

# KILMERSDON PARISH COUNCIL

**YOU ARE SUMMONED TO ATTEND THE MEETING OF KILMERSDON PARISH COUNCIL AT THE COLES GARDEN MEETING ROOM ON MONDAY 15<sup>th</sup> OCTOBER 2018 AT 7.30PM**

## A G E N D A

1. **APOLOGIES** To receive apologies for absence
2. **DECLARATIONS OF INTEREST** To note any members' interests
3. **NEIGHBOURHOOD PLAN PUBLIC SESSION**
4. **MINUTES** To approve the Minutes of the Parish Council Meeting held on 17<sup>th</sup> Sept 2018. (Pages 1-5)
5. **PUBLIC SPEAKING TIME** (max 15 mins).
6. **FINANCIAL MATTERS** To approve expenditure as follows

Payee	Detail	Gross	Net	Power	Ch no
HMRC	Quarterly payment	£181.00	£181.00	LGA 1972, s111	001262
L Close	Salary (Sept)	£241.42	£241.42	LGA 1972, s112	001263
L Close	Petty cash (Feb-Sept 2018)	£58.70	£58.37	LGA 1972, s112	001264
Sign Efix Ltd	Village car park sign	£369.60	£308.00	LGA 1972 s.143	001265

7. **REQUEST FOR GRANT FUNDING**

Defibrillator	£50 paid 17/9/18	LGA 1972, s.137
Parish Church – for the parish churchyard	£1,300 – budgeted but not yet paid	LGA 1972, s. 142
Parish News	£400 – budgeted but not yet paid	LGA 1972 s.142
Village Day	£50 – budgeted but not yet paid	LGA 1972 s.137
Request from Fosseway Bowls Club attached <b>page 6</b>	Any amount up to £500 requested.	LGA 1972 s.137
Total grant funding allocated 2018/19	£1,800 (not including Fosseway Bowls Club)	
Total Amount budgeted 2018/19	£1,930	

8. **ACCOUANTS** Payments and receipts six months to 21/09/18 (**Pages 7-9**)
9. **INSURANCE** To note insurance quotes have been requested by 30<sup>th</sup> October 2018 in order

## KILMERSDON PARISH COUNCIL

to form part of the budget process.

### 10. HIGHWAY MATTERS

- Weeds on pavements – reported to Somerset CC 18/09/18, who agreed to investigate.

### 11. PLAYING FIELD

- Quote for infill of top soil beneath the swing seat - **£250**. Quote for a frame and chippings which would form a longer term solution, but require topping up with chippings annually at a cost of £520 (under the basket swing, pole and zip wire) - **£1,210**. This compares with tigermulch under the basket swing previously quoted at cost of **£3,100**. A final alternative, wet pour, has been quoted at **£1,770** plus VAT.
- Quote to reset the loose football posts - **£365.00**. Overhanging branches above the zip wire - **£195**.

### 12. PLANNING APPLICATIONS (Cllr Butt)

2018/2207/LBC Widening of a pedestrian gateway to create a vehicular access to off street parking, 33 Church Square Church Street Listed Building An extension to the deadline of 11<sup>th</sup> October has been requested.

### 13. VILLAGE SIGN AT THE TOP OF THE HILL

The Highways Authority views the proposed sign (similar to that at Farrindon Gurney) as being an obstruction to the highway. Attached are examples of acceptable signs (**Pages 10-12**)

### 14. CORRESPONDENCE

### 15. OUTSIDE BODIES

### 16. MATTERS OF REPORT AND ITEMS FOR THE NEXT MEETING

17. **DATE OF NEXT MEETINGS:** 19<sup>th</sup> November 2018, 17<sup>th</sup> December 2018. Proposed 2019 Meetings (**Page 13**)

*Part 2 To resolve to exclude the press and public under s.1(2) of the Public Bodies (Admission to Meetings Act) 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.*

### 18. REVIEW OF LEASES

Response from the landlord (**Page 14 - confidential**).

*LJ Close*

**Lesley Close**

**Parish Clerk**

8<sup>th</sup> October 2018

[Clerk@kilmersdonpc.co.uk](mailto:Clerk@kilmersdonpc.co.uk)

[www.kilmersdonpc.co.uk](http://www.kilmersdonpc.co.uk)

**Tel: 07521 951471**

To: Cllrs N Brand, R Butt, S Gibbs, D Hudson, K Lewis (Vice Chair), R Morse (Chair)

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability) Crime & Disorder, Health & Safety and Human Rights.

