wall at the nursing home is looking more tidy.

1.0	Apologies. There were none as all councillors were present.
2.0	Declarations: There were none.
3.0	Minutes of last meeting: 1 November 2022 Resolved it was proposed and unanimously agreed to approve the minutes and the closed minutes as a true and correct record of the meetings held.
4.0	Actions and Matters arising: <ul style="list-style-type: none"> Minutes 8 (October) meeting and Minute 4 November meeting – finger posts. This is still in-hand and will be resolved by 31.12.2022. Minute 8 (October) quotes to improve Lydford bridleways ongoing Minute 8 Replacement gate on Church St/Lakeview footpath (October) – Dave Ruddle has been instructed Minute 8 Removal of conifers on footpath behind telephone kiosk (October) – Somerset Tree Surgeons have now completed and invoice for £480 on the agenda tonight. Minute 8 Playing field land registry (October) – clerk has spoken to solicitor Charles Fleming. The original documentation for the conveyancing cannot be located by Porter Dodson but Charles can remember having sight of the document. Therefore Charles will look for a copy and then he will be able to sign a declaration to confirm it is a copy. Then the amendment with the land registry can be completed. Reserve Spending Plan (October) – Mr White has been working on this and will report at the meeting tonight Minute 1 councillor vacancies (November) – clerk has notified Democratic Services of Mr G Jennings resignation and the three vacancies have been notified. Period for when an election could be called expired 05.12.2022 and therefore the parish council can now co-opt councillors. Minute 4 Defib pads (November) – these have arrived and Mr C House has them. Minute 8 Request from Lydford Parish Council (November) – clerk has responded Minute 10 Happy Tracks equipment (November) – this has now been installed and inspected. Minute 11 Dog waste bins – Mr Ryder to pass SSDC contact details to clerk to follow up Minute 16 Wreath for Remembrance Day – Mr Ryder layed the wreath and advised there is a spare one for next year and he will send the invoice to the clerk for payment Minute 17 Request for minutes of Local Community Network meeting – requested by the clerk Minute 18 Clerk contract – this has been sent to Mr Ireland and Mr White Minute 19 Request for further details from Councillor Ruddle regarding SCC budget potential cuts – email response from Councillor Ruddle has been received which does not provide too much details but advises parish council that they may need to consider funding for any additional highway work for example signage, verge, hedge cutting, public rights of way repairs etc. Potentially also play equipment that needs repairing or replacing. Other organisations in the parish that previously received grants from the district/county council may no longer do so and therefore the parish council may wish to increase their grant budget.
5.0	Planning. Consider the following applications and make recommendations to the planning officer: <ul style="list-style-type: none"> 22/02956 Land behind Splinters Church Lane, Keinton Mandeville, Somerton TA11 6FX – Discharge of condition No 9 (Badger Survey) of Planning application 20/01473/573 Church View, Church Lane, Keinton Mandeville TA11 6FX. Decision date 01.11.2022 and Determination deadline 15.12.2022. No comment 22/02957/DOC1 Land behind Splinters Church Lane, Keinton Mandeville, Somerton TA11 6FX – Discharge of condition No 9 (Badger Survey) of Planning application 21/03654/573A Church View, Church Lane, Keinton Mandeville TA11 6FX. Decision date 01.11.2022 and Determination deadline 15.12.2022. Discharge of Condition 9 (Badger Survey) of Planning Application 21/03654/S73A – Land behind Splinters Church Lane, Keinton Mandeville, Somerton TA11 6FX. No comment 22/03044/HOU Bay Tree Cottage, Queen Street, Keinton Mandeville, Somerton TA11 6EG – The conversion of detached garage into accommodation ancillary to the enjoyment of the main dwelling house. Determination Deadline 20.12.2022. Councillors wish to make the following recommendations; a condition that this does not become a separate dwelling and remains ancillary to the current

