KINGSTON ST MARY PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 14th FEBRUARY 2023

Item No	Item	Action By
1.0	**Attendance and Apologies -** In attendance: Cllr P Townsend (Chairman) Cllr P Boyce Cllr P Chicken Cllr S Hancock Cllr A Simpson Cllr D Stripp Mrs K Gibbins (Parish Clerk) Cllr D Darch (SCC/SW&T) Apologies: SCC Cllr D Perry 2 members of the public were in attendance.	
2.0	**Councillors' Declarations of Interest -** Cllr Boyce declared an interest in Agenda item 4a.	
3.0	**Approval of Minutes of Ordinary Meeting held on 17th January 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: 20/23/0001** – Erection of a tree house at Millfield House, Kingston Road, Kingston St Mary (amended scheme to 20/20/0029) The Council considered the above planning application at its February meeting and resolved to make no comments on the application. **b) SW&T's Strategic Housing and Employment Land Availability Assessment** The Chair talked to the Council about the above document which was sent to him. SCC Cllr Darch said her understanding of the document was it contained expressions of interest regarding land available for development, but it does not mean the land identified will ever be developed. Cllr Darch said she would find out more about the document.	SCC Cllr Darch
5.0	**Matters Outstanding from Previous Minutes -** **i.** **Leaches Field and Sawyers Leigh Green Space Planting** – The Chair agreed to print the letters out and distribute them together with SCC Cllr Darch and Cllr Stripp. **ii.** **Street Lighting at Sawyers Leigh** – The Chair advised this matter is now in the hands of the contractors who have been paid to complete the work required. **iii.** **Emergency Plan -** SCC Cllr Darch said the plan was very much in its beginnings and the group had identified the risks but focussed quite a lot on flooding. She felt several points needed to be discussed and agreed e.g., the geographical boundaries of the plan, where the plan should begin and end, who holds the plan, etc. The Council discussed the plan in more detail and the logistics around delivering the plan and the resources required. It was agreed that the area covered should be the Good Neighbours Scheme area plus the area of	Chair/Cllr Stripp/SCC Cllr Darch SCC Cllr Darch

	Staplegrove which will become part of KSM Parish. The Council agreed there was still more to be done and another meeting was required. Cllr Darch agreed to arrange another meeting to continue to develop the plan. The Council's discussions turned to the issue of waterways in the village and keeping them clear. It was acknowledged that members of the community took responsibility to keep areas clear. The Council decided it was difficult to formalise this responsibility and felt the idea of a general linesman to perform this type of work was ideal. **iv.** **Highway Improvements** – The Chair said there was nothing to report. **v.** **Village Fete** – Cllr Stripp distributed an activity plan of the work streams for the Village Fete to be held on Sunday, 7th May. He said it was based on the last couple of fetes held in the village. Cllr Stripp reviewed the plan with the Council and the Council discussed the event and the possibility of constructing a beacon for it. The Council thanked Cllr Stripp for all his work. **vi.** **Kingston Road –** The Chair said he eventually wrote to the Chief Executive of SCC about the temporary road closure and has had a reply. SCC Cllr Darch explained that temporary lights will have been considered and won't have been deemed safe as the road is too narrow. She also said the road is being closed for Airband to install the infrastructure necessary for improved Broadband which is vital for the community.	Cllr Stripp
6.0	**Mill Meadow Planning –** The Chair asked a member of the public present at the meeting to talk to the Council about this agenda item. The member of the public advised he had submitted a pre planning application and had received a response from SW&T which he has shared with the Council. He intends to go ahead with the planning application and will take 6 units forward on two separate applications. He stated the application is likely to be recommended for refusal by the Planning Officer and he would like to see the application go to the Planning Committee as he feels the Officer's objections may very well not stand up to an appeal. To get the application to committee it will require 5 letters of support from the community and letters of support from Councillors. He asked the Council what additional information they needed to support the application when it is submitted. The pre-application response was discussed in more detail and in particular the sustainability of the development, the process by which the houses to be developed would first be offered to local people in the Parish and then cascaded out more widely. This condition would be agreed by a formal S106 agreement. It was felt that the existing Housing Needs Survey which will become part of the Neighbourhood Plan, if it is agreed and adopted, should positively impact the planning decision. The Housing Needs Survey has identified a need for smaller homes in the Parish and it would be preferable to build new homes on sites which already have planning permission rather than on greenfield sites. Potential developments sites outside of the Parish boundaries were mentioned in terms of the Strategic Housing and Employment Land Availability assessment. The Chair asked the Council if there was any reason why the Council would want to change its previous position on the development at Mill Meadow. The Council resolved to continue to support in principle the change of use of these properties. It was also agreed that examples of similar S106 agreements would be provided so the Council has sight of what this could look like.	
7.0	**Kingston St Mary 'Education Fund' and 'Relief in Need' Charities –** The Chair explained that these were two small charities in the Parish which were having trouble finding trustees and the question is whether the PC wants to take them over and administer them. He explained the charities have a small income but relatively big investments. He also said the charities will most likely fold if	Chair/Cllr Stripp