KILMERSDON PARISH COUNCIL

**Minutes of the Meeting of  
Kilmersdon Parish Council  
Held at the Coles Garden Meeting Room  
At 7.30pm on Monday 17<sup>th</sup> September 2018**

- PRESENT:** Cllr R Morse (Chair), Cllrs R Butt, S Gibbs, D Hudson.
- ABSENT:** Cllrs N Brand and K Lewis.
- ATTENDING:** Cllr E Drewe (Mendip DC), S Evans, N Evans, S Hall and Planning Policy Officer Jo Milling, for item 6 Neighbourhood Plan, a member of Planning Sphere and local resident for item 12 Planning Applications, L Close (Parish Clerk).

**71. APOLOGIES**

Apologies for absence were received from Cllrs Brand and Lewis and from County Councillor Mike Pullin.

**72. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**73. VACANCY**

There were no applicants for co-option at this stage.

**74. MINUTES**

The minutes of the Parish Council meeting held on 16<sup>th</sup> July 2018 were **agreed** as a true record and signed by the Chair.

**75. PUBLIC SPEAKING TIME**

*2018/1985/FUL Construction of new access, a new stone wall to replace the existing closed board timber fence adjacent to the property and associated works, 3 Kilmersdon Hill – A member of Planning Sphere accompanied the co-applicant to outline the history of the planning application and the reason for the positioning of the new access. They emphasised the safety aspect of moving the access to improve the visibility splay and gave details of a traffic speed survey. The Chair thanked them for attending.*

**76. NEIGHBOURHOOD PLAN**

The Chair welcomed Planning Policy Officer, Jo Milling and the Neighbourhood Plan Working Group. Sally was thanked for a very succinct and helpful overview of the Neighbourhood Plan and there was a discussion on the benefits, the threats, the volume of work and the funding. An additional housing requirement might come to Kilmersdon and already parcels of land have been highlighted for potential development.

**ACTION**

*Minutes are draft until approved at the next meeting.*

# KILMERSDON PARISH COUNCIL

**Resolved:** that (1) the Parish Council supports the formulation of a Neighbourhood Plan; (2) Cllr Hudson joins the Neighbourhood Plan Steering Group; (3) that the 15<sup>th</sup> October Parish Council meeting starts at 7.30pm with the launch of the Neighbourhood Plan (half an hour); and (4) Sally to write an article for Kilmersdon Parish News urging residents to attend the launch and join the Steering Group.

## ACTION

Sally Evans

Item 12 Planning applications was moved up the agenda.

### 77. PLANNING APPLICATIONS

*2018/1985/FUL Construction of new access, a new stone wall to replace the existing closed board timber fence adjacent to the property and associated works, 3 Kilmersdon Hill – The Parish Council gave conditional support to the application subject to (1) the 30mph sign being moved to the railway bridge and (2) subject to Highway's approval. Without these first two conditions being met the Parish Council would not support the application due to the danger it poses with the current combination of its insufficient visibility splay and the speed of traffic. (3) because it is a private household the internal lay-by should be reduced to mitigate the impact on the field. The Parish Council supported the element relating to the new stone wall.*

*2018/2243/TCA Works to tree within a conservation area – Conifer – fell – The Parish Council deferred to the Tree Officer's view.*

*2018/2018/1949/FUL Raising of ground level within the north-west corner of St Benedict's Catholic Primary School playing field by approximately 400mm to provide suitable cover and protection to proposed Wessex Water assets, to be constructed under Permitted Development Rights. Re-profiling to be sympathetically graded in order to blend into the field. Playing Field At St Benedicts Rc Primary School Charlton Lane – The Parish Council had no objections.*

Cllr Drewe gave an overview of Mendip DC and raised the 300 homes which might be built opposite the White Post. He discussed the new regulations which allow developments of under 10 houses to not include affordable housing.

### 78.FINANCIAL MATTERS

The following payments were **agreed**.

*Minutes are draft until approved at the next meeting.*

Signed:

Date:

## KILMERSDON PARISH COUNCIL

## ACTION

Payee	Detail	Gross	Net	Power	Ch no
1&1 Internet Ltd refunded to L Welch	Quarterly website fee	£17.96	£14.97	LGA 1972, s111	00125 1
SJH Services	Grass cutting and strimming	£180.00	£180.00	LGA 1972, s 143	00125 2
L Welch	Salary (July)	£241.42	£241.42	LGA 1972, s112	00125 3
ATP Jolliffe	Playing field lease	£1.00	£1.00	LGA 1972, s111	00125 4
L Welch	Salary (Aug)	£241.42	£241.42	LGA 1972, s112	01255
SPFA	Annual playing field check	£80.00	£80.00	LGA 1972, s111	01256
Greensward	Works to youth shelter	£734.75	£612.29	LGA 1972, s 143	01257
Big Wood Play.com Ltd	Repairs to play equipment	£640.00	£640.00	LGA 1972, s 143	01258
J Reynolds (Western) Ltd	Jubilee bench repairs	£473.59	£394.66	LGA 1972, s 143	01259
SJH Services	Grass cutting and strimming	£290.00	£290.00	LGA 1972, s 143	01260
K Hutton	Grant for defib maintenance	£50.00	£50.00	LGA 1972, S142	01261