	<p>building, ideally would like to see solar panels installed as part of conversion and that cladding is not used as it would be out of character of the surrounding area</p> <ul style="list-style-type: none"> • 22/02974/DOC1 Coombe Hill Farm, Coombe Lane, Keinton Mandeville, Somerton, Somerset TA11 6DG – Discharge of condition 4 (Bat Box) of Planning Application 27/00060/HOU. No comment 													
5.1	<p>Determination of Planning. The following notice was received:</p> <ul style="list-style-type: none"> • None to note. 													
5.2	<p>Other planning matters.</p> <ul style="list-style-type: none"> • Neighbourhood Plan project planner – this was agreed at the last meeting and can now be taken off the agenda. • NHP Launch feedback – Mr Ryder advised that the event on 06.11.2022 was not very well attended. There have been 77 responses online for the survey and 10 in paper format. Mr Ryder believes a leaflet drop is required before Christmas. Mr Ryder will pass the survey link onto the clerk so that it can be posted on the website, <p style="text-align: center;">ACTION: Clerk</p> <p>Mr Ryder has completed a very quick analysis of the NHP responses and the themes coming through are that people want to preserve green spaces, to consider road and traffic problems when considering any development, the village needs less new houses and only want 10-30 new houses in the village over the next ten years, would like to see more affordable housing and some bungalows. The responses state they would like to see the character of the village preserved.</p> • There has not been any feedback from Philip Hanson in terms of the land evaluation assessment. Mr Ryder agreed to try Mr Hanson one more time. <p style="text-align: center;">ACTION: Mr Ryder</p> <p>Mr Ryder advised that landscape assessments are not strong in other NHPs and therefore may not be a major concern if not in place.</p>													
6.0	<p>Environment Champion Update.</p> <ul style="list-style-type: none"> • Environmental Group feedback – Mr Ryder reported that village projects money had been raised. An application has been made for a Green Fingers site and this could result in 300 trees being donated. There could be a village day event to plant the trees. • Green Book – no updates to report • Potential for solar panels on the Village Hall roof – councillors discussed the potential to consider providing grant funding if the Village Hall were considering solar panels. Mr Ireland will contact the Village Hall. <p style="text-align: center;">ACTION: Mr T Ireland</p> <ul style="list-style-type: none"> • CCTV cameras at Village Hall – Mr Ireland will contact the Village Hall to enquire if they would like to consider installing them with financial support from the parish council. <p style="text-align: center;">ACTION: Mr T Ireland</p> <ul style="list-style-type: none"> • Paul Williams – Mr Ireland reported that Paul has advised he is no longer able to take on jobs. Councillors requested that the clerk send a letter to thank him for all his hard work over many years for the parish council. <p style="text-align: center;">ACTION: Clerk</p> <ul style="list-style-type: none"> • Somerset Conference on Climate Change 05.01.2022 – Mr Ryder attended and provided a short report for councillors to highlight the main points. The overview is that parish councils should support and promote 'green' practice wherever possible. Mr Ryder will provide more details of the Retrofit Scheme so that they can be added to the parish magazine article. <p style="text-align: center;">ACTION: Clerk</p>													
7.0	<p>Finance and Payments (RFO – Clerk) Resolved: It was proposed and unanimously agreed to approve the following payments:</p> <table border="0"> <tr> <td>Paul Williams (201189)</td> <td style="text-align: right;">£195.02</td> </tr> <tr> <td>Play UK Playgrounds Ltd (201190)</td> <td style="text-align: right;">£4824,00</td> </tr> <tr> <td>The Play Inspection Co Ltd (201191)</td> <td style="text-align: right;">£390.00</td> </tr> <tr> <td>Somerset Tree Surgeons and Landscapers (201192)</td> <td style="text-align: right;">£480.00</td> </tr> <tr> <td>S Graham (201193)</td> <td style="text-align: right;">£8.00</td> </tr> <tr> <td>Somerset County Council (Youth Group grant) (201194)</td> <td style="text-align: right;">£132.00</td> </tr> </table>	Paul Williams (201189)	£195.02	Play UK Playgrounds Ltd (201190)	£4824,00	The Play Inspection Co Ltd (201191)	£390.00	Somerset Tree Surgeons and Landscapers (201192)	£480.00	S Graham (201193)	£8.00	Somerset County Council (Youth Group grant) (201194)	£132.00	
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7.1	<p>Receipts</p> <table border="0"> <tr> <td>CIL funding (Section 106)</td> <td style="text-align: right;">£4398.10</td> </tr> <tr> <td>SSDC funding for play equipment</td> <td style="text-align: right;">£38 719.10</td> </tr> </table>	CIL funding (Section 106)	£4398.10	SSDC funding for play equipment	£38 719.10									
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7.2	<p>Review of Accounts. Presentation of summary of accounts and bank reconciliation was unable to be presented as the bank statement is still being sent to previous clerk and only received tonight. Clerk will update and send out to councillors for approval at the January meeting.</p>													

