KINGSTON ST MARY PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
HELD ON 10th MAY 2022

Item No	Item	Action By
1.0	**To elect a Chairman and Sign a Declaration of Acceptance of Office Form –** The Council elected Cllr Townsend to the role of Chairman. Cllr Townsend accepted the role and signed the Declaration of Acceptance of Office.	
2.0	**Declaration of Acceptance of Office Forms –** The Council passed a resolution that any absent Councillor can sign a Declaration of Acceptance of Office before the start of the next Parish Council meeting.	
3.0	**Attendance and Apologies -** In attendance: Cllr P Townsend (Chairman) Cllr S Hancock Cllr A Simpson Cllr D Stripp Cllr A Wilcox Mrs K Gibbins (Parish Clerk) Cllr D Darch (SWT) Apologies: Cllr D Taylor	
4.0	**Councillors' Declarations of Interest –** None	
5.0	**Approval of Minutes of Ordinary Meeting held on 12th April 2022 -** **Resolved:** Several changes were made to the minutes and the minutes of the meeting were then approved as a true record of the meeting and will be signed at a later date.	
6.0	**Somerset County Council Election Results –** The Chair asked SW&T/SCC Cllr Darch to explain how things were going to work during the transition leading up to the Unitary Authority. SW&T/SCC Cllr Darch confirmed that for 1 year only there will be a surplus of Councillors. District Councillors will remain until 1 April 2023 but there are double the number of County Councillors. For the next year, they will be operating as County Councillors not Unitary Councillors. There are quite a few Councillors wearing both a District and County Councillor hat. There will be induction training to help new Councillors familiarise themselves with the responsibilities of the other side. The One Somerset model has been adopted and will be followed but there should be an element of flexibility in its implementation.	
7.0	**To Appoint Parish Council Members Responsible for –** 7.1 Planning - The Council appointed Cllr Wilcox responsible for planning. 7.2 KSM Playing Field Management Committee Representative – The Council appointed Cllr Townsend responsible for the KSM Playing Field Management Committee. 7.3 Finance Member / Auditor – The Council appointed Cllr Townsend responsible for Finance/Audit.	
8.0	**To Appoint Parish Council Members Responsible for Outside Bodies –** 8.1 Quantocks – The Council appointed Cllr Stripp responsible for the Quantock Hills AONB JAC. 8.2 NALC/SALC – The Council appointed the Clerk responsible for NALC/SALC.	

9.0	**Members of the Public with Responsibilities –** To ascertain whether the current members of the public agree to hold responsibilities for 9.1 Footpaths and Rights of Way – The Council agreed to invite the existing Footpaths Liaison Officer to attend the next PC Meeting to find out what support he may require. 9.2 Tree Warden – Andrew Wilcox 9.3 Natural Environment – Jean Alger-Green 9.4 Internal Auditor – Jill Larcombe	Clerk
10.0	**Local Government Association Model Councillor Code of Conduct –** to review and adopt – The Council resolved to adopt the Local Government Association Model Code of Conduct to include the changes introduced by Somerset County Council.	Clerk
11.0	**Standing Orders and Procedures –** to review and adopt 11.1 Standing Orders – 10th May 2021 11.2 Financial Regulations – 10th May 2021 11.3 Internal Audit Procedure – 10th May 2021 11.4 Financial Risk Assessment – 10th May 2021 11.5 Model Publication Scheme – 10th May 2021 The Council resolved to adopt the Standing Orders, Financial Regulations, Internal Audit Procedure and Model Publication Scheme for another 12 months. The Council agreed to amend the Financial Risk Assessment to include half yearly inspections of its physical assets and inspections of the health of specified trees when in full leaf and after a storm. It was agreed to make these changes and put this document forward for adoption at next month's meeting.	Clerk
12.0	**Planning –** **a) Applications:** **Case Ref: 20/22/0017** – Variation of Condition No. 02 (approved plans) of application 20/15/0029 to relocate the house and garage and amend the elevations to suit at Lower Portman Farm, Fitzroy Road, Norton Fitzwarren The Parish Council considered and fully supported the above planning application. **Case Ref: 20/22/0013/T** - Notification to fell one Yew tree within Kingston St. Mary Conservation Area at The Old Parsonage, Kingston Road, Kingston St. Mary The Parish Council considered and fully supported the above planning application provided the Yew tree is not felled during the bird nesting season.	
13.0	**Matters Outstanding from Previous Minutes –** **i. Happy to Chat Benches** – The Chair said there is one bench left to be sited outside the Pavilion. The Council commented on the excellent job done by Cllr Taylor. SW&T/SCC Cllr Darch mentioned that she has had one comment from an individual in Nailsbourne who feels that some of the PC's decisions are rather Kingston-centric. The Council felt this was a fair point. It was agreed that SW&T/SCC Cllr Darch would consult Nailsbourne residents to ask about siting a Happy to Chat bench in Nailsbourne as well as invite them to attend the Parish Council meetings to put forward their views. It was noted that there are 3 vacancies on the Parish Council, and it was agreed to put posters up encouraging interested people to get in touch with the PC. **ii. Active Travel/Speed Limit Restrictions –** The Council questioned whether the new speed limit restrictions work order had been completed as it was felt additional work	SW&T/SCC Cllr Darch / Clerk Clerk

