KINGSTON ST MARY PARISH COUNCIL
MINUTES OF THE ORDINARY PARISH COUNCIL MEETING
HELD VIRTUALLY ON 10th MAY 2021

Item No	Item	Action By
1.0	**To elect a Chairman and pass a resolution for the Declaration of Acceptance of Office to be signed at a later date** Cllr P Townsend was proposed and seconded and duly elected as Chairman of the Parish Council for the next 12 months. The Council passed a resolution to allow the Declaration of Acceptance of Office to be signed at a future date.	
2.0	**Attendance and Apologies -** In attendance: Cllr P Townsend (Chairman) Cllr T Bedford Cllr S Hancock 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 and Cllr A Simpson No members of the public attended the meeting.	
3.0	**Councillors' Declarations of Interest – N**one	
4.0	**Approval of Minutes of Ordinary Meeting held on 12th April 2021 -** **Resolved:** The minutes were approved and will be signed as a true record at a future date.	
5.0	**To appoint members responsible for -**	
	5.1 Planning – Cllr Wilcox was proposed and seconded and duly elected as responsible member. **5.2 KSM Playing Field Committee –** Cllr P Townsend was proposed and seconded and duly elected as responsible member. **5.3 Finance/Audit** - Cllr P Townsend was proposed and seconded and duly elected as responsible member. **5.4 Link Up** - Cllr P Townsend was proposed and seconded and duly elected as responsible member.	
6.0	**To appoint members as liaison with outside bodies -**	
	6.1 Quantock Hills JAC - Cllr Stripp was proposed and seconded and duly elected as member responsible for liaison. **6.2 SALC & NALC** – The Council agreed for the Clerk to continue to receive all correspondence from SALC and NALC and circulate any relevant notices to all Councillors.	
7.0	**Members of the public with responsibilities -**	
	7.1 Footpaths and Rights of Way – Cllr Stripp agreed to contact the relevant member of the public to seek their agreement and find out how much longer they will be willing to perform this responsibility. **7.2 Tree Warden** – Cllr Wilcox agreed to continue with this area of responsibility as a member of the public. **7.3 Natural Environment** – The Council agreed to contact the relevant member of the public to seek their agreement to continue with this responsibility. **7.4 Internal Auditor** – The Clerk advised the Council she had contacted the existing internal auditor who had agreed to continue in this area of responsibility. The Council formally recorded its thanks to these members of the public and agreed to write to them to thank them individually.	Cllr Stripp/ Whole Council
8.0	**To Review and adopt Standing Orders and Procedures -**	

	8.1 Standing Orders – The Council considered the Standing Orders and agreed to adopt them for the next 12 months with the following amendment – • Councillors shall give 3 days' notice if unable to attend a Committee or Sub-Committee Meeting – Clause 4(d)(v). Thanks went to Cllr Bedford for recognising the gendered language in the document and amending it accordingly. The Clerk agreed to bring Clauses 18(f) and 18(g) to the attention of SALC as these clauses directly mention European Commission and the Official Journal of the European Union. **8.2 Model Publication Scheme –** The Council agreed this document needs updating and will consider it at a later date. **8.3 Internal Audit Procedure –** The Council considered the Internal Audit Procedure and agreed to adopt it. **8.4 Financial Regulations -** The Council agreed to adopt the Financial Regulations with the following amendments – • Remove the need for different councillors to sign the cheques each month, Clause 4.3. • Bring the number of quotes for goods and services, Clause 9.2, in line with Contracts, Clause 10.1(a). • Increase the value of estimates for Contracts, Clause 10.1(a) to £500.00 from £350.00 to be consistent with Clause 2.5. **8.5 Financial Risk Assessment -** The Council considered the Financial Risk Assessment and agreed to adopt it. The Council discussed the position regarding payment of services using cheques and how this is now a very outdated and impractical method. The Council agreed for the Clerk to contact SALC to find out about best practice regarding online banking facilities for Parish Councils and report back at the next full meeting.	Whole Council/ Clerk
9.0	**Consider and confirm arrangements and premium for annual insurance cover –** The Council considered the 2 quotes provided and resolved to place the insurance cover with Zurich and enter a 3-year long term agreement with them. The Clerk confirmed the premium for the first year would be £597.74.	
10.0	**Planning –** **a) Applications:** **Case Ref: 20/21/0012** – Variation of Condition No. 03 (to extend the operational period of the solar farm to a maximum of 40 years) of application 20/11/0026 on land at Lower Marsh Farm, Kingston St Mary. Application Type: Removal or Variation of Conditions The Council considered the above planning application and resolved to fully support the variation of Condition No. 03 of planning application 20/11/0026.	
11.0	**Joint Council HPC –** The Chair asked SCC Cllr Williams to raise the following community concerns at his briefing in May to consider the impact of the uplift in the HPC workforce from 5600 to 8600 at peak construction. • The potential volume of traffic travelling through KSM and using it as a shortcut to travel to and from the site from Taunton. It would appear as far as EDF are concerned they do not need to make any changes to the current transport arrangements. • There are S106 agreements in place to award contingency payments for impacts arising as a result of the methods set out by EDF not being effective. Could the Parish Council receive a contingency payment for the speed indicator device and traffic calming measures which have been and are being introduced to control the speed of traffic through the village. SCC Cllr Williams agreed to raise these concerns at the meeting.	SCC Cllr Williams
12.0	**Dog waste bins – update** The Chair advised the Council that SW&T will only empty dog waste bins which they have installed. A new bin will cost c£376.00 to purchase and install and £12.00/week to have it emptied.	Clerk

