KINGSTON ST MARY PARISH COUNCIL
MINUTES OF THE ORDINARY PARISH COUNCIL MEETING
HELD VIRTUALLY ON 14th JUNE 2021

Item No	Item	Action By
1.0	**Attendance -** In attendance: Cllr P Townsend (Chairman) Cllr T Bedford Cllr S Hancock Cllr A Simpson Cllr D Stripp Cllr D Taylor Cllr A Wilcox Mrs K Gibbins (Parish Clerk) Cllr R Williams (SCC) Cllr D Darch (SWT) Apologies: Cllr N Townsend 1 member of the public attended the meeting.	
2.0	**Councillors' Declarations of Interest – N**one	
3.0	**Approval of Minutes of Ordinary Meeting held on 10th May 2021 -** **Resolved:** The minutes were approved and will be signed as a true record at a future date.	
4.0	**Planning –** **a) Applications:** **Case Ref: 20/21/0015** - Replacement of summerhouse adjacent to tennis court at Fulford House, Yarford Lane, Kingston St Mary. The Council considered the above planning application and resolved to fully support the application. **Case Ref: 20/21/0016** - Erection of an open fronted steel framed agricultural building for storage of machinery and fodder with erection of canopy over concrete manure store at Grove Farm, Pickney Lane, Kingston St Mary. The Council considered the above planning application and resolved to fully support the application.	
5.0	**Climate Change – Consider the formation of a climate change cluster group** The Chair asked SW&T Cllr Darch to talk to the Council about this item. She explained that there are many PCs considering what they are going to do about climate change and her idea is to form a cluster group and share good practice and ideas. She went on to say that Cllr Bedford's climate questionnaire might be useful to other PCs as an example. She felt the best way forward would be to identify a lead Climate Change champion in each Parish Council. Cllr Darch said more meetings would not be necessary but just ongoing dialog asking each other questions like, what are you doing about climate change and what are you having problems with. This information could be collected and shared with the cluster to encourage conversations with one another. The Chair asked Cllr Bedford if he would like to take the lead on Climate Change and Cllr Bedford agreed. The Council agreed to get involved in this initiative.	
6.0	**KSM Playing Field – to review and approve KSM PF Constitution** The Chair advised the Council that the existing Playing Field Constitution was not fit for purpose and was not based on the original 1948 Declaration of Trust that bequeathed the Playing Field to the Parish. He also said no rules or regulations existed for using the Playing Field and that there was not a hiring agreement for	

	those wising to use the pavilion. He told the Council he had based the proposed Constitution on the original Declaration of Trust, the rules and regulations on model documents used by other playing field organisations and the hiring agreement on model documents as well as the agreement currently used by the Village Hall. The Chair asked the Council to approve the proposed document. The Council discussed the document and in particular the clause which states the hirer could not be an individual under the age of 25. This seemed discriminatory but was perhaps more as a precaution. It was agreed it was outdated and needed to be changed to age 18 which is when an individual legally becomes an adult. The Council proposed the age of the hirer be changed to 18. A vote was taken, and the majority agreed. The Council also agreed that the hire of the pavilion needed to include the point that this did not mean exclusive use of the playing field. The Chair agreed to rephrase this to include 'nonexclusive' use of the playing field. The Council thanked The Chair for all the hard work he has put in to updating the PF Constitution and resolved to approve the document with the following 2 amendments: the age of the hirer to be changed to 18 and hire of the pavilion to include nonexclusive use of the playing field.	
7.0	**To review and note the Internal Audit Report –** The Chair asked the Clerk to take the Council through the Internal Audit Report. The Clerk advised the report had come back and there were a few areas to consider in the next few months but that the internal auditor was satisfied the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council and there were no matters of noncompliance identified. The Clerk asked the Council to note and agree the report. The Council thanked the Clerk for her hard work and duly noted the report.	
8.0	**Annual Governance and Accountability Return 2020/21 (AGAR) –** The Chair asked the Clerk to take the Council through the AGAR Return for 2020/21. **a) To certify Kingston St Mary Parish Council exempt and return the Certificate of Exemption** The Clerk asked the Council to agree to Certify itself exempt and return the Certificate of Exemption. The Council agreed to Certify itself exempt and the Clerk will return the Certificate of Exemption. **b) To review and approve Section 1 – Annual Governance Statement 2020/21** The Clerk asked the Council to review and approve Section 1 - Annual Governance Statement 2020/21. The Council agreed to approve Section 1 - Annual Governance Statement 2020/21. **c) To review and approve Section 2 – Accounting Statement 2020/21** The Clerk asked the Council to review and approve Section 2 - Accounting Statement 2020/21. The Council agreed to approve Section 2 - Accounting Statement 2020/21.	
9.0	**Model Publication Scheme – to review and adopt** The Chair explained that he and the Clerk hadn't had time to review the Model Publication Scheme document so the Council agreed to carry it over to July.	Clerk/Whole Council
10.0	**Queens Platinum Jubilee – to discuss possible events in celebration of** The Chair thought it might be good to resurrect the celebrations the Council had discussed for VE Day which never took place. He said quite a bit of work was done and it seemed to fit quite well with the Queen's Jubilee. Cllr Stripp agreed he also felt the following two things might be worth doing 1. Plant a tree for the Jubilee.	Cllr Stripp/SCC Cllr Williams

