KINGSTON ST MARY PARISH COUNCIL ANNUAL MEETING
Notice of the Annual Meeting of the Parish Council – 14th May 2024 at 19.00

ALL COUNCIL MEETINGS ARE OPEN TO MEMBERS OF THE PUBLIC AND THE PRESS
(Public Bodies (Admission to Meetings) Act 1960)

You are summoned to the Annual Meeting of the Parish Council, Tuesday, 14th May 2024 at 7.00pm in the Playing Field Pavilion in Kingston St Mary.

PUBLIC FORUM

(a) Matters for report only

(b) Questions and Representations from Residents

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting, other than on Planning Applications, or by special invitation of the Chairman) to participate before the meeting by asking questions, raising concerns or making representations, regarding Kingston St Mary Parish. No decision can be taken on issues raised unless the matter is already an item on the agenda. As this is not part of the formal meeting minutes will not be produced. This meeting may be recorded. If you do not wish to be recorded, please say so before making any statements or asking questions.

(c) County Councillor's Report

County Councillors may give short verbal reports on matters affecting the Parish as this is also not part of the meeting, minutes will not be produced.

AGENDA

Members are reminded that the Parish Council has a general duty to consider the following matters in the exercise of any of its functions; Equal Opportunities, Crime and Disorder, Health & Safety, Bullying & Harassment and Human Rights

1. To elect a Chairman and sign a Declaration of Acceptance of Office form
2. Attendance and Apologies
3. Councillors' Declaration of Interests
4. Approval of Minutes of the Ordinary Meeting held on 9th April 2024
5. To appointment members responsible for
5.1 Planning
5.2 KSM Playing Field Management Committee Representative
5.3 Finance Member/Auditor
6. To appoint members responsible for outside bodies
6.1 Quantock Hills Joint Advisory Committee
6.2 NALC/SALC
7. Members of the public with responsibilities - To ascertain whether the current members of the public agree to hold responsibilities for
7.1 Footpaths and Rights of Way
7.2 Tree Warden
7.3 Natural Environment
7.4 Internal Auditor
8. Local Government Association Model Councillor Code of Conduct - to review and adopt
9. Standing Orders and Procedures – to review and adopt
9.1 Standing Orders
9.2 Financial Regulations
9.3 Internal Audit Procedure
9.4 Financial Risk Assessment
9.5 Model Publication Scheme

Clerk: Katie Gibbins, Telephone: 01823 451505 email: clerk@ksmpc.org.uk

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10. Planning

Applications:

Case Ref: 20/24/0011 - Erection of a first floor extension to the rear of The Barn, Kingston Road, Kingston St Mary

Case Ref: 20/24/0012 - Erection of 1 No. dwelling with landscaping and associated infrastructure at Mill Meadow, Parsonage Lane, Kingston St Mary

Case Ref: 20/24/0013 - Erection of 1 No. dwelling with landscaping and associated infrastructure at Plot 22, Mill Meadow, Parsonage Lane, Kingston St Mary

Case Ref: 20/24/0015/T - Notification to carry out management works to a group of hazel, elm and elder (overgrown hedgerow) within Kingston St. Mary Conservation Area on the boundary of Winpenny Orchard, Winpenny Lane, Kingston St. Mary

Case Ref: 20/23/0041 - Erection of a two storey extension to the rear of 7 Quantock Way, Greenway, Kingston St Mary

Case Ref: 20/24/0016 - Demotion of garage and extension and erection of a single storey extension to the side and rear of Yarford Orchards Bungalow, Yarford Road, Kingston St Mary

Conditional Approvals:

Case Ref: 20/24/0005 - Conversion of garage with erection of a single storey extension to form annexe at Tetton Gate, Greenway, Kingston St Mary

Case Ref: 20/24/0002/LB - Replacement of timber window at Stonehouse Farm, Edgeborough Farm Road, Staplegrove

Case Ref: 20/23/0050 - Erection of a first floor extension with raising of roof to the rear and a single storey extension to the side of Meadow Barn, Hill Farm, Kingston Road, Kingston St Mary

Refusals:

Case Ref: 20/24/0006/NMA - Application for a Non-Material Amendment to application 20/22/0020 for changes to design and appearance of dwelling at The Greenhouse, Newtons, Nailsborne, Kingston St Mary

11. Matters Outstanding from Previous Minutes

i. Noticeboard – Staplegrove Rural Area
ii. D-Day 80th Anniversary Beacon and Fete – 8th June 2024
iii. Internet Banking
iv. Parish noticeboards
v. Parish lengths man

12. Road Markings at Mill Cross, Kingston St Mary

13. Playing Field - improvements to access

14. Speed Indicator Device - repair of SID and upgrade to include a solar panel

15. July meeting – change of date

16. Financial Accounts – quarterly review

17. Asset and Service Devolution – update

18. Local Community Network - update

19. Climate Emergency - update

20. Neighbourhood Plan - update

21. Kingston Community Partnership - update

22. Financial Matters

To note the monthly bank reconciliation and authorise the following payments:

£2,052.00 – Chris Groves Associates, tree maintenance work at the playing field

£374.40 – Payroll Specialists Ltd, payroll services for 2024/25

£38.93 – National Association of Local Councils, delegate fee for David Stripp from 23 November 2020

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£88.05 – David Stripp, printing flyers for the Neighbourhood Plan and Annual Parish meeting and refreshments
£166.50 - David Stripp, Kingston Black apple trees, contribution to tree stakes and guards
£330.00 – Jack Councill, Village Green grass cutting for 2024 season
£942.88 – Katie Gibbins, Clerk's back pay April 2020 to April 2024
£171.12 – HMRC, Clerk's PAYE and NI for JAN/FEB/MAR 2024
To note the following remittance:
£19,570.00 – Somerset Council, Parish Precept 2024/25

23. Items for Next Agenda

24. Items for Link Up and KSM Website

Date of Next Meeting: 18th June 2024

Mrs Katie Gibbins, Parish Clerk
8th May 2024