

## KILMERSDON PARISH COUNCIL

**YOU ARE SUMMONED TO ATTEND THE MEETING OF KILMERSDON PARISH COUNCIL AT  
THE COLES GARDEN MEETING ROOM ON MONDAY 19<sup>th</sup> NOVEMBER 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. **MINUTES** To approve the Minutes of the Parish Council Meeting held on 15<sup>th</sup> Oct 2018.  
(Pages 1-4)
4. **PUBLIC SPEAKING TIME** (max 15 mins).
5. **NEIGHBOURHOOD PLAN**
6. **FINANCIAL MATTERS** To approve expenditure as follows

Payee	Detail	Gross	Net	Power	Ch no
1&1 Internet reimbursed to L Close	Quarterly internet fee	£17.96	£14.97	LGA 1972, s111	001266
Lord Hylton	Garage fee	£50.00	£41.67	LGA 1972, s112	001267
P G Owen Ltd	Payroll services	£215.00	£215.00	LGA 1972, s112	001268
L Close	Salary (Oct)	£241.42	£241.42	LGA 1972 s.143	001269

### 7. 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. £1,500 requested.	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 Citizens Advice Bureau, circulated by email 5/11/18	£1,000 - requested	LGA 1972 s.137
Mendip Community	£250 requested	LGA



## KILMERSDON PARISH COUNCIL

Transport		1972s.137
Total Amount budgeted 2018/19	£1,930	

### 8. **DRAFT BUDGET** To receive comments on the first draft (**Pages 5-7**)

In terms of insurance, to note that (1) Zurich has quoted a 3 Year Long Term Agreement of £512.16 and a 1 Year Agreement of £539.52 (including IPT) and (2) Came and Company – unwilling to quote so far in advance but suggest for budgeting purposes £695 including Insurance Premium Tax (IPT) which is currently charged at 12%.

### 9. **HIGHWAY MATTERS**

Potholes - Haydon Hill from Kilmersdon to the BANES boundary: An inspection of the site has been arranged (ref.529552) and the Area Superintendent will arrange for any necessary remedial works to be carried out in accordance with the Highway Inspection Manual.

Jack and Jill footpath is extremely slippery due to leaves and moss and is a significant hazard in this route to school. This was reported to Highways.

### 10. **PLAYING FIELD**

From the play park checks –

- The rear of the noticeboard is showing signs of wear.
- Damage to a seat of a picnic bench, possible rot underneath
- Rear bars of baby swing are cracked
- The framework and in particular the top bar of the swings needs painting

The footpath at the playing field has not been completed and is overgrown with weeds. The contractor has been contacted for an update. Clarity on who owns the footpath is required and is a question for the solicitor when the legal work starts.

### 11. **PLANNING APPLICATIONS (Cllr Butt)**

- 2018/2526/TCA Proposed works to a tree in a conservation area:- T1 - Fir - Fell. 66 School Lane
- 2018/2180/FUL Retrospective change of use of land from agricultural to equestrian commercial use, to include riding arena/ menage, stables, field shelters and laying out of hardstanding areas. Land At 369675 151170 Hoares Lane – deadline extended until 20/11/18.

### 12. **VILLAGE SIGN AT THE TOP OF THE HILL**

To consider the proof, the cost (signs are £300 each, with a total of £400 in donations received from the Village Day) and the location. (**Page 8**)

### 13. **CORRESPONDENCE**

### 14. **OUTSIDE BODIES**



## KILMERSDON PARISH COUNCIL

**15. MATTERS OF REPORT AND ITEMS FOR THE NEXT MEETING**

**16. DATE OF NEXT MEETING:** 17<sup>th</sup> December 2018

*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.*

**17. REVIEW OF LEASES**

*LClose*

**Lesley Close  
Parish Clerk**

12<sup>th</sup> November 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 15<sup>th</sup> October 2018**

**PRESENT:** Cllr R Morse (Chair), Cllrs N Brand, S Gibbs, D Hudson.

**ABSENT:** Cllrs R Butt and K Lewis.

**ATTENDING:** Cllr E Drewe (Mendip DC); Cllr M Pullin (Somerset CC); 9 members of the public, L Close (Parish Clerk).

**92. APOLOGIES**

Apologies for absence were received from Cllrs Butt and Lewis.

**93. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**94. PUBLIC SPEAKING TIME**

Cllr Mike Pullin reported that cuts have meant that some work has slowed down. He was pursuing the moving of the 30mph signs and asked that the Clerk writes to the Highways Officer as well. Weeds on pavements should be reported to the Highways Dept along with the very deep potholes on Haydon Road. Cllr Pullin left at 7.40pm.

Cllr Edward Drewe reported on his role as Assistant Cabinet Member, looking at the proposed development at the White Post. Cllr Drewe left at 7.50pm.

Members of the Village Shop Committee asked about the progress of the lease amendments to allow the Village Shop to go ahead. Negotiations with the landlord are still at the stage of confirming who pays the legal fees. The Village Shop Committee may be in a position to contribute to the cost. It was confirmed that in principle the Parish Council is happy for the village shop to go ahead subject to the lease conditions. This would form part of the Parish Council's report in Kilmersdon Parish News.