	2. A Big Lunch was being planned nationally on Sunday, 5th June which could be like a street party at the playing field with the marquee erected. SCC Cllr Williams reminded the Council that he had mentioned this before encouraging the Council to start thinking about the celebrations. He confirmed there are several things planned nationally but the focus will be on village level events. He felt using work done for the VE celebration was an excellent idea. He also felt it would be helpful to have a point of contact to lead on this and to generate the outline of a proposal to bring back to the Parish Council. SW&T Cllr Darch said she thought trees may be available from the Council to plant, but she went on to say planting trees in June was not a good idea as it was the wrong time of year. She suggested planting trees in February and celebrating them in June. SCC Cllr Williams said he would be attending a meeting on Thursday about the Queen's Green Canopy where they will discuss the latest national level plans and any Somerset wide events as well as what assets/resources may be available to parishes. He said he would report back after his meeting on Thursday. The Chair asked Cllr Stripp if the KCP would be able to help with this and Cllr Stripp said he would expect so.	
11.0	**Local Government Reorganisation – to consider letter sent from West Monkton Parish Council** The Chair welcomed the Chair and Clerk of West Monkton Parish Council to the meeting to talk about Local Government Reorganisation and Local Community Networks (LCNs). The Chair invited The Chair of West Monkton to talk to the Council about what his Council has in mind and what they would like from KSM PC. The Chair of West Monkton explained that the LCNs are a way in which the Parish Councils can act as a stronger unit, working together in groups which have a common interest. He explained that West Monkton Parish Council had met to discuss who they might like to invite to participate in an LCN and it was felt the Quantock Hills was the main common feature. He stated that whichever way local government went, i.e. One Somerset or Stronger Somerset, responsibilities of the Parish Councils will be very different. It is likely that we will all have to take on more responsibility and working together as a unit in an LCN will be a strong point for us especially when we have common interests such as the environment, the Quantocks and other areas. The Chair of West Monkton then asked the Clerk of West Monkton to tell the Council about the meetings she has been attending regarding Local Government Reorganisation and what the aims are. The Clerk of West Monkton explained that there have been two weekly forums taking place with Somerset County Council and the Programme Director for One Somerset. She went on to say the LCNs are discussed at these meetings and the One Somerset Programme Director is very much encouraging PCs to start talking to each other and particularly to PCs that are your neighbours and have common interests and issues. She said that should the One Somerset proposal go forward they would like 4 pilot LCNs to be developed preferably before Christmas. West Monkton PC would like to be proactive here and pick the PCs we have common interests with. She told the Council that Exmoor has just been approved as one of the pilots and they are looking for more to come forward. The Chair of West Monkton PC said they want to be in the lead rather than be pushed as there is a lot going on in their Parish. He said they will organise a meeting and ask for a representative(s) from each PC to come along and start the conversation about LCNs. He also said he hoped West Monkton would be selected as one of the pilots and would like KSM PC to join them. The Parish Council discussed West Monkton's offer and agreed that there is sufficient commonality to work with West Monkton Parish Council to explore and develop this initiative in greater detail.	
12.0	**Dog Waste Bins – update** The Chair asked the Clerk to update the Council on this item. She said she had received an e-mail from the Responsible Officer at SW&T and he confirmed the cost to purchase and install another bin would be £379.95. He didn't have a specification available but said it would be similar to the red bins already installed throughout the County.	Clerk