	<p>Balance on the bank accounts as follows:</p> <table> <tr> <td>Community Account</td> <td>£1000</td> </tr> <tr> <td>Business Premium</td> <td>£73 537.57</td> </tr> <tr> <td>Business Premium</td> <td>£5143.25</td> </tr> </table>	Community Account	£1000	Business Premium	£73 537.57	Business Premium	£5143.25
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7.3	<p>Other finance matters</p> <ul style="list-style-type: none"> Clerk advised she would prefer an external agency to process the payroll and this is a recommendation from parish council audits. Clerk advised the cost would be approximately £75 (£60 net) per quarter. Councillors discussed and voted for the clerk to source a company to administer the payroll. Proposed: Mr C Lane Seconded: Mr T Ryder 5 councillors in agreement and 1 against so motion carried. Clerk to seek company to administer the payroll. ACTION: Clerk Clerk contract – draft has been sent to Mr Ireland and Mr White. Contract agreed and will be signed at next meeting in January. Bank statements and change of address – clerk advised that the signed letter had been sent but then returned so the process will need to be commenced again. ACTION: Clerk External auditor appointment – clerk advised that the notification of the external auditor appointment for 2022-23 through to 2026-27 financial years has been confirmed as PKF Littlejohn. This is the same appointment as the last three years. The notification has been received from the Smaller Authorities’ Audit Appointments Limited. The fee for the annual return will be £240 according to the fee chart within the notification. 						
7.4	<p>Grant requests. Receive the following grant requests:</p> <ul style="list-style-type: none"> Keinton Netball – the MUGA belongs to the Village Hall. The Village Hall have received a letter from the netball club asking if they can resurface. The Village Hall have asked for sight of the technical report and also an indication of the longevity of the work. The parish council will await for further information from the Village Hall. Keinton Mandeville Youth Group – a request has come in for a grant to pay the licence fee so that they can continue to deliver the Duke of Edinburgh Award in the sum of £132. Councillors were in agreement to make this a grant to the Youth Group. Proposed: Mr T Ireland Seconded: Mrs H Warren All councillors in agreement. Motion carried. 						
8.0	<p>Highways. Consider the following and agree any actions arising</p> <ul style="list-style-type: none"> Request for Drainage Report – the request has come from a resident who is concerned about the drainage in the village. There was a flood last week in the village at the bottom onto Common Lane. Discussion took place and suggestion that the ditches in that area are cleared. Councillors agreed to get a quote from Dave Ruddle to clear the ditches and then Mr Ireland will approach Wessex Water to advise that there is a problem in that area that improves once the ditches are clear. Clerk to seek quote. ACTION: Clerk Highways consultant update – Mr Ryder presented a report which shows three comparison quotes. Councillors believe that Moss Naylor Young is the best quote in the sum of £7122 including VAT. Mr Ryder will go back to them to ask if they include mitigation of these issues recommendations. Speed Indicator Device – the recent report has been circulated to councillors. Report sent to clerk on 03.12.2022 which has recorded 3,610 vehicles (average of 172 per day (previously 189) were recorded at, or above, 40mph. Unlike other sites, however, the data shows a significant number (247...11.7 per day [previously 13.5 per day]) recorded above 50mph. Additionally, where other sites have the worst offenders speeding in the small hours of the night, a scan of the data shows much of the excess speeding occurring in the morning commuting / school run hours. Community Speedwatch – the highest speed recorded was 43 mph. Highways Quotes – Mr Ryder has sent a draft plan. Councillors agreed that pedestrian safety and a mixed use of vehicles needed to be added in. Needs to be more specific about cycling safety. Mr Ryder will make the quote more specific and circulate to councillors for agreement at the next meeting. 						
9.0	<p>Parish Paths. Update / items to report.</p> <ul style="list-style-type: none"> Concerns in relation to public footpath as it provides a ‘step through access’ and this may not be compliant in terms of access for public footpath. The owners have put in a gate with a step through. This has been reported to Somerset County Council and awaiting a response. Proposal for village heritage trail – this is ongoing. Gate at Westfield Farm latch broken – ask Ranger to have a look at this and hopefully repair. 						
10.0	Play Areas.						