**79. REQUEST FOR FUNDING**

The Parish Council considered a request for funding of maintenance and training of the defibrillator.

**Resolved:** To meet 50% of the costs in the amount of £50.

**80. INSURANCE**

It was agreed to go out to tender on insurance in preparation for the end of the three year agreement on 31/3/19.

Clerk

**81. HIGHWAY MATTERS**

Verges, trees and shrubs - **Agreed** to contact Mendip DC who own the hedge outside 4 Silver St for it to be cut back on all sides and to report weeds on pavement up the hill and around the sheep field to Somerset CC.

Clerk

**82. PLAYING FIELD**

(1) Signage for the eight overflow parking spaces – this had been

*Minutes are draft until approved at the next meeting.*

Signed:

Date:

3

KILMERSDON PARISH COUNCIL

installed at a cost of £369.60 and was making a difference in the car park.

- (2) Quote for infill of top soil beneath the swing seat – Three quotes for different types of solutions were noted. **Agreed** that the Clerk obtains a quote for wet pour as a final comparison.
- (3) Annual inspection of the play park – **agreed** to book ROSPA in June 2019 at a cost of £66.50 plus VAT for up to five play items with over five being an additional £3.50 per item
- (4) Damage to the chain bridge – has been resolved by Big Wood Play Systems.
- (5) Graffiti to the youth shelter – has been rectified by Greensward at a cost of £612.29 plus VAT, which includes a product to make graffiti easier to remove.
- (6) From the weekly inspections – the football posts are loose and there are overhanging branches over the zip wire. **Agreed** to seek a quote from Greensward to rectify these items.

ACTION

Clerk

Clerk

Clerk

83. PLANNING APPEAL

2017/1558/VRC Application to remove conditions 2 (holiday let), 3 (operation by owner/ occupier Batch Farm), (Approval of external materials), (approval of joinery), (approval of external attachments), (non occupation until access as approved) and remove condition (parking and turning arrangements) from application 084623/011 Creamery 1-3 Batch Farm Ammerdown Bridge To Hatchet Hill - noted.

84. CCTV FOR THE VILLAGE HALL CAR PARK

Research and costings in the region of £2000-£2,500 were noted. **Agreed** to not proceed at this point.

85. FORWARD PLANNING

Village sign at the top of the hill – costs of £835 per sign plus installation were noted. £200 had been received from the Village Day Committee. **Agreed** to obtain installation costs, to consider the location of the sign in greater detail and bring back to the next meeting.

Clerk

86. CORRESPONDENCE

There was no correspondence.

87. OUTSIDE BODIES

There were no reports from Outside Bodies.

Minutes are draft until approved at the next meeting.

## KILMERSDON PARISH COUNCIL

**88. MATTERS OF REPORT AND ITEMS FOR THE NEXT AGENDA**  
Neighbourhood Plan.

ACTION

**89. DATE OF NEXT MEETING:** 15<sup>th</sup> October

**90.** It was agreed to exclude the press and public under s.1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that the publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**91. REVIEW OF LEASES**

The Parish Council received a request for a breakdown of the legal costs from the Landlord which it was **agreed** to supply. If agreed by the landlord, the solicitor would then ask for a formal cost undertaking, accepting that this would not legally bind the Parish Council to accept the results of the review of leases.

Clerk

The meeting ended at 9.30pm

*Minutes are draft until approved at the next meeting.*

Signed:

Date:

25/09/2018

Gmail - Re grants

6



Lesley Close <kilmersdonclerk@gmail.com>

## Re grants

4 messages

Clive Norman <~~normans11@icloud.com~~>  
To: clerk@kilmersdonpc.co.uk

Fri, Sep 21, 2018 at 2:43 PM

Sent from my iPad Dear Ms Close.

After discussion with your Parish Clerk, I understand that at times you award grants to some deserving causes.

