KINGSTON ST MARY PARISH COUNCIL
MINUTES OF THE ORDINARY PARISH COUNCIL MEETING
HELD VIRTUALLY ON 13th JULY 2020

Item No	Item	Action By
1.0	**Attendance** In attendance: Cllr P Townsend (Chairman) Cllr S Farnham Cllr S Hancock Cllr D Stripp Cllr D Taylor Cllr N Townsend Cllr A Wilcox Mrs K Gibbins (Parish Clerk) Cllr R Williams (SCC) Cllr D Darch (SWT) 4 Members of the public attended the meeting Apologies: None	
2.0	**Councillors' Declarations of Interest –** None	
3.0	**Approval of Minutes of Ordinary Meeting held on 8th June 2020 -** **Resolved:** The minutes were approved and will be signed as a true record at a future date.	
4.0	**Planning -** **a) Applications:** **Case Ref: 20/20/0020** – Replacement of conservatory with the erection of a two-storey extension to the rear of Newtons, Nailsbourne Road, Nailsbourne The Council considered the above planning application and resolved to make no comments.	
5.0	**Traffic Calming Measures –** Cllr Taylor asked the Parish Council to agree in principle the letter to SCC Highways requesting the installation of traffic calming measures in and around the village. He also asked the Council to agree in principle a sum of money as a contribution towards the necessary works. The Council together with the County and District Councillors in attendance at the meeting discussed the pros and cons of the proposal and agreed it was a coherent, realistic plan which met County's criteria, but the cost could be prohibitive and potentially outweigh the benefit. The Council agreed to amend the proposal by breaking down the road areas of concern in a modularised format and prioritising a 20-mph speed limit through the centre of the village. The letter would then be sent to Somerset County Council Highways for consideration. The result of which would hopefully be a feasibility study and a costing exercise based on the different problem areas outlined. Cllr Taylor agreed to redraft the letter and the Chair was requested to finalise and send the letter to Somerset County Council.	Cllr Taylor/ Cllr P Townsend
6.0	**Walking and Cycling Manifesto for Somerset** The Council together with a representative of KAPACC considered the revised manifesto and agreed it was a much more balanced document although there was still concern over the wording used in places and the outdated method used to predict road use. Broadly speaking, the Council was in favour of the manifesto and felt it was a step in the right direction.	Cllr P Townsend / Cllr Farnham

	The Council agreed to support the overarching views of the manifesto in principle but to point out areas where there was disagreement. The Chair agreed to work with Cllr Farnham to draft up a Council wide response for submission.	
7.0	**Playing Field –** The Chair raised the following issues with the playing field for discussion: COVID-19 signage; cycle path and management committee. It was recognised that the playing field was theoretically still closed but was being used regularly and therefore proper safety and social distancing measures needed to be adopted. The Council agreed simple signs in line with recommendations from SWT should be put up at the playing field as soon as possible. It was suggested a site meeting was needed to review the existing earthworks for the BMX track which had been constructed on the playing field to decide if any further extension to the works would be allowed. This needed to be reviewed in line with H&S, insurance, and other users of the playing field. The Council agreed to organise a meeting of the interested parties. The Council agreed a drive to recruit new members to the committee was needed as the playing field was not currently being actively managed due to a lack of members. The Council agreed to discuss this with the Chairman of the Playing Field Committee as he was unable to attend the meeting and then to seek local volunteers through the KSM FB page and Link Up.	Clerk Clerk / Cllr Stripp / Cllr Hancock / SWT Cllr Darch Cllr Stripp/ Cllr Farnham
8.0	**Grants & Donations Policy –** The Chair advised the Council he had made some changes to the policy as per the discussion at the June meeting. The Council still felt Clause 5.5 was too prescriptive and needed amending. It was also felt a checklist would be useful to ensure applicants submitted necessary information in support of their application. The Council agreed to draft up a checklist and send Clause 5.5 to the internal auditor for her feedback.	Cllr P Townsend / Cerk
9.0	**Link Up Funding –** Two members of the Link Up Board kindly provided the Council with some background information about the newsletter and the recent decision to place future production and collation in the hands of an external printer. As a result, the Board needed to secure ongoing funding to cover the cost of production and ensure the continued success of the publication. The Board was seeking funding from the Council for 2021 in the amount of £1,118.00. The Council thanked all the Link Up volunteers for their hard work, dedication and commitment and agreed it was very valuable to many members of the community and a great tool for the Parish Council to disseminate news. The resilience of the newsletter in its current form was discussed in light of COVID-19 but the Council agreed the paper copy was part of its strength and hoped it would be able to continue for many years to come. The Council asked the Link Up representatives to explore potential funding from other sources together with any possible cost reduction measures and comeback to the Council in October with a formal request for funding.	
10.0	**Restoration of Millennium Bench –** Cllr Strip proposed that the restoration of the millennium bench become a community-based project. The Council accepted the proposal and asked Cllr Stripp to co-ordinate the project.	Cllr Stripp