	The Officer also said if the Council only wanted the bin emptied once a week the cost would be £6.00/week. The Chair asked if this also applies to the bin at Leaches Field. The Clerk seemed to think it did. The Council resolved to request SW&T to requisition and install a new bin at the Mill Cross footpath and to amend the emptying schedule for both bins to once per week at a cost of £12.00/week.	
13.0	**Happy to Chat Bench – update** The Chair asked Cllr Taylor to update the Council in this item. He said he hadn't progressed the item any further particularly as a result of the uncertainty around the lifting of the COVID-19 restrictions. Cllr Taylor agreed to move forward with this item, get 3 competitive quotes and then hopefully order a suitable bench for deploying when the time was right.	
14.0	**Active Travel Funding – update** The Chair asked SCC Cllr Williams to update the Council on this item. SCC Cllr Williams summarised the situation. He said this issue has been running for at least 2 years and it is a set of speed limits: 20; 30 and 40 mph zones. The Council approached SCC Highways about the initiative and were directed to make a bid to the Climate Fund. While this was going on Highways engineers designed and costed the scheme. The bid was submitted which was not successful. The PC had further discussions and agreed if necessary to pay up to £8k out of a total cost of £13.5k to get the scheme implemented. The situation now is there has been no progress with SCC towards funding to support this initiative. The Leader of SCC has set out 3 options for the Parish Council as follows: Option 1 – The PC to fund the whole £13.5k which is completely in line with what is happening in other parishes in the County who are meeting such costs through CIL payments. Option 2 – The speed limit scheme is worked up and ready to implement as soon as the next Small Improvement Scheme window is opened which is likely to be in September. The advantage is that this would cover most of the cost of the project and would be paid for by the County Council and would likely to be implemented this Autumn. The disadvantage is this would be SCC Cllr Williams' single submission to the SIS. Option 3 – Further funding from something called 'Small Lines and Signs Scheme' is likely to be made available later this year or early next year. Again, this is likely to reduce the cost to the PC. SCC Cllr Williams gave his appraisal. Option 3 was too uncertain, too late and too risky. Option 2 had several big 'ifs' which were when the scheme actually opens, whether the bid succeeds and if the scheme would be implemented this Autumn. He felt this option carried some risk. He said Option 1 was the most certain solution and when considering the recent CIL payment it reduced the cost to the PC by almost 50%. The Councillors went on to discuss the situation presented to them by SCC Cllr Williams and the options available to the Council. The Council took a vote (one Councillor abstained) and resolved to fund the entire cost of the Active Travel Scheme of c£13.5K and to request an invoice from Somerset County Council for 20% of the cost of the scheme. The Council also agreed to use the recently received CIL money from the Cala development towards the cost of the Scheme.	SCC Cllr Williams/ Clerk
15.0	**Climate Questionnaire – update** The Chair asked Cllr Bedford to update the Council on this agenda item. Cllr Bedford updated the Council on progress with the Climate Questionnaire.	
16.0	**Path from Lodes Lane to the Church – update** The Chair asked Cllr Stripp to update the Council on this agenda item. Cllr Stripp advised the Council that there was no update on the position regarding the path from Lodes Lane to the Church. The Council resolved to leave the matter until a decision had been taken on the Brantwood planning application.	
17.0	**Housing Needs Survey – update**	

	The Chair asked Cllr Stripp to update the Council on this agenda item. Cllr Stripp advised the Council he was waiting for additional analysis of the survey data and once this was received he would look again at some of the issues raised in more depth. SW&T Cllr Darch told the Council that important changes were being made to Homefinder Somerset. She said criteria was being added allowing applicants to specify a preference for rurality and connection to a particular village.	
18.0	**Kingston Community Partnership – update** The Chair asked Cllr Stripp to update the Council on this agenda item. Cllr Stripp agreed to leave his update until the next meeting due to time constraints. He also said many areas of KCP's work had already been touched upon in the meeting.	
19.0	**Financial Matters -** • £145.00 – Steen R&W, improvement works on website • £450.00 – Kingston Community Partnership, Section 137 spending approved in 2021/22 budget to be allocated as follows: £150 Guerilla Gardening, for the purchase of seeds, £200 – KAPACC, for the annual cycle event and £100 – KCP, to support ongoing work • £750.00 – Playing Field Committee, approved in 2021/22 budget • £500.00 – Youth Club, approved in 2021/22 budget • £100.00 – Jill Larcombe, fee for Internal Audit 2020/21 and written report **Resolved**: The Council agreed to make the above payments.	
20.0	**Items for Next Agenda –** Local Government Reorganisation and LCNs. Please pass any additional items to the Clerk.	
21.0	**Items for Link Up and KSM Website -** Chair to do a write up for both	Chair
22.0	**Actions from March 2020 Meeting – Not discussed but to be carried forward to a future meeting.** a) **Natural environment** – The Clerk advised that a meeting had been scheduled for 23 March with SWT. b) **Council Reserves** - i. Clearing of roadside verge on Kingston Road by the Grange and the Spinney **ii.** Furniture for the Playing Field Pavilion	Whole Council
22.0	**Date of Next Meeting – 19th July 2021** The meeting closed at 21.24	
Signed:	Dated:	