KINGSTON ST MARY PARISH COUNCIL
MINUTES OF THE ORDINARY PARISH COUNCIL MEETING, HELD ON 10th OCTOBER 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 P Chicken Cllr S Hancock Cllr A Simpson Cllr D Stripp Mrs K Gibbins (Parish Clerk) Cllr D Darch (Somerset) Apologies: None 5 members of the public were in attendance.	
2.0	**Councillors' Declarations of Interest** – None	
3.0	**Approval of Minutes of Ordinary Meeting held on 12th September 2023** **Resolved:** The minutes of the meeting were approved and will be signed as a true record at a future date.	
4.0	**Planning** **a) Applications –** **Case Ref: 20/23/0034** - Replacement of garage with single storey extension, erection of a single storey garden room extension to the side, raising of roof height to form first floor accommodation and erection of detached double garage with carport at Springs, Church Lane, Kingston St Mary Kingston St Mary Parish Council considered the above planning application and resolved to fully support this application. The Parish Council noted that this 1960s dormer bungalow needs updating from an architectural and environmental perspective. The proposed alterations will greatly improve the appearance of the property and retention of the existing trees and hedgerows will continue to shield the building from Kingston St Mary's nearby conservation area. The planned sustainable technologies and improved insulation will reduce the properties carbon footprint making the dwelling more resilient to climate change. From a material planning consideration, the proposed alterations will satisfy the environmental objective of enhancing the built environment and adapting the property to climate change by reducing its carbon footprint and help with the move to a low carbon economy. **Case Ref: 20/23/0026** - Erection of extension and raising of roof to form additional ancillary first floor accommodation at Whitethorn, Kingston Road, Kingston St Mary Kingston St Mary Parish Council considered the above planning application and resolved to fully support this application. The Parish Council noted that this dormer bungalow is in need of updating to provide more flexible living accommodation, is currently screened from the Kingston Road by a large hedge and the plans provided do not indicate the provision of any sustainable technologies, e.g., solar panels, heat pump, etc., to make the dwelling more resilient to climate change. From a material planning consideration, the proposed alterations will satisfy the environmental objective of enhancing the built	

environment. However, the Parish Council considers that planning approval should be conditional upon:

i. The existing hedgerow being maintained at a height to screen the enlarged property from the Kingston Road.
ii. Sustainable technologies be introduced into the design of the property to reduce its carbon footprint e.g., solar panels, heat pump, etc., to assist with the move to a low carbon future.

Case Ref: 20/23/0036 - Change of use of land to domestic, erection of a single storey extension to the side, change of pitch roof to summer house and erection of detached double garage at Orchard Hill, Kingston Road, Kingston St Mary

Kingston St Mary Parish Council considered the above planning application and resolved to fully support this application. The Parish Council noted that:

i. Orchard Hill is located within the Quantock Hills Area of Outstanding Natural Beauty (AONB).
ii. The proposal is for a small extension to the side of the existing summer house, using the same materials as the summer house.
iii. The summer house roof tiles will be replaced to match those used for the main building.
iv. The proposed replacement double garage and store will be located outside the curtilage of the existing property and used to house garden machinery, etc.

From a material planning consideration, this relatively modest and sympathetic addition to the Orchard Hill property will adjoin and be subservient to the scale of the main building. It will also be in keeping with the appearance and character of the existing residential dwelling. The positioning and footprint of the proposed replacement garage and store will be a minor intrusion into the AONB and will improve the setting by reducing domestic paraphernalia in the landscape.

Case Ref: 20/23/0031 - Conversion and extension of single storey wing into two storey annexe for ancillary accommodation at Lower Marsh Farm, Kingston Road, Kingston St Mary

Kingston St Mary Parish Council considered the above planning application and resolved to fully support this application. The Parish Council noted that the proposed annex will be subservient to the scale and design of the main farmhouse and will complement this dwelling rather than harm its character. The design is also in keeping with the appearance and character of the existing property and will use the same materials as used for the existing buildings. The proposed annex will be located within an area of existing farm buildings and is not visible from the nearby Kingston Road, which is accessed by a private driveway. From a material planning consideration, this relatively modest and sympathetic two storey annexe will adjoin the main building and be in keeping with the appearance and character of the existing residential dwelling and should therefore be approved.

b) Refusals:

Case Ref: 20/23/0020 - Removal of Condition No. 01 (holiday occupancy) of appeal decision of application 20/06/0039 at Plots 19 and 20 Mill Meadow, Parsonage Lane, Kingston St Mary

The planning applicant attended the meeting and spoke to the Parish Council on the issues and concerns regarding the position of the Planning Authority and advised the Council he will be taking the application to appeal.