	was still required. The Council agreed to ask SCC Highways Department's Traffic Officer to attend a site meeting to discuss the speed limit signage, mirrors, etc. **iii. Path from Lodes Lane to the Church -** No update. **iv. Church Lane Flood Prevention -** SW&T/SCC Cllr Darch agreed to speak to Cllr Taylor about this item to decide if it should remain open. **v. The Queen's Platinum Jubilee** – Cllr Stripp said everything was taking shape and the programme of events was confirmed. A few people had come forward asking for stalls at the fete including a few local businesses. Cllr Stripp confirmed approval had been granted to close Church Lane for the Big Lunch on the Sunday and the Big Lunch responses were to be submitted this week. A tug of war competition would kick off the fete and a team of 8 councillors was needed. vi. **Church Lane Road Safety and Pedestrian Safety Mirror** – The Chair confirmed he had written to the concerned member of the public. The Chair suggested the mirror be inspected monthly and recorded for insurance purposes. It was decided Cllr Taylor would be responsible for cleaning and inspecting the mirror and sending a monthly report to include a photo to the Clerk. vii. **Car Parking and Primary School Car Park** – The Council agreed to include this in the site visit with the Traffic Officer to discuss and agree use of the site moving forward. viii. **Oak Tree Maintenance** – The Chair confirmed Chris Groves Associates had inspected the trees. He found the oak tree on the village green to be in good condition. He felt the Tarr Lane oak needs some work but wants to inspect it again when it is in full leaf together with the Ash trees on the playing field. The Clerk said she was also hoping to re-arrange a visit with Ashculme Tree Surgeons. The Council resolved to revisit this item at its next meeting and agree the way forward.	SW&T/SCC Cllr Darch Cllr Taylor/ Clerk Clerk Whole Council
14.0	**Kingston St Mary Community Orchard** – The Chair advised the Council that the bid had not been successful. SW&T/SCC Cllr Darch suggested the proposal be put in front of the Quantock Hills AONB JAC. Cllr Hancock asked if the residents of Leaches Field who might be impacted by the project were aware of it. After discussion, the Council agreed to put a proposal forward for discussion at the next meeting on how to progress this agenda item.	SW&T/SCC Cllr Darch / Cllr Stripp / Chair
15.0	**Wildlife Surveys** – The Chair was contacted by the Wildlife Officer at Quantocks Landscape Partnership Scheme. He has funding to undertake wildlife surveys and would like to conduct surveys in Kingston St Mary. He has identified 26 hedges he would like to survey and has volunteers to do this. He has asked the Council if it can facilitate access to these hedges. The Council agreed to try and facilitate this activity and discussed how they might be able to assist. They decided to respond positively to the request and ask the Wildlife Officer to provide more specific information about the locations of the hedges, i.e., property/farm names and a better map. It was felt this should make it easier to contact the landowners.	Chair
16.0	**Neighbourhood Plan** – update Cllr Stripp updated the Council on the Neighbourhood Plan and confirmed the new date of the open meeting was the 19th May. As the last meeting had been deferred progress had slowed but the following positive steps had taken place: • Sustrans has comeback to do the active travel routes and has requested data from the Speed Indicator Device to analyse traffic patterns; • £630.00 +/- was reimbursed to Groundwork UK from the initial grant and Cllr Stripp said he would apply to get this amount back;	Cllr Stripp

	• Each workstream lead is having a meeting with Stuart Todd who is guiding the team through the process and • Cllr Stripp had a meeting with a Planning Strategist which was very useful. Cllr Stripp said the next big step was the public meeting and the team has put together a presentation for the meeting which he will forward in advance to the Parish Councillors. The presentation provides an overview of the work the team are doing, where we started and how we got to where we are. It also asks for volunteers from the community.	
17.0	**Climate Action Planning** – update SW&T/SCC Cllr Darch advised the PC that it might need to reconsider who will be its climate change representative moving forward. SW&T?SCC Cllr Darch also said she had been in contact with the KSM Webmaster about the possibility of putting together a Kingston Climate Change information hub on the site where there would be lots of links to useful sites/information points, etc. She felt this might be a good starting point and more of a self-help model which may be useful in the absence of a lead.	SW&T/SCC Cllr Darch
18.0	**Kingston Community Partnership** – update Cllr Stripp updated the Council on the Community Partnership's activities in support of the Ukrainians. A group has been set up to drive this initiative forward and to date £430.00 +/- has been raised through the request for emergency funds from the community in Link Up. A trial cook-in at the Village Hall has been planned for the Ukrainian families on Saturday. The Village Hall Committee has agreed to provide the hall for free for the next 6 months for this activity.	
19.0	**Financial Matters –** The Council approved the following payments: • £635.96 – Zurich, Insurance Policy Renewal Premium for 1 June 2022 – 31 May 2023 • £8100.39 (£6750.32 + £1350.07 (VAT)) – Proludic Ltd, new play equipment • £258.38 – Paul Townsend, Road closed signs and notices for Queen's Platinum Jubilee Street Party • £249.98 – David Stripp, Eagle Plant toilet hire and event accessories for Queen's Platinum Jubilee celebrations The Council noted the following receipt: • £6192.50 – Precept 1 – 2022/23	
20.0	**Items for Next Agenda –** Please pass any agenda items to the Clerk.	
21.0	**Items for Link Up and KSM Website –** The Chair will do a write up for Link Up.	
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	
23.0	**Date of Next Meeting – 14th June 2022** The meeting closed at 21.39	
Signed:	**Dated:**	