

Keinton Mandeville Parish Council

Minutes of a meeting of the above-named Parish Council, to be held on
Tuesday May 10th 2022. at Keinton Mandeville Village Hall

Present: Tom Ireland TI, Trevor Ryder TR, Chris Lane CL, Chris Calcutt CC, Ken White KW (from item 3)
In attendance: Sue Graham (clerk)

Public session

Footpath from Church Street through Lakeview – path has been damaged, possibly by a digger, and is dangerous. The new barrier has also been affected. TI would raise with Galion

Query about footpath to allotments – this was clarified

Streetlights – Chistles Lane- query about whether these are now connected. TI would ask Galion

1.0	Election of Chairman. Nominations for Chair were invited by the clerk. Tom Ireland was nominated by CL. This was seconded by CC. TI was elected as Chair by unanimous vote and signed the Chairman's declaration of acceptance of office			
2.0	Fill vacancies by co-option Ken White was nominated by CL, this was seconded by CC, KW was co-opted onto the council by unanimous vote.			
3.0	Receive declarations of acceptance of office. Councillors signed their declarations of acceptance of office			
4.0	Apologies There were no apologies			
5.0	Declarations. Receive declarations of interests CL declared an interest in item 11.0 payments: Reimburse C Lane defibrillator cable Declaration of Business Interest forms were provided to Councillors who would complete asap and return to the clerk.			
6.0	Election of Vice Chairman Nominations for Vice Chair were invited by the chair. Trevor Ryder was nominated by TI. This was seconded by CL. TR was elected as Vice Chair by unanimous vote			
7.0	Minutes of last meetings: 5 April 2022 Resolved: It was proposed and unanimously agreed to approve and sign the minutes as a true and correct record of the meeting held.			
7.1	Actions and Matters arising			
	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	Awaiting grant application outcome Dependent on above
	Local Heritage list – send nominations - Tithe Barn, Orchards, Blue Plaque. TR to scrutinise nomination process. Continue to request public input	Clerk	Ongoing	Suggestions: cast iron fingerposts, Keinton Shields at Rosemead and The Firs. Dry stone walls with cock and hen tops. All remaining orchards. Ridge and furrow fields. TR would compile a list
	8.0 Highways. Report damage to Cottons Lane. Awaiting response from Mendip	Clerk	Complete	No response
	8.0 Highways update on fingerpost replacement – clerk to write again to landowner of Merlin House	Clerk	ASAP	Agreement received from landowner – this had been forwarded to Somerset County Council (SCC)
	Priority change – await further information.	Clerk	Ongoing	No update received
	Streetlighting Chistles Lane – ask again for this to be addressed	Clerk	ASAP	No response received
	8.1 Quotes to improve bridleways, also Babcary / Blind Lane and path to rear of village hall. c/f to spring	TI Clerk	April ASAP	Update at next meeting. Quote requested for Cottons Lane to Coombe Hill. Lydford bridlepath was also affected in wet weather, TI would ask Lydford PC about funding this
	Repairs to Babcary / Blind Lane fingerpost.			