	the PC doesn't take them over and it seems sensible to combine them as they have similar purposes. The Council discussed the reasons why they should take these charities over. The Chair advised the PC would need to see the Constitutions of both charities and arrange a meeting with the existing trustees to agree the best way forward. The Council were in favour of taking on the role of trustees and the Chair and Cllr Stripp agreed to speak to the relevant individuals in respect of the Council's decision.	
8.0	**Somerset Statement of Community Involvement Consultation -** The Chair said this is a long document which he will read and review and come back with his comments at the next meeting. He advised the consultation closes on the 18th of March. The Council agreed to review the Chair's comments at the next meeting.	Chair
9.0	**Annual Governance & Accountability Return (AGAR) for the year ended 31 March 2022 -** The Chair asked the Clerk to talk to the Council about the AGAR. The Clerk advised the Council that the auditors had returned their report. The Clerk advised the Council it needed to approve the report and note the actions which needed to be taken. The Council noted the actions and the Clerk agreed to implement the actions. The Council then approved the Auditor's Report.	Clerk
10.0	**Annual Parish Meeting -** The Chair advised the Council it needs to set a date for the Annual Parish meeting and decide who it would like to invite. He reviewed the list of organisations/people which/who were invited last year. The Council discussed whether it should try and combine the Annual Parish Meeting with another open meeting about the Neighbourhood Plan (NP). It was felt that if we could reconsider the date of the meeting and postpone it slightly that would allow the NP team to update the community on the progress of the plan. The Council discussed extending invites to the Captain of the Cricket Club, the Croquet Club, and the Gardening Club. It also suggested the Annual Parish Meeting would be a good time to share the Emergency Plan with the community. The Clerk agreed to report back to the Council at the March meeting on the flexibility of dates for the Annual Parish Meeting and the Annual Meeting of the Parish Council.	Clerk
11.0	**Local Community Networks** – update The Chair said he didn't have an update on LCNs but did say the first LCN meeting is likely to be late summer this year. He said KSM PC is in the Hestercombe LCN and the Council agreed to contact the other Councils in this LCN to share its agenda.	Chair
12.0	**Climate Action Planning** – update The Chair asked SCC Cllr Darch to update the Council on this agenda item. Cllr Darch said there was nothing very specific to report other than the Emergency Plan which is largely climate related and discussed earlier in the meeting and the Neighbourhood Plan (NP). She advised there were some changes to the NP and the consultant suggested climate change should be at the beginning of the plan and should be the golden thread running through it. In summary, Cllr Darch felt climate change is now being dealt with by the Emergency Plan and the Neighbourhood Plan.	
13.0	**Neighbourhood Plan (NP)** – update The Chair asked Cllr Stripp to update the Council on the NP. Cllr Stripp said the consultant had recommended some of the content should become statements of intent and not policies. He went on to say this will not change the message which is coming through the plan. Cllr Stripp said it is all very positive and just needs tiding up. He had hoped to finish it by Friday this week but realises that is not going	Cllr Stripp/SCC Cllr Darch

	to be possible. SCC Cllr Darch said the climate change section of the plan needs to be lifted out and embedded into the different sections of the plan so this is quite a big job. Cllr Stripp and Cllr Darch agreed to meet to have a look at this exercise together.	
14.0	**Kingston Community Partnership – update** Cllr Stripp updated the Council on the latest developments for KCP. He said that Cllr Simpson is taking the lead on the Good Neighbours Volunteers. Cllr Stripp said the Warm & Social didn't happen today as the Pub was closed. The Chair said 6 people had gathered but unfortunately were not able to meet as the Pub was not open. The next Warm & Social is in March and it was hoped this might be continued as a village social provided the Council could get the Pub on board.	
15.0	**Financial Matters –** The Council noted the January bank reconciliation and approved the following payments: • £198.00 – Kingston St Mary Village Hall, replacement battery for the KSM village defibrillator • £125.00 – KSM Playing Field, PC's hire of the Pavilion during 2022 • £129.59 – Bin Shop, purchase of standard grit bin • £240.00 – PKF Littlejohn LLP, for professional services rendered in connection with the limited assurance review of the AGAR for year ended 31 March 2022	
16.0	**Items for Next Agenda –** Please pass any agenda items to the Clerk before the next meeting.	
17.0	**Items for Link Up and KSM Website –** The Chair will do a write up for Link Up.	
18.0	**Date of Next Meeting – 14th March 2023** The meeting closed at 21.28	
Signed:	**Dated:**	