Artwork for the new Village sign was produced and passed to Cllr Brand for scanning as a jpeg.

**ACTION**

Clerk

Cllr Brand

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

Signed:

Date:



# KILMERSDON PARISH COUNCIL

## ACTION

### 95. NEIGHBOURHOOD PLAN

An information sheet was circulated and there was a full discussion on the advantages of undertaking a Neighbourhood Plan. The history of similar work was overviewed, including an attempt to resurrect the Village Design Statement. Since then work has come to a halt. The scale of the work was discussed and it was agreed to take one week for reflection, after which Cllr Hudson, as the Parish Council representative on the Neighbourhood Plan Working Group, would contact each person individually to clarify whether they would like to be part of this initiative.

Cllr Hudson

### 96. MINUTES

The minutes of the Parish Council meeting held on 17<sup>th</sup> September 2018 were **agreed** as a true record and signed by the Chair.

### 97. FINANCIAL MATTERS

The following payments were **agreed**.

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 Efex Ltd	Village car park sign	£369.60	£308.00	LGA 1972 s.143	001265

### 98. REQUEST FOR GRANT FUNDING

The Committee considered the funding request from Fosseway Bowls Club. **Agreed** not to fund this request but to concentrate funding on public events etc.

Further **agreed** to set up an application form for this year's grants.

Clerk

### 99. ACCOUNTS

The receipts and payments for six months until 21/9/18 were noted.

### 100. INSURANCE

Insurance quotes have been requested by 30<sup>th</sup> October for budgeting purposes.

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

Signed:

Date:



KILMERSDON PARISH COUNCIL

101.HIGHWAY MATTERS

Weeds on pavements had been reported to Somerset CC. The Clerk to contact Mendip DC to find out how this is progressing.

ACTION

Clerk

102.PLAYING FIELD

**Quote for surface beneath the swing seat** – All quotes were considered. **Agreed** to arrange wet pour at a cost of £1,770 plus VAT to be funded from the earmarked reserves.

Clerk

**Quote to reset the loose football posts** – **Agreed** not to go ahead with this work at the moment since they appear stable. Clerk to check whether they are part of the play area inspections.

Clerk

**Overhanging branches above the zip wire** – Cllr Brand to look at this item and cut back if necessary.

Cllr Brand

**Loose bolts on swings** – Cllr Morse to tighten the bolts.

Cllr Morse

103.PLANNING APPLICATIONS

2018/2207/LBC Widening of a pedestrian gateway to create a vehicular access to off street parking, 33 Church Square – There were no objections.

104.VILLAGE SIGN AT THE TOP OF THE HILL

The Parish Council viewed examples of signs which the Highways Authority would endorse. Preferably two signs were required at approximately £300 each. Village Day Committee had donated a further £200, giving £400 for this project. Once the artwork was available electronically it would be passed to Highways and the full sign would be brought back to Parish Council for consideration.

105.CORRESPONDENCE

A letter outlining concern at the major works in the grounds of Gallis Ash which might have an adverse impact on wildlife, the ancient well and the felling of trees in a conservation area. **Agreed** that this be reported to Planning Enforcement.

Clerk

Correspondence from Land Registry to the former Clerk was received outlining the means of registering the playing field to the new address. **Agreed** that this be passed to the solicitor in order that all land registry records at the playing field and car park may be updated at the same time.

Clerk

Minutes are draft until approved at the next meeting.



## KILMERSDON PARISH COUNCIL

### 106.OUTSIDE BODIES

There were no reports from Outside Bodies.

### 107.MATTERS OF REPORT AND ITEMS FOR THE NEXT AGENDA

- The footpath at the playing field has not been completed and is overgrown with weeds. The contractor to be contacted for an update.
- Clarity on who owns the footpath is required and is a question for the solicitor when the legal work starts.
- Jack and Jill footpath is extremely slippery due to leaves and moss and is a significant hazard in this route to school.
- Cllr Gibbs requested use of the playing field for parking at a forthcoming event. This was **agreed** with the logistics being confirmed with the Chair of the Council.

### 108.DATE OF NEXT MEETINGS

**17<sup>th</sup> November.** The 2019 schedule of meetings was **agreed**.

**109.**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.

### 110.REVIEW OF LEASES

Email correspondence with the landlord was noted. **Agreed** to contact the landlord to let him know that the Parish Council felt that public money should not be spent on the review of leases necessitated by the planning application and that we are told that the Village Shop Group is willing to contribute to the cost.

