KINGSTON ST MARY PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING, HELD ON 9th MAY 2023
AT THE PAVILION, KINGSTON ST MARY PLAYING FIELDS, STARTING AT 19.00

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 Cllr P Chicken Mrs K Gibbins (Parish Clerk) Cllr D Darch (Somerset Council) Apologies: Cllr D Perry (Somerset Council) 3 members of the public attended the meeting.	
2.0	**To elect a Chairman and Sign a Declaration of Acceptance of Office form -** Cllr Townsend was proposed as Chair by Cllr Stripp and seconded by Cllr Simpson. The Council unanimously voted to elect Cllr Townsend as Chair. Cllr Townsend accepted the role and signed the declaration of acceptance of office.	
3.0	**Councillors' Declarations of Interest -** Cllr Boyce declared an interest in agenda item 10, Case Ref: 20/23/007 and 20/23/007/LB.	
4.0	**Approval of Minutes of Ordinary Meeting held on 17th April 2023 -** **Resolved:** The minutes of the meeting were approved and will be signed as a true record of the meeting at a future date.	
5.0 **5.1** **5.2** **5.3**	**To appoint members responsible for -** **Planning -** The Council agreed this would be a shared responsibility. **KSM Playing Field Management Committee Representative -** The Council appointed Cllr Townsend. **Finance Member/Auditor** – The Council appointed Cllr Townsend.	
6.0 **6.1** **6.2**	**To appoint members responsible for outside bodies -** **Quantock Hills Joint Advisory Committee -** The Council appointed Cllr Stripp. **NALC/SALC** – The Council appointed the Clerk.	
7.0 **7.1** **7.2** **7.3** **7.4**	**Members of the public with responsibilities -** **Footpaths and Rights of Way -** The Council agreed to ask the current member of the public if he would continue in this role. They also resolved to ask him which paths he maintains and what the role involves. **Tree Warden -** As the previous Tree Warden no longer lives in the Parish, the Council resolved to ask another member of the public if they would be prepared to take on this role. **Natural Environment** - The Council agreed to ask the current member of the public if she would continue in this role. **Internal Auditor** - The Council agreed to ask the current Auditor if she would continue in this role.	Clerk Chair Clerk Clerk

8.0	**Local Government Association Model Councillor Code of Conduct –** The Council reviewed the Local Government Association Model Councillor Code of Conduct and resolved to adopt it for another year.	
9.0 **9.1** **9.2** **9.3** **9.4** **9.5**	**Standing Orders and Procedures –** **Standing Orders –** The Council reviewed its Standing Orders and resolved to adopt them for another year. **Financial Regulations** - The Council reviewed its Financial Regulations and resolved to adopt them for another year. **Internal Audit Procedure** - The Council reviewed its Internal Audit Procedure and resolved to adopt it for another year. **Financial Risk Assessment** - The Council reviewed its Financial Risk Assessment and resolved to adopt it for another year. **Model Publication Scheme** - The Council reviewed its Model Publication Scheme and resolved to adopt it for another year.	
10.0	**Planning –** **a) Applications:** **Case Ref: 34/23/0010** – Variation of Condition No. 02 (approved plans) of application 34/19/0034 to install solar panels on both sides of the roof, 12 No. panels per roof, at Stonehouse Farm, Edgeborough Lane, Staplegrove The Council considered the above referenced planning application and resolved to fully support the application. The Parish Council agreed with Somerset Council's Conservation Officer that the distance between the garage and the Grade II listed farmhouse would not result in any harm to the setting of the farmhouse. It was also agreed that for material planning considerations relating to environmental impacts, the installation of solar panels would make a positive contribution towards combatting climate change. **Case Ref: 20/23/0004 and 20/20/0005/LB** – Erection of a single storey extension to the rear, canopy to the front and external alterations at Kingslood, Lodes Lane, Kingston St Mary The Council considered the above referenced planning applications and resolved to fully support the applications. **Case Ref: 20/23/0007 and 20/23/0008/LB** - Various internal and external refurbishments and repairs to include the conversion of rooms into 2 No. additional flats, rebuilding of shed, tarmac to bin store area, electric gate to secure entrance and hedge planting, making safe hard landscaping at Tetton House, Tarr Lane, Kingston St Mary. The Council resolved to fully support the above referenced planning applications. The Council agreed that the repairs and refurbishments to the main building and the conversion of rooms to form 2 flats, were essential to preserve both the fabric of this grade II* listed building and its future financial viability. In relation to material planning considerations concerning the views of individuals, the Kingston St Mary Housing Needs Survey 2021 identified that most respondents (58%) would like to see an increase in the amount of affordable housing in the Parish. The addition of 2 flats to Kingston St Mary's housing stock would go some way towards satisfying this need. The Parish Council noted the planning applications include the addition of an electric access gate and would like to know why this is considered necessary in an area of low crime and, if considered necessary, that it will not harm the setting of the grade II* listed building.	