	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	The clerk would submit this once the extended lease had been signed by both parties No response, TI to chase again
	14.1 Nalc correspondence: Clerk to respond	Clerk	ASAP	Complete
	14.1 Jubilee Parish Profiles – refer correspondence to primary school	Clerk	ASAP	Complete
	Remembrance soldier order from RBL	Clerk	November 2022	
8.0	<p>Parish Representatives. Resolved: It was proposed and unanimously agreed to appoint the following representatives with other posts being allocated as further co-options took place.</p> <ul style="list-style-type: none"> • Playing field committee - to be allocated • Village hall committee: CC • Happy tracks and skate park: Clerk • Finance committee: (2/3) KW + one to be allocated • Planning: TI, CL • Councillor to check risk assessments, deeds, physical check of assets: CL • Appeals Board (3):TI CC +1 • Youth representative: to be allocated • Grievance board (3) :TR KW +1 • Highways and Parish Paths: TI, TR • Community Speedwatch: CC • Environment Champion : TR 			
9.0	<p>Planning. Consider the following applications and make recommendations to the planning officer: There were no planning applications</p>			
9.1	<p>Determination of Planning. Receive the following notices: 22/00209/HOU Application permitted with conditions Proposed Rear Extension - Roseland Castle Street Keinton Mandeville Somerton TA11 6DX A request for a construction management to be reconsidered had been sent to the planning officer</p>			
9.2	<p>Other planning matters. Neighbourhood Plan – project plan and update. Covered during public session. Funding application outcome was pending.</p>			
10.0	<p>Environment Champion Update. TR reported the following:</p> <ul style="list-style-type: none"> • There had been no environment group meeting last month with too few available to attend. • TR had attended an event run by SSDC ‘get sussed’ environment group 			
11.0	<p>Finance and Payments (RFO – Clerk) Payments. Resolved: It was proposed and unanimously agreed to approve the following payments:</p> <p>Salaries April 2022</p> <p>NEST Pensions Direct Debit</p> <p>HMRC</p> <p>Reimburse clerk, postage and stationery items</p> <p>Reimburse Clerk Annual Parish Meeting refreshments</p> <p>Maintenance</p> <p>SALC: Training</p> <p>SSDC Parish Ranger</p> <p>Reimburse C Lane Defibrillator Cable</p> <p>Internal Auditor Voucher, reimburse clerk</p> <p>Village Hall Committee – opening up safely and reconnecting communities fund grant payment from SALC</p>			<p>£289.25</p> <p>£21.94</p> <p>£5.80</p> <p>£28.30</p> <p>£22.47</p> <p>£72.00</p> <p>£25.00</p> <p>186.48</p> <p>£47.98</p> <p>£100.00</p> <p>£2500</p>
11.1	<p>Receipts. SALC: Opening up safely and reconnecting communities fund grant payment (for village hall)</p> <p>CIL 19/03139/FUL</p>			<p>£2500.00</p> <p>£1661.68</p>
11.2	<p>Review of Accounts. Presentation of summary of accounts, bank reconciliation and budget to be considered, agreed, and signed by Councillors.</p>			

	<p>The clerk explained that £2500 reconnecting communities grant payment had been received from SALC on 31 March, therefore changing the previously reported year end position. The carry forward balance was actually £38,392.03.</p> <p>The accounts for month 1 2022-23 were reviewed. The balance at the year-end was £38,392.03 Payments in April totalled £1164.99 and receipts were £19,300 The balance at the end of April was £56,527.04. The bank statements showed a balance of £57,257.51. There were outstanding payments to a total of £730.47. Taking this into account, the balance was £56,527.04. The summary of accounts, budget and reconciliation information was circulated and checked by Councillors</p> <p>Notice had been received from SSDC that a cil payment had been made on 6 May 2022 (as reported in receipts above.) This would increase the ring-fenced CIL reserve. In addition, some adjustments to reserves and the budget lines for 2022-23 were suggested in view of the year end carry forward figure. Amendments to the grant budget, Royal British Legion (RBL,) Xmas tree, and defibrillator budget lines were agreed. Revised allocated reserves (increase to parish projects reserves) were also agreed.</p>
<p>11.3</p>	<p>Other finance matters</p> <p>Appoint new signatory. Resolved: It was proposed and unanimously agreed for CC to be appointed as a new signatory.</p> <p>Audit 2021-22.</p> <p>11.3.1 Receive internal auditor reports and agree any actions arising</p> <p>The internal auditor reports including the financial risk assessment were considered. There were no recommendations from the internal auditor other than clarification and a formatting issue on the accounting spreadsheet.</p> <p>The report from Belinda Simson was received. Her observations including the following were considered as follows:</p> <ol style="list-style-type: none"> 1. The high reserve levels 2. Lack of spending on parish projects for which there was an identified reserve, and on other assets for the village. It was recommended that the council seriously consider spending some of this on projects / assets . Discussion took place about some projects being too expensive to commence (eg village hall improvements / extension) but funding being set aside for the parish council to contribute. With ongoing concerns about traffic speed and volume discussion took place about spending on speed reduction measures. This was further discussed and reported under item 12. Highways. 3. Maintenance budget – separation of budget lines to more accurately monitor the maintenance spend – clerk to action. <p>11.3.2 Review effectiveness of the system of internal control</p> <p>The clerk reported that throughout the year members of the finance committee had checked internal controls. Helen Hashmi audited the accounts and conducted the financial risk assessment which checked controls as required by the Financial Regulations. This had taken place both during and at the end of the year. Belinda Simson (former Chairman of the Parish Council) conducted a review of practice given her knowledge of Parish Councils. This approach was considered proportionate to the size of the council. The PC paid for quarterly and annual play area inspection reports, in addition the financial risk assessment took place as described above. Adequate insurance in line with recommended cover levels was in place.</p> <p>11.3.3 Consider and agree the Annual Governance Statement 2021-22</p> <p>The governance statements in the AGAR were read out, carefully considered and agreed. RESOLVED: It was proposed and unanimously agreed to agree the governance statement and for this to be signed by the Chair and RFO</p> <p>11.3.4 Consider and approve accounting statements 2021-22</p> <p>The accounting statements, significant variations, earmarked reserve allocations, and bank reconciliation were considered. Resolved: It was proposed and unanimously agreed to approve and sign the accounting statements, significant variations, bank reconciliation and reserves breakdown. These would be published on the website as required by the accounts and audit regulations, along with other information as required by the Transparency Code</p> <p>11.3.5 Agree arrangements for the exercise of public rights 2021-22</p> <p>The clerk reported that this period would run from 13 June to 22 July 2021. Notices would be published on the website and noticeboard as required by the accounts and audit regulations</p> <p>11.3.6 Asset register check: C Lane would conduct an asset check.</p>
<p>11.4</p>	<p>Grant requests. Receive the following grant requests</p> <p>KM School: Platinum Jubilee event</p>