11.0	**Local Government Reorganisation –** Somerset County Councillor Williams addressed the matter of local government reorganisation with the Parish Council and stated the PC needed to decide in principal if it wanted to support a single unitary authority. SC Cllr Williams said if the Secretary of State approved a Single Unitary Authority it would be in place from 1 May 2022 and would most likely involve 18-20 local community networks. SC Cllr Williams went on to say all Parish Councils needed to be informed of the changes to be able to make a considered decision. He said that various meetings were to be held to disseminate as much information as possible about the options being considered. SWT District Councillor Darch impressed upon the Council to ensure it carefully considered all options and viewpoints. The Council agreed to carry this item forward for further discussion in September.	C/F
12.0	**Internal Audit Report –** The Council received and noted the Internal Auditor's Report for 2019/20.	
13.0	**Annual Governance and Accountability Return 2019/20 (AGAR) –** a) The Council reviewed and approved the allocation of reserves. It was agreed the £3000.00 allocated for the Village Green would be for the Natural Environment of which the Village Green is included. b) The Council reviewed and approved Section 1 – Annual Governance Statement 2019/20. c) The Council reviewed and approved Section 2 – Accounting Statements 2019/20. d) The Council certified itself exempt and agreed to return a Certificate of Exemption.	
14.0	**Financial Matters** ❖ £165.40, HMRC – Clerk PAYE payment ❖ £220.00, Jack Councill – Grass cutting on village green for 2020 ❖ £100.00, Jill Larcombe – Internal Audit Fee ❖ £700.00, Village Hall Committee – Improving Lives Grant ❖ £243.53, SALC – Affiliation Fee for 2020/21 **Resolved**: The Council agreed to make the above payments.	Clerk
15.0	**Resolution to amend Bank Mandate –** The Council resolved to amend the Bank Mandate to include Cllr Stripp and Cllr Taylor.	Clerk
16.0	**Items for Next Agenda –** Please pass to the Clerk.	
17.0	**Items for Link Up and KSM Website -** Chair to do a write up for Link Up	Cllr P Townsend
18.0	**Actions from March 2020 Meeting – Not discussed but to be carried forward to a future meeting** a) **Highways –** The Council discussed SCC's plan for the new advisory 20mph speed limits hoped to be in place by 2022 outside all schools in Somerset. **b) Playing Field –** The Clerk updated the Council on the ongoing efforts to get quotes for new equipment for the playing field which hopefully will be funded by available S106 funding. She advised she and Cllr P Townsend were completing the application and were hoping for assistance from the Chair of the Playing Field Committee. c) **Natural environment –** The Clerk advised that a meeting had been scheduled for 23 March with SWT. d) **Council Reserves** - i. Clearing of roadside verge on Kingston Road by the Grange and the Spinney ii. Furniture for the Playing Field Pavilion e) **Housing Needs Survey** – The Council agreed the existing wording for the covering letter and survey were fine.	C/F

	Date of Next Meeting – 7th September 2020 The meeting closed at 22.25		
Signed:		**Date:**	