Fosseway Bowls Club is a non-profit making organisation which was formed in 1986. Bowls is a game that is suitable for all ages, however, due to time it takes to play a game it seems to be more popular with the older generation. It is a game which can be played well into ones 80s and beyond so it is an excellent form of exercise also a good social medium. Unfortunately this year our membership numbers are falling, due to age and illness and this has caused less income. However we have a number of areas that need replacement or upgrading.

Therefore, if you are able to assist us in any way financially we would be extremely grateful.

Yours sincerely  
Clive Norman  
President  
Fosseway Bowls Club

Lesley Close <kilmersdonclerk@gmail.com>  
To: ~~normans11@icloud.com~~

Mon, Sep 24, 2018 at 5:19 PM

Dear Mr Norman

Many thanks for your e mail. I will be pleased to put your request to the next meeting of the Parish Council which is 15th October 2018. In the meantime, if you might give an indication of the amount of funding you are looking for, this would be most helpful.

With kind regards,

Lesley

Lesley Close  
Parish Clerk  
**Kilmersdon Parish Council**  
**Tel. 07521 951471**

The view and comments expressed in this email are confidential to the recipients and should not be passed on to others without permission.

On Fri, Sep 21, 2018 at 2:43 PM Clive Norman <~~normans11@icloud.com~~> wrote:

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Therefore, if you are able to assist us in any way financially we would be extremely grateful.

Yours sincerely  
Clive Norman



Kilmersdon Parish  
Council

Payments 2018/19

Date	Payee	Details	ch no	Amount gross	Amount net	VAT
04/04/2018	SSE	Street lighting	DD1	17.03	16.22	0.81
16/04/2018	Nick Taylor	Footpath at playing field	1234	400.00	400.00	
16/04/2018	L Welch	Salary - March	1236	241.62	241.62	
16/04/2018	1&1 Internet Ltd	Domain fee reimbursed to L Welch	1237	11.99	9.99	2.00
16/04/2018	Big Wood Play Systems	Play area repairs	1238	550.00	550.00	-
21/05/2018	L Welch	Salary - April	1239	241.62	241.62	
21/05/2018	Paul Clarke Accountants	Internal Audit	1240	180.00	150.00	30.00
21/05/2018	Came and Company	Insurance	1241	668.23	668.23	
21/05/2018	1&1 Internet Ltd	Quarterly web fee reimbursed to L Welch	1242	17.96	14.97	2.99
21/05/2018	Cartridge People	Toner reimbursed to L Welch	1243	37.50	31.25	6.25
21/05/2018	SJH Services	Grass cutting and strimming hill	1244	145.00	145.00	
02/05/2018	SSE	Street lighting	DD2	14.78	14.08	0.70
04/06/2018	SSE	Street lighting	DD3	16.19	15.42	0.77
18/06/2018	L Welch	Salary - May	1245	241.42	241.42	
17/07/2018	Kilmersdon Meeting Room	Room hire	1246	62.00	62.00	
17/07/2018	L Welch	Salary - June	1247	241.42	241.42	
17/07/2018	HMRC	Tax - quarterly	1248	181.00	181.00	

17/07/2018	SJH Services	Grass cutting and strimming hill	1249	375.00	375.00	
17/07/2018	GB Sport and Leisure	Quarterly play inspection	1250	66.00	55.00	11.00
03/07/2018	SSE	Street lighting DD4		16.19	15.42	0.77
17/09/2018	1&1 Internet Ltd	Quarterly web fee reimbursed to L Welch DD5	1251	17.96	14.97	2.99
17/09/2018	SJH Services	Grass cutting and strimming hill	1252	180.00	180.00	
17/09/2018	L Welch	July salary	1253	241.42	241.42	
17/09/2018	ATP Jolliffe	Lease	1254	1.00	1.00	
17/09/2018	L Welch	L Welch - Aug salary	1255	241.42	241.42	
02/08/2018	SSE	Street lighting DD5		15.77	15.02	0.75
17/09/2018	SPFA	Annual play area check	1256	80.00	80.00	
17/09/2018	Greensward	Works to youth shelter	1257	734.75	612.29	122.46
17/09/2018	Big Wood Play Systems	Repairs to play equipment	1258	640.00	640.00	
17/09/2018	J Reynolds (Western) Ltd	Repairs to bench	1259	473.59	394.66	78.93
17/09/2018	SJH Services	Grass cutting and strimming hill	1260	290.00	290.00	
17/09/2018	K Hutton	Grant to defib maintenance DD7	1261	50.00	50.00	
21/09/2018	SSE	Street lighting DD6		17.03	16.22	0.81