	<p>This request was considered taking account of the benefit to local residents and the grant budget. This was a historic occasion, open to all parishioners and would directly benefit village residents, as such a grant for the full requested amount was considered appropriate. Resolved: It was proposed and unanimously agreed to make a grant of £852. S137.</p>
12.0	<p>Highways. Discussion took place about speeding traffic on Barton Road (SID data indicated excessive speed), and Coombe Hill. Queen St. was also discussed. CL noted that other villages had had 30mph roundels painted on the road surface, and repeater signage to act as reminders for responsible motorists. It was suggested that quotes for these were obtained for Barton Road and Coombe Hill</p> <p>Update / Items to report 30mph Repeater sign at Western end of village had been defaced – Highways / Parish Ranger to be asked to clean this.</p> <p>Future management of SID – agree arrangements. It was noted that there were potential volunteers but detailed information on what the role entailed was required. Clerk to ask K McHale</p> <p>SID positioning during Castle Street road closure. At the request of a resident the device would be positioned on the B3153 during the road closure, this would give an indication of the actual reduction in traffic approaching from the east.</p> <p>Community Speedwatch Report. CC reported the following:</p> <ul style="list-style-type: none"> • The group continued to operate • It appeared that their presence made a difference whilst in progress • Volume of vehicles: Queen St 100+/hour, High Street 400+/hour • Recorded speeds of 38-39mph were frequent in the High Street and 40+mph was not uncommon • Keinton would be hosting an Area Speedwatch meeting with other local teams
12.1	<p>Parish Paths. Update / items to report. Lakeview footpath issues had been raised during public session – TI would speak to Tim Barnes</p>
13.0	<p>Play Areas. Playing field registration with Land Registry. Nothing had been heard from Holly and Steer – TI would chase this.</p> <p>Happy Tracks / Skatepark Receive inspection report. The slide handrail posts were loose in the ground due to the rotting timber. This needed to be monitored and repaired asap. A quote had been received from Play UK to either replace or repair the damaged posts. The repair involved replacing the bottom of the posts with metal feet and this was considered to be a better option. Clerk to negotiate price with Play UK. Only one quote had been received for this work. The clerk noted issues with getting a quote from Playdale (equipment provider.) There were limited options for other suppliers / providers. SSDC had recommended Play UK. IT was noted that the financial regulations required where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates. Furthermore this was a repair to existing equipment and as such the financial regulations would not apply.</p> <p>Project plan, replacement equipment S106 funding application update. The clerk reported that the funding application would be submitted once the extended lease had been signed and could be sent off.</p>
14.0	<p>Maintenance. The following were agreed: Clean millennium plaque Verge at Common Lane / A37 – needs cutting Weeding at edges of roads</p>
15.0	<p>Broadband Provision in Keinton Mandeville – update R Culley had provided the following update: Openreach were awaiting results of the survey work prior to delivery. Once the results of this work had been returned there should be a clearer idea of timescales for delivery. Gigaclear had sent mailshots out to most properties in Keinton Mandeville about their proposed network build, unfortunately this had caused confusion. Gigaclear were planning to proceed with their own build alongside what Openreach are doing but there was no clear indication of timescales for their own delivery.</p>
16.0	<p>Village Hall Report CC reported that work on the Trim trail path was planned to start on 6 June</p>
18.0	<p>Correspondence. Receive the following correspondence and agree any actions arising: From SCC- Consider adopting Local Government Association Model Code of Conduct. Resolved: It was proposed and unanimously agreed to adopt the code.</p>