	It has been requested by residents of the village that a dog waste bin be installed at Mill Cross. The Council agrees it would be sensible to have a dog waste bin at either end of the village and currently there is a bin at Sawyer's Leigh. The Council went on to discuss the pros and cons of installing a second bin as well as the cost of installation and the necessity to empty it twice a week. The Council voted and a majority resolved to have a second dog waste bin installed in the village at Mill Cross and to request SW&T to only empty the dog waste bins once a week.	
13.0	**Happy to Chat Bench – update** The Chair asked Cllr Taylor to update the Council on the 'Happy to Chat' bench. Cllr Taylor confirmed the wording as follows, 'Happy to Chat Bench, please sit here if you are happy for someone to stop and say hello – provided by Kingston St Mary Parish Council'. He has identified a bench supplied by Glasden called the 'Stamford Seat' which is a heritage design. The two ends are black powder coated aluminium which is 100% recycled and the slats are from recycled materials. The cost appears to be well in budget and will be about £1400.00 + VAT. Cllr Taylor was hoping to get two other quoted but said it wasn't proving easy. He also advised the Council the bench would be fastened down to a concrete base to ensure it was secure. The Council discussed whether the bench should be dedicated to Prince Philip and resolved to leave the bench as a 'Happy to Chat' bench. Cllr Wilcox said the alcove the bench will sit in will need to be maintained. Cllr Taylor agreed and said he would consider a roster to keep the bench and area around it clean.	Cllr Taylor
14.0	**Active Travel Funding – update** The Chair asked Cllr Taylor to update the Council on this item and talk through the e-mail he had circulated. Cllr Taylor first asked SCC Cllr Williams to update the Council on any progress with Highways regarding funding for the scheme. SCC Cllr Williams said he was still awaiting a decision from Highways. Cllr Taylor thanked SCC Cllr Williams for his continued support and backing for this scheme. Cllr Taylor proposed the Council authorise payment of 20% of the works and undertake to pay the remaining 80%. Highways would then be in a position to appoint a contractor and get a representative on site to finalise the details of the scheme. The Council could then see the scheme on the ground hopefully by mid-late summer/early autumn. The Council would continue to try and obtain funding from other sources. Cllr Taylor also pointed out that CIL money from the building works at Cala had been received and there were reserves which required spending. The Council discussed the scheme. The Chair then asked the Council to vote on whether they were in favour of implementing the highways scheme for lower speed limits along Kingston Road, Parsonage Lane and through Kingston St Mary. Of the 6 Councillors present 4 agreed with the whole scheme and 2 did not. The Council resolved to authorise payment of the whole scheme but before proceeding would await SCC Cllr Williams' feedback from his imminent meeting with Highways to discuss its financial contribution to the proposed works.	
15.0	**Climate Questionnaire – update** The Chair asked Cllr Bedford to talk the Council through the Climate Change Questionnaire. Cllr Bedford said he had done an initial analysis of the questionnaire and went on to highlight the bits he thought were most important and could inform what happens moving forward. Overall, he said the responses were positive with well over half the community already engaged with climate initiatives at home and further afield. Of those less engaged, these respondents suggested travel was where they would like to be more environmentally friendly. Some respondents felt climate change measures were costly and Cllr Bedford felt the Council could get involved in this area by helping people understand that climate change initiatives are not always costly to implement.	Cllr Bedford