2018 03/31 6,707.89 03/21 6,446.66 03/21 261.23 597.33

6,707.89 gross  
6,446.66 net  
261.23 vat

Six month

**Reconciliation**

Cash book balance b/f	31/03/2018	20687.52
plus Receipts		12633.2
less Payments	21/09/2018	<u>6707.89</u>
Cash book balance		<u><b>26612.83</b></u>

Current a/c balance	21/09/2018	14004.77
less unrepresented chqs		62.00
		1.00
		734.75
		640.00
		473.59
		290.00
		180.00
		50.00
		80.00
total unrepresented chqs		2511.34

Reserve a/c balance	21/09/2018	15119.4
		<u><b>26612.83</b></u>

0

01/10/2018

Gmail - Reply 862114 RE: 837316 - Village Name Plates for Kilmersdon



Lesley Close <kilmersdonclerk@gmail.com>

Wed, Sep 26, 2018 at 4:59 PM

To: Sue Meadows <suedmeadows@gmail.com>, Donald Hudson <donald@kilmersdon.com>, Ken Lewis <ken@kenlewisdesign.co.uk>, Neil Brand <neil\_x\_brand@nfumutual.co.uk>, Raph Butt <raphbutt@btinternet.com>, Roy Morse <roycranetrain@gmail.com>, Shayne Gibbs <shaynegibbs1961@gmail.com>

Dear Parish Councillors and Sue

I spoke with the Highways Authority today about quoting for the installation cost of the new village sign. I was surprised to hear that they deem the one similar to the one at Farrington Gurney as being an Obstruction to the highway. I have sought some advice therefore, in the email below, as to the type of sign that they would deem acceptable.

I will keep you informed, but thought I should let you know the situation.

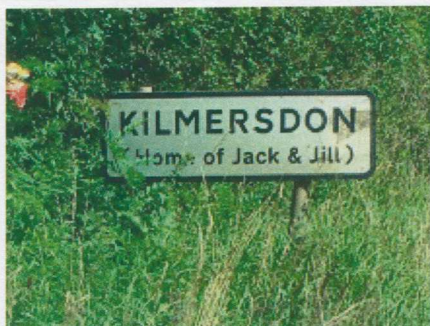
Kind regards,

Lesley

Lesley Close  
Parish Clerk  
**Kilmersdon Parish Council**  
**Tel. 07521 951471**

The view and comments expressed in this email are confidential to the recipients and should not be passed on to others without permission.

[Quoted text hidden]



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2290K

Sara Davis <SDDavis@somerset.gov.uk>  
To: Lesley Close <kilmersdonclerk@gmail.com>

Thu, Sep 27, 2018 at 11:04 AM

Hi Lesley,

Thanks for your email and the attached photo, which is really helpful.



Hope that helps

**Sara Davis**

Traffic Engineering Technician (Mendip)

Traffic Management and Road Safety

Somerset County Council 0300 123 2224

Mail to: [Sddavis@somerset.gov.uk](mailto:Sddavis@somerset.gov.uk)

Mail to: [TrafficManagement@somerset.gov.uk](mailto:TrafficManagement@somerset.gov.uk)

Web: [www.somerset.gov.uk/irj/public](http://www.somerset.gov.uk/irj/public)

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**From:** Lesley Close [<mailto:kilmersdonclerk@gmail.com>]

**Sent:** 26 September 2018 16:56

**To:** Sara Davis

**Subject:** Re: Reply 862114 RE: 837316 - Village Name Plates for Kilmersdon

Dear Sara

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

01/10/2018

Gmail - Reply 862114 RE: 837316 - Village Name Plates for Kilmersdon

Below I have put a couple of examples that we have done recently and wondered if you felt this may be something the Parish of Kilmersdon might like? I would expect you to provide your own artwork, and I can work on the designs with you. An approximate ball park figure for the cost of one sign would be approximately £300.

I have seen this on the local stonework and you may wish to incorporate this if it would reproduce correctly or something showing the hill, or a simple line drawing as Cossington have chosen, or indeed a photograph.



**Kilmersdon Parish Council**

**At Coles Garden Meetings Room**

**Parish Council Meetings 2019**

21st January

18<sup>th</sup> February

18<sup>th</sup> March

15th April

(preceded by the Annual Parish Meeting. Time and venue tbc)

20th May

17<sup>th</sup> June

15<sup>th</sup> July

16<sup>th</sup> September

21 October

18<sup>th</sup> November

16<sup>th</sup> December

Agendas and minutes at [www.kilmersdonpc.co.uk](http://www.kilmersdonpc.co.uk)