KINGSTON ST MARY PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 17th APRIL 2023

Item No	Item	Action By
1.0	**Attendance and Apologies -** In attendance: Cllr P Townsend (Chairman) Cllr P Boyce Cllr S Hancock Cllr D Stripp Cllr A Simpson Mrs K Gibbins (Parish Clerk) PCSO Lyndsay Smith Apologies: Cllr P Chicken, Cllr D Darch (Somerset), Cllr D Perry (Somerset) 1 member of the public was in attendance.	
2.0	**Councillors' Declarations of Interest** – None	
3.0	**Approval of Minutes of Ordinary Meeting held on 14th March 2023 -** **Resolved:** The minutes of the meeting were approved and will be signed as a true record of the meeting at a future date.	
4.0	**Planning -** **a) Applications:** **Case Ref: 34/23/0006/SCO** - Scoping Opinion for Staplegrove West, Taunton – The Chair summarised the questions the new developers have asked regarding changes they may wish to make to the approved planning application. This is for information purposes only and the Chair said no action was required at present. **Case Ref: 20/23/0009** - Erection of single storey extensions to the sides, conversion of garage into ancillary accommodation with associated roofing works at Epworth, Kingston Road, Kingston St Mary The Council considered the above planning application and resolved to fully support the application. **Mill Meadow Planning Statement:** The Council noted the Mill Meadow Planning Statement and the Chair said there was no action required at present.	
5.0	**Matters Outstanding from Previous Minutes -** i. **Parish Emergency Plan -** As Cllr Darch was not at the meeting the Council agreed to discuss this item at its next meeting. ii. **Village Fete – Coronation of King Charles III** – Cllr Stripp referred the Council to the plan he circulated and updated the Council on progress to date. The Council reviewed the risk assessment for the event. It was agreed a message would go out on Facebook asking for first aiders to volunteer their services on the day as well as volunteers for erecting and dismantling the marquees. Cllr Boyce asked whether face painting would be covered under the Council's insurance. The Clerk agreed to speak to the insurers. **iii.** **SW&T's Strategic Housing and Employment Land Availability Assessment (SHLAA)** – The Clerk advised she had forwarded an e-mail from Cllr Darch explaining the purpose of the SHLAA. The Clerk agreed to share the e-mail again.	Cllr Darch Cllr Simpson/ Clerk Clerk

	iv. **Kingston St Mary 'Education Fund' and 'Relief in Need' Charities** - a trustee of the Educational Foundation briefed the Council on the history of the charity and its purpose which is to help people up to the age of 25 who either live in KSM or go to KSM Primary School with their education. A general sum in the region of £150-£200 is offered by way of 3 to 4 grants a year. There were 3 trustees and now there is only 1 as the others have moved away. In its early years the charity was very much under the umbrella of the Parish Council who would appoint the trustees, but this link has broken. Ideally the charity needs at least 3 trustees with a spread across the village who can help identify people who would benefit from it and promote the work of this charity and the Relief in Need Charity and discuss the applications which are received. He requested the Council's involvement in the charity to ensure its continuity and said he would be happy to stay on as a trustee and/or do the administration of the charity. The constitution of the charity states the trustees should be the Rector and 2 nominative trustees appointed by the Parish Council for a term of 4 years and 2 co-opted trustees. The Parish Council voted and said they would like the Charity to continue. Cllr Boyce and Cllr Simpson said they would be interested in becoming trustees. Cllr Stripp said he would ask his wife if she would like to become a trustee. The Council agreed to write to the charity and confirm the appointments.	Chair
	v. Annual Parish Meeting and NP Open Meeting – The Clerk referred to the list of invites from last year's annual parish meeting and asked the Councillors if they would like to add any others to the list. It was agreed to invite the Cricket Club and the Croquet Club.	Clerk
6.0	**Playing Field Shelter** – The Chair passed a resolution that the Council discuss this item in confidence with PCSO Lyndsay Smith at the beginning of the meeting as it might be prejudicial to those involved and not in the public interest. The Council agreed to discuss the item in confidence.	
7.0	**Local Green Space Designation** – The Chair advised the Council the local green space designation is to protect the village's green spaces. He advised he had written to all the landowners and had one reply from the Woodland Trust and they have no objection. He asked the Council, as a landowner, if it agrees with protecting the playing field and the village green. The Council voted and agreed to protect its green spaces.	
8.0	**Kingston Gate -** The Chair advised the old Kingston St Mary village sign had been recovered from the highway department and a few members of the community were designing and costing a village gate to be erected at the entrance to the village. The Council is awaiting the proposal.	
9.0	**Church Lighting** – The Council discussed the lighting of the Church. Currently the lighting is not working and in need of repair. The Council discussed whether the church should be floodlit every night or only on special occasions. The Council referred to the Neighbourhood Plan and the dark skies policy. The Council agreed to pay to have the lighting repaired which would cost approximately £50.00. The Chair said he would also ask the electrician to quote to install a switch so the church floodlights could be turned on and off as required.	Chair