18.1	Correspondence. Circulation SCC updates, SWP briefings, SSDC updates, SSDC Environment webinar, Crime Report, Neighbourhood Police Newsletter, Somerset Day, Wilding Churchyards project, CPRE campaigns update, Affordable Housing planning issue: Nether Stowey Parish Council, et Sussed environment newsletter, SSDC Environment Resources - Wessex Water Environmental Grant / SWT's Biodiversity Action ideas, Fixy hits the road, Queen's Platinum Jubilee, garden waste, £500 grants; South East Somerset Pilot Local Community Network (LCN) Launch invite
19.0	PR. Items for inclusion in the next edition of the Parish Magazine, for the website and social media sites. Volunteer required to manage the SID (Speed Indicator Device) Councillors required Heritage assets
20.0	Future agenda Items
21.0	Any other reports Updated standing orders. NALC had updated Model Standing Order 18 (financial controls and procurement) to bring it into line with the procurement position post-Brexit and the current procurement threshold figures. They have also simplified the model standing order and taken out references to the European Union. The change is only to model standing order 18. Resolved: It was proposed and unanimously agreed to adopt the revised standing order. Defibrillator. CL reported that the issue with downloading data was now rectified. The budget line for the defibrillator would need to include cost for batteries to light the keypad. In addition the battery and spare battery would need to be replaced over the next two years. C Lane would find out the likely cost of these. Storage A significant amount of gritting salt and several spare fingerposts needed to be stored somewhere. Possible options were discussed.
23.0	Date of next meeting 7 June 2022

Minute	Owner	Due
4.2 Neighbourhood plan; Include affordable homes policy Project plan for adoption by PC at Future Meeting once grant funding approved	TR TR	Ongoing Future Meeting
Local Heritage list – send nominations - Tithe Barn, Orchards, Blue Plaque. Suggestions: cast iron fingerposts, Keinton Shields at Rosemead and The Firs. Dry stone walls with cock and hen tops. All remaining orchards. Ridge and furrow fields.	Clerk / TR	Ongoing
8.0 Highways. Report damage to Cottons Lane. Awaiting response from Mendip 8.0 Highways update on fingerpost replacement Agreement received from landowner – this had been forwarded to Somerset County Council (SCC)	Clerk Clerk	 ASAP
Priority change – await further information. Streetlighting Chistles Lane – ask again for this to be addressed	TI	
Future management of SID – further information to be obtained and volunteers sought	SG All	ASAP
Request information on feasibility and cost of roundels / repeaters on Barton Road / Coombe Hill	SG	Next meeting
8.1 3 Quotes to improve bridleways, also Bab Cary / Blind Lane and path to rear of village hall. c/f to spring Lydford bridlepath was also affected in wet weather, TI would ask Lydford PC about funding this	TI TI	April Next meeting
Repairs to Bab Cary / Blind Lane fingerpost. Lakeview Footpath issues – raise with Galion	 TI	 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
Audit: Reserve spending plan	ongoing	

Remembrance soldier order from RBL	Clerk	November 2022
DEfibrillator – establish budget required for ongoing costs	CL	June meeting