	<p>Happy Tracks / Skatepark</p> <ul style="list-style-type: none"> • Mrs Graham has completed the checks and there are no issues.
11.0	<p>Maintenance.</p> <ul style="list-style-type: none"> • Ranger visit – councillors in agreement for the Ranger to continue to paint the telephone boxes and look at the broken latch at Westfield Farm. • Dog waste bins – Mr Ryder will pass the contact details to chase SSDC onto clerk. <p style="text-align: center;">ACTION: Mr T Ryder</p>
12.0	<p>Defibrillator</p> <ul style="list-style-type: none"> • Refresher Training – Mr Lane has sourced a trainer who has agreed to provide a couple of two hour session free of charge. They would be for up to 12 people aged 14 and over. Amanda Raynor is a First Responder and good trainer who believes providing the training is beneficial to the community. She has recommended suitable times and days and Mr Lane will liaise with the Village Hall to book in some sessions in late February/early March. Once the sessions have been booked then the clerk will send out the invitation to the village organisations. Mrs Warren will support this event. <p style="text-align: center;">ACTION: Mr Lane and Mrs Warren</p>
13.0	<p>Village Hall Report</p> <ul style="list-style-type: none"> • Proposed building works – the final estimate from the architect has been presented and will require a large amount of fund raising. • Trim trail is complete and being used. • Currently reorganising the basement of the Village Hall and contracts for storage at the hall are being reviewed. • Reviewing the hire costs
14.0	<p>Correspondence. Receive the following correspondence and agree any actions arising:</p> <ul style="list-style-type: none"> • Christmas Tree carol service – requests have gone out to village organisations for their carol requests. • Carol Service will be on Friday 16 December and the posters have been displayed.
14.1	<p>Correspondence. Circulation SCC updates, SWP briefings, SSDC updates, SSDC Environment</p> <ul style="list-style-type: none"> • Circulated to councillors throughout the month as they arrive.
15.0	<p>PR. Items for inclusion in the next edition of the Parish Magazine, for the website and social media sites.</p> <ul style="list-style-type: none"> • Requests for donations for the book swap donations at the former phone box on Church Street. • Advice to the disposal of pooh bags for dog waste • Retrofit Scheme – December or January
16.0	<p>Remembrance Service</p> <ul style="list-style-type: none"> • Mr Ryder agreed to lay the wreath on Friday 11 November. The wreath was laid by Mr Ryder, however due to some confusion we have a spare one for next year which the parish council will reimburse Mr Ryder for at the next meeting.
17.0	<p>Somerset Emergency Community</p> <ul style="list-style-type: none"> • Request from Somerset County Council for a representative on the parish council – Mr Lane agreed to be the named councillor.
18.0	<p>LCN Membership</p> <ul style="list-style-type: none"> • Clerk has emailed to ask when the next meeting is planned and is awaiting a response.
19.0	<p>Future agenda Items</p> <ul style="list-style-type: none"> • Precept approval • Highway quote
20.0	<p>Any other reports</p> <ul style="list-style-type: none"> • There were none
21.0	<p>Date of next meeting: 03 January 2023 at 1930</p>

Meeting closed at 2149

Actions

	October Minutes	Owner	Due
8.0	Highways – fingerpost replacement, advise A. Barron of preferred quote	Clerk	Awaiting outcome of SCC discussions with insurers
8.0	Quotes for arm for fingerpost Barton Road – instruct Bristol Foundries.		
8.0	Instruct Highways Consultant		
	Parish Paths: Seek quotes to improve 'Lydford' bridleways. Lydford bridlepath was also affected in wet weather, TI would ask Lydford PC about funding this	TI	Ongoing
	Repairs to Babcary / Blind Lane fingerpost. Shields Babcary Lane – quotes to replace	TI Clerk	Ongoing
	Audit: Reserve spending plan	PC	Ongoing
NOVEMBER MEETING			
4.0	Highways update on fingerpost replacement – clerk to chase Quotes for arm for fingerpost on Barton Road Repairs to Babcary/Blind Lane fingerpost shields Reserve Spending Plan	Clerk Clerk Clerk KW	Ongoing Ongoing Ongoing Placed on Jan Agenda
11.0	Dog waste bins – chase SSDC to ensure they are emptied regularly	Clerk	Ongoing
DECEMBER MEETING			
5.2	NHP Survey Link to be put onto website	TR/Clerk	
	Chase Mr Hanson for land evaluation assessment one more time	TR	
6.0	Approach Village Hall about potential to provide grant for solar panels	TI	
	Approach Village Hall about potential to provide grant for CCTV	TI	
	Letter to be sent to Mr Williams to thank him for your work for the parish council	Clerk	
	Details of Retrofit scheme to be put into parish magazine in December/January	TR/Clerk	
7.3	Source an external company to process payroll	Clerk	
	Bank statement change of address – redo authorisation	Clerk	
8.0	Quote to clear ditches at the bottom of Common Lane	Clerk	
12.0	Defibrillator training follow up and booking event Cost of replacement batteries and pads added to budget for 2023/24	CL KW	Place on January agenda
19.0	Reserve Spending Plan	KW	Place on January agenda
COMPLETED TASKS			
	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