	Case Ref: 20/23/0010 - Variation of Condition No. 02 (approved plans) of application 20/21/0022 to provide additional dormer and change style of doors at Deyncourt, Parsonage Lane, Kingston St Mary The Council considered the above referenced planning application and resolved to fully support the application. **Case Ref: 20/23/0016/CQ** - Application for Prior Approval for proposed change of use from agricultural building into 5 No. dwelling houses (Class C3) and associated building operations at Rapshill Barn, Kingston St Mary The Council resolved to fully support the above referenced planning application. The Parish Council agreed that the proposed change of use of this agricultural building to form 5 dwellings would, from a material planning consideration concerning the views of individuals, satisfy the findings of Kingston St Mary's 2021 Housing Needs Survey. This Survey demonstrated that the majority of respondents (58%) are in favour of an increase in the amount of affordable housing in the Parish and the addition of 5 additional 2/3 bedroom dwellings to Kingston St Mary's housing stock would go some way towards satisfying this need. The Parish Council noted that the barn's roof will be retained and is formed from corrugated fibre cement. As a condition of granting approval, the Parish Council proposed that the roof be tested for asbestos and if considered unsafe it should be replaced.	
11.0	**Matters Outstanding from Previous Minutes –** i. **Parish Emergency Plan** – SC Cllr Darch said the plan is almost there. Currently the Good Neighbour boundaries are being reworked for the purpose of the plan and the Council has been asked to join the Public Sector Geospatial Agreement (PSGA) to access data from more detailed maps for putting these areas together. Cllr Darch said she is making good progress obtaining permission to publish contact details and is still working on approaching farmers to ask them to agree to use their plant as part of the plan. There are 2 areas, the first is comms and identifying those who will be vehicles for communications and two, resilience leads, those who will put on wellies and hi-vis and be on the ground to help where needed. The Chair asked the Council if it would be prepared to sign the licensing agreement for the PSGA to obtain detailed mapping information for the Emergency Plan. The Council resolved to sign the agreement. ii. **Village Fete – Coronation of King Charles III** Cllr Stripp thanked everyone for their help and the Council thanked Cllr Stripp for all his hard work and for organising another excellent fete. One area where improvement could be made was reducing the length of wait for food. It was agreed the fete was a resounding success and thanks went to the referee for the tug of war as this event was enjoyed by all. The Council agreed the fete should become an annual event and recognised it was very much a community event and Cllr Stripp thanked all members of the community for coming together to make it a success. The Council agreed to acknowledge the efforts of the photographer and pay him £300.00 for his services. iii. **Kingston St Mary 'Education Fund' and 'Relief in Need' Charities –** The Chair reported there was no additional progress on this item. **iv. Annual Parish Meeting and NP Open Meeting –** The Clerk advised she would be sending the invitations out this week. Cllr Stripp said he would put slides together for the NP Open Meeting and was hoping to have steering committee members available and literature to hand out at meeting. He said he also hopes the first draft of the plan will be ready and go into consultation around the time of the meeting.	Cllr Darch Chair Clerk/Cllr Stripp