	41% of respondents said they were involved in local community litter picks which Cllr Bedford said highlights when projects are run locally there can be a lot of positive impact. 86% of respondents were interested in learning more or maybe interested in learning more about climate change. Cllr Bedford said there was also a lot of interest in forming a Climate Change Group and he was hoping to have a conversation with SW&T Cllr Darch on how to move forward with this. The Chair asked Cllr Bedford if he could put his conclusions on paper for the Council which Cllr Bedford agreed to do. SW&T Cllr Darch thanked Cllr Bedford for his very ambitious piece of work and would like to meet with him to look at how we can move forward and share best practice amongst Parish Councils. The Chair also thanked Cllr Bedford for his work and said he looks forward to Cllr Bedford's conclusions and how Kingston St Mary compares to other parishes in Somerset.	
16.0	**Path from Lodes Lane to the Church – update** Cllr Stripp updated the Council on this agenda item and agreed to continue to make enquiries and gather evidence until the Council decides its next steps regarding this matter.	
17.0	**Housing Needs Survey –** The Chair asked Cllr Stripp to update the Council on the Housing Needs Survey. Cllr Stripp said he hoped the Councillors had read the report and would like to get their feedback on it and on KCP's conclusions and follow up actions. He said the conclusions had been drawn up by the group of people who lead the different strands of the work going on, i.e., environment, broadband, cycling, guerrilla gardening and good neighbours and were unanimously agreed. The group also agreed the most significant results in the survey were around downsizing, family homes and affordable housing. Cllr Stripp agreed there was a lot more work to do on the survey but indicated that the gaps in the housing market needed to be identified more clearly and more investigative work would need to be done. Cllr Stripp would like the PC to support KCP's conclusions and the actions to be taken and also give its support on consulting on these issues in more depth. Cllr Taylor suggested a summary of the survey should be published in Link Up. SW&T Cllr Darch thanked Cllr Stripp for all the hard work he has done on the survey and she suggested the summary should include keys facts from the survey. Cllr Stripp agreed to write the summary and would try and get it included in the next issue of Link Up. The Council resolved to support the conclusions of the report and the follow up actions proposed.	
18.0	**Kingston Community Partnership – update** The Chair asked Cllr Stripp to update the Council on the activities of KCP. Cllr Stripp told the Council the majority of recent activity has been around the Housing Needs Survey. In terms of the Good Neighbours Scheme a welcome pack has been drafted for new residents and should be ready to go out soon. Speed Watch activities will resume later in the month. There is activity on the Guerilla Gardening Front and on Climate Change. Cllr Stripp went on to say Wessex Housing had given £1,000.00 to KCP towards the cost of the Housing Needs Survey and towards the establishment of a Community Land Trust should this happens. He advised the KCP insurance renewal premium was due in June and the grant from Shell would cover the cost this year. This is an ongoing expense which will need to be covered in the future.	

	He reminded the Council that the Summer Fete is scheduled for 7th August on the Playing Field and the KSM PFC have secured 2 marquees and a band! The Chair went on to say The Swan Pub were keen to provide the food and drinks.	
19.0	**Financial Matters -** **To authorise the following payments**: • £235.00 – Jack Councill, cutting of grass for 2021/22 season • £374.40 – Payroll Services, provision of payroll services for the 2021/21 financial year • £597.74 – Zurich, insurance premium for annual insurance cover **Resolved**: The Council agreed to make the above payments. **To note the following receipts:** • £5645.00 – Precept 21/22 P1 • £6449.04 – CIL Payment, 04/2021 **Resolved:** The Council noted the above receipts.	
20.0	**Items for Next Agenda –** Queen's Platinum Jubilee and Climate Change update. 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
21.0	**Date of Next Meeting – 14th June 2021** The meeting closed at 21.31	
Signed:	Dated:	