The meeting ended at 9.35pm

## ACTION

Clerk

Clerk

Cllr Morse

Clerk

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

Signed:

Date:



**KILMERSDON PARISH COUNCIL DRAFT BUDGET 2019/20**

Figures are net

	2018/19		2018/19		2019/20
	Budget	Actual at 6 months	Estimate to year end	Actual at year end	Budget
<b>EXPENDITURE</b>					
<b>Clerks Salary</b>	2950.00	1448.92	2950.00		2950.00
Tax	736.00	181.00	736.00		736.00
Payroll admin	45.00	0.00	215.00		215.00
<b>Office expenses</b>					
Postage	100.00	0.00	100.00		100.00
Stationery	50.00	31.21	50.00		60.00
Website	76.84	39.97	76.84		85.00
Recruitment ad	0.00	0.00	0.00		0.00
IT security	25.00	0.00	25.00		25.00
<b>Hire of Meeting Rooms</b>	206.00	62.00	206.00		206.00
<b>Insurance</b>	605.00	668.23	668.23		540.00
<b>Audit</b>	185.00	150.00	150.00		160.00
<b>Subscriptions</b>					
SALC	145.00	0.00	145.00		160.00
SLCC	0.00	0.00	0.00		0.00
C C for Somerset	35.00	0.00	35.00		35.00
SPFA	15.00	0.00	0.00		0.00
<b>Grass Cutting</b>	1809.00	990.00	990.00		1800.00
Hedge trimming	180.00	0.00	180.00		0.00
<b>Village Cleaning/Tidying</b>					
Footpaths	750.00	400.00	750.00		750.00
Bench repair	0.00	394.66	394.66		0.00
Moving 30mph signs	0.00	0.00	0.00		2000.00
Village sign	0.00	0.00	400.00		0.00
<b>Neighbourhood Plan</b>					
<b>Playing Field</b>					
Rent	1.00	1.00	1.00		1.00
Garage	50.00	0.00	50.00		50.00

S.137



Inspections	245.00	135.00	245.00	250.00
Play Equipment	2000.00	1802.29	2200.00	2000.00
<b>Capital Expenditure</b>				
Computer equipment	0.00	0.00	0.00	0.00
<b>General expenditure</b>				
Street Lighting	180.00	92.38	180.00	200.00
Contingency cover	0.00	0.00	0.00	0.00
<b>Grants</b>				
Village Day	30.00	0.00	50.00	50.00
Parish Magazine	400.00	0.00	400.00	400.00
PCC	1300.00	0.00	1300.00	1300.00
Ground Force	200.00	0.00	200.00	0.00
Others		50.00	50.00	250.00
<b>Total</b>	<b>12318.84</b>	<b>6446.66</b>	<b>12747.73</b>	<b>14323.00</b>
			0.00	0.00

<b>INCOME</b>				
Playing Field hire	50.00	0.00	0.00	0.00
Precept	12630.00	12630.00	12630.00	12630.00
Bank interest	0.00	3.20	3.20	0.00
Donation to village sign	0.00	0.00	200.00	0.00
VAT refund	0.00	0.00	0.00	0.00
Transparency grant	0.00	0.00	0.00	0.00
<b>Total</b>	<b>12680.00</b>	<b>12633.20</b>	<b>12833.20</b>	<b>12630.00</b>

Surplus/deficit      361.16      6186.54      85.47      0.00      -1693.00



**KILMERSDON PARISH COUNCIL RESERVES**

	Earmarked Reserves at 1/4/18	Added to reserves at 31/3/19	Taken from reserves in 2018 19	Total
<b>Earmarked reserves</b>				
Play equipment fund (value of play equipment is £45,000)	-	-	-	-
Kilmersdon Play Park Committee transfer of funds for maintenance	2,600.00	-	-	-
Play surface under the basket swing			1,770.00	
Local Housing contribution to recreation ground maintenance	5,000.00	-	-	-
Street lighting contingency cover	500.00	-	-	-
<b>Total</b>	<b>8,100.00</b>		<b>1,770.00</b>	<b>6,330.00</b>

**Cash flow reserve required to fund the 2018 19 budget**

6 months net expenditure **7,161.50**

**Balances at bank**

	at 1/4/18
Current	5,571.32
Reserve	15,116.20
<b>Total</b>	<b>20,687.52</b>

Total cash at bank at 1/4/18  
 plus estimated income to 2018 19 year end  
 less estimated expenditure to 2018 19 year end  
 Estimated balance at 2018 19 year end

20,687.52
12,833.00
12,747.00
20,773.52

Estimated income 2019 20

Estimated expenditure 2019 20

Estimated balance in bank at 31/3/20

Total reserves (earmarked and cashflow)

Difference between estimated balance in bank and total reserves

12,630.00
14,323.00
19,080.52
13,491.50
5,589.02





11/11/2018

Gmail - FW: Design of Village name plate sign for Kilmersdon and consideration of location



Lesley Close <kilmersdonclerk@gmail.com>

**FW: Design of Village name plate sign for Kilmersdon and consideration of location**

2 messages

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

Thu, Nov 8, 2018 at 12:14 PM

Hi Lesley

Please see below the latest design for your consideration. The size of this sign is 1200mm Wide, 640mm Height, with an area of 0.768 sq.m. which will dictate to a greater or lesser degree where we can place this on the verge.



Best wishes

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)