	v. Playing Field Shelter – The Chair advised the Council has now received the funds for the playing field shelter from the insurance company in the amount of £6546.67. The Council agreed to discuss at a later meeting what type of replacement shelter would be suitable. The Chair passed a resolution that the Council go into a confidential session to discuss the remainder of matters around this agenda item as the information might be prejudicial to those involved and not in the public interest. The Council agreed to discuss the rest of the item in confidence. vi. **Kingston St Mary Village Gate –** The original village sign has been rescued and members of the public are hoping to reinstate it in front of the current traffic calming sign on the Kingston Road. Discussions revolved around the appropriateness of a village gate. It was decided to position it at the entrance to the village and before the traffic calming sign. The Council agreed to pay the costs of the materials to reinstate the new sign. **vii. Church Lighting –** The Chair advised an electrician will be inspecting the church lighting in May.	
12.0	**The Chair's Awards for Service to the Community 2023 –** The Chair said this was an annual event by the Chair of Somerset Council and we can nominate one group or individual for their services to the community. The Awards Ceremony will be held at the Taunton Rugby Football Club on 26th October. The Council discussed who they might nominate and agreed to nominate Link Up. Special thanks were given to the individual who cuts the playing field grass.	Chair
13.0	**2022/23 Year End Accounts –** The Chair referred the Council to the Year-end accounts and reported it received more income than budgeted because of grants awarded for the playing field. He also said the Council spent less than budgeted mainly due to not donating any money to the playing field this year, the need to back date the Clerk's salary in line with agreed national wage increases and no money given to the youth club but, of course, this group has been disbanded. Reserves and grant expenditure from last year's budget of c£19k was spent on the playing field equipment and on the Neighbourhood Plan in this budget period and the Council currently holds reserves of c£33k. The Chair thanked the Clerk for looking after the Council's Accounts and the Council noted and approved the 2022/23 Year-end Accounts.	
14.0	**Local Community Networks** – update The Chair advised he had nothing to report and the first LCN meeting was still panned for June.	
15.0	**Climate Action Planning** – update SC Cllr Darch referred the Council to a document she had sent dated March but has not yet been discussed. She said it was her summary of actions to date and what the Council can do further which could form part of our Parish Council community action on climate change. The document is divided into: Consumption and Waste; Ecology and Biodiversity; Transport; Built Environment; Water and Resilience. She suggested the Council put this item on the agenda for the next meeting and talk in more depth about what the Council can do about Climate Change and consider declaring a climate emergency. She briefly talked about the climate adaptation tool kit and said the Council is doing quite a lot around climate change although it may not feel like we are making much progress.	

	The Council agreed to put Climate Change on the agenda for the next meeting and spend time discussing the Parish Council's Community Action Plan on Climate Change.	
16.0	**Neighbourhood Plan (NP)** – update Cllr Stripp discussed the NP and pointed out he recently was made aware of the Quantock Landscape Partnership Scheme (QLPS) and the area it covers which is wider than the ANOB itself and which includes parts of KSM parish. On this basis and having looked at other accepted and made NPs he put forward additional policies, one on separation and another on trees and hedgerows. As a result of this late addition and the creation of the unitary authority the process may take a bit longer. He is currently awaiting feedback from the Council and will incorporate this and the 2 new policies into the document. The document will then go out to consultation. He is hoping people can have sight of the document by the 1st June meeting. Cllr Darch said it is important to make sure the public are aware the NP is not something which is written in a few weeks and involves input from many other bodies. Cllr Stripp said the timeline was as follows: Regulation 14 (Consultation) out by 1st June; feedback on first draft received by end July; incorporate feedback into document; formally submit to planning authority by 1st August; then to an independent examiner; this process finished by end August; another 6-week consultation period and end of process. Amendments made and then the plan goes to a referendum hopefully by end November and lastly approved by Christmas time. The Council discussed how the information would be disseminated to the parish. It was suggested a summary of the NP, possibly a 2-sided A5 doc, should be produced with a link back to the complete document. This could be hand delivered and paper copies could be lodged in central locations around the village. The Council agreed it would be worthwhile to find out whether this summary document could be distributed with the July Link Up.	Cllr Stripp
17.0	**Kingston Community Partnership –** update Cllr Stripp said there wasn't much to report other than the Family Fun Cycle was coming up in June.	
18.0	**Financial Matters –** The Council noted the April bank reconciliation and approved the following payments: • £676.51 – Zurich, Insurance Policy Renewal Premium for 1 June 2023 – 31 May 2024 • £625.06 – David Stripp, payment for the band, banner, single service toilet unit x 2 and other items purchased for the King's Coronation fete • £286.62 – Marcus Anderson, Portable PA System for village use • £519.80 – David Taylor, Materials for village gate The Council discussed the existing banking arrangements and agreed these arrangements should be reviewed and amended to incorporate online banking if possible. It was also agreed to consider changing banks as the existing provider no longer offered free banking and the Council was being charged a monthly account maintenance fee as well as a fee per cheque cashed.	
19.0	**Items for Next Agenda –** Climate Emergency Please pass any additional agenda items to the Clerk before the next meeting.	
20.0	**Items for Link Up and KSM Website –** The Chair will do a write up for Link Up.	
21.0	**Dates of Next Meetings –**	

	Due to receipt a several planning applications in the last few days which require reviewing within 21 days, the Council agreed to schedule a June meeting on the 6th. 1st June 2023 – Annual Parish and Neighbourhood Plan Meeting 6th June 2023 – Parish Council Ordinary Meeting 11th July 2023 – Parish Council Ordinary Meeting The meeting closed at 21.24	
Signed:	**Dated:**	