10.0	**Kingston St Mary Parish Boundary –** The Chair advised the Council KSM Parish has gained around 40 more properties with the recent boundary change due to the creation of a Taunton Town Council. These properties were in Staplegrove Parish but are now in Kingston St Mary. The Council discussed ways of integrating these properties into the parish. The Chair and Cllr Stripp have written a letter of introduction to distribute to the residents. The Chair is attending the Link-Up Board meeting tomorrow and will ask them to print 40 more copies monthly to distribute to these homes. The Chair suggested the annual cost to print 40 more copies monthly would be around £300 and asked if the Council would be prepared to cover this cost. It was agreed a few of the Councillors would visit the properties individually and distribute the letter and the May issue of Link-Up. The Council also discussed whether it would be worth putting a notice board up in the area and whether the Parish Council is obliged to do this. The clerk agreed to investigate this.	Chair/Cllr Stripp/Cllr Simpson/ Cllr Hancock/ Clerk
11.0	**Link-Up Board Meeting –** The Council discussed the Link-Up Board meeting under agenda item 10.0.	
12.0	**Local Community Networks** – update The Chair advised he had nothing to report other than the first LCN meeting was to be held in June.	
13.0	**Climate Action Planning** – update The Chair advised there was nothing to report and Cllr Darch was not at the meeting.	
14.0	**Neighbourhood Plan (NP)** – update Cllr Stripp referred the Council to the project plan and said the steering group was making very good progress. The draft of the plan has now been sent to the Planning Strategy Officer at Somerset Council for comments and it is being shared with the different specialists in the county for feedback. The plan will come back to the committee for changes and then it will go out for consultation. Once any feedback from the consultation is incorporated the plan will then go to an independent person appointed by the Council to make sure it stands up to planning law. Cllr Stripp discussed the Community Land Trust and said the steering group had met a couple of times now and its objectives would be to help implement the findings of the Neighbourhood Plan. In terms of the Active Travel Route large scale OS maps are required which will cost approximately £200.00. The Chair said the Council has budgeted £1000.00 for 2023/24 for the NP and this could be used to purchase the maps if necessary. Cllr Stripp said realistically the referendum was not likely to happen until the end of the year. The Council discussed and agreed to approve the redesignation of the NP area to include the rural area previously within Staplegrove Parish.	
15.0	**Kingston Community Partnership –** update Cllr Stripp said the activities of the KCP currently included the fete and the Emergency Plan both of which were discussed earlier in the meeting. He also said Cllr Simpson would be taking over the organisation of the Good Neighbours Scheme.	
16.0	**Financial Matters –** The Council noted the March bank reconciliation and approved the following payments: • £170.40 – HMRC, Clerk's PAYE for JAN/FEB/MAR • £208.95 – Ian Forrest, replacement batteries for the SID	

	• £207.79 – Somerset West & Taunton Council, emptying of dog waste bins twice weekly for 4th Quarter, Jan 1st to March 31st, 2023 • £50.00 – KSM Village Hall, 100 years raffle prize • £40.00 – Information Commissioner, renewal of annual data protection fee • £21.00 – Paul Townsend, temporary event notice for fete • £374.40 – Payroll Specialists, annual fee for payroll services	
17.0	**Items for Next Agenda -** Please pass any agenda items to the Clerk before the next meeting.	
18.0	**Items for Link Up and KSM Website -** The Chair will do a write up for Link Up.	
19.0	**Date of Next Meeting - 9th May 2023** The meeting closed at 21.20	
Signed:	**Dated:**	