Case Ref: 20/21/0026 - Erection of 1 No. single storey dwelling at 3 Greenway Terrace, Kingston St Mary

The Parish Council noted the appeal to the Secretary of State by the applicant had been dismissed.

5.0	**Matters Outstanding from Previous Minutes –** i. **Parish Emergency Plan** – Cllr Darch said she has put together a redacted Emergency Plan for publication and has had feedback from many local organisations which has all been very positive. She said the plan is nearly complete. She went on to talk about the Somerset Prepared Day which she and Cllr Simpson attended at the Wincanton Racecourse. The event brings together all the emergency planning services for Somerset including the Police and the Fire brigade and was run by the Civil Contingencies Unit. Cllr Darch told the Council she gave a presentation on the day on how Kingston St Mary has incorporated the Good Neighbours Scheme (GNS) into our Neighbourhod Plan. She said the audience of over 100 people was bowled over by the work we have done and wanted to know how the GNS can be rolled out over Somerset. The GNS won an award at the event which Cllr Simpson accepted. She brought the award to the meeting to show the Parish Council. Cllr Simpson discussed the First Aid talk they went to at the event run by the Red Cross which was general training on what to do if you find someone unconscious. Cllr Darch described the training as delivering light touch CPR. Cllr Darch suggested there is an app that the Good Neighbour Volunteers (GNVs) should be made aware of. Cllr Simpson talked about the use of the defibrillators in the village and whether there are enough in the village. She suggested it might be good to supply guidelines on basic first aid to the GNVs. **ii.** **Kingston St Mary Village Gate** – The Chair said the village gate is now installed and thanks went to David Taylor, Ian Forrest and Cllr Stripp. iii. **The Chair's Awards for Service to the Community 2023** - The Chair said the Link Up Team had won a group award and he and 3 of the team members went to the event at the Rugby Club where the team accepted the award. **iv.** **Noticeboard – Staplegrove Rural Area** - The Clerk asked Cllr Darch if she can help as she was still trying to determine whether planning permission is required to erect a noticeboard. Cllr Simpson agreed to send the administrator of the Edgeborough Lane WhatsApp Group an e-mail about the noticeboard and ask her to put a message on the group about it. v. **D-Day 80th Anniversary Beacon and Fete - 6th June 2024 -** Cllr Stripp said he had booked the band for the event. vi. **Creating Places for People - Consultation** – The Chair mentioned the consultation was still open for those who wanted to complete it. vii. **State of Hedges and Overgrowth Encroaching on to Highway** – Cllr Darch said she still needs to take this forward but isn't expecting a very immediate response from Highways. The hedge on Kingston Road opposite Kingston Garage needs attention but this is the homeowner's responsibility. Cllr Boyce agreed to speak to owner of the shrub impairing vision at Mill Cross. **viii.** **Marquee Hire** – The Chair has drafted up a hire agreement for the hire of the marquees. The Clerk said she has spoken to Zurich and the Council will be covered both for damage and public liability but need to provide Zurich with a reinstatement value for each of the marquees. She advised there may be an uplift in the insurance premium. The Council agreed the hiring agreement needed to make clear transportation of the marquee and the cost of transportation was the responsibility of the hirer. ix. **Grit Bins -** The Chair said he still has had no reply from Highways. The Council agreed the Chair should order three new grit bins and Cllr Darch agreed to speak with Highways about the Parish Council's request to have all the bins filled with grit. **x.** **Playing Field Shelter** – The Chair said he has contacted Darren's Den and they are looking into a replacement shelter for the playing field. xi. **Tree Inspections** – The Clerk advised she had accepted Groves Associates quote for items 1 – 9 and 12 and told them the Council would budget for items 10 and 11 over the next couple of years. She clarified that item 12	

	was a group of 3 dead elm trees in the hedge line which will be felled to low stumps. Groves Associates will come back to the Clerk with a date for the work. The Clerk said she still needs to ask Arboricare to requote for maintenance work on the Tarr Lane oak tree.	
6.0	**Somerset Prepared** – Community Resilience Survey The Chair said Somerset Prepared has a Community Resilience Survey they would like the Council to complete. The Chair said Somerset Prepared would like Somerset Council to have access to our social media channels. Cllr Darch thought it may be better to point them to the website. It was agreed that access to Kingston Local FB page and the website would be best, but the administrators of these channels would need to be consulted. The Chair asked the Council if it had appointed any flood wardens yet? It agreed to discuss this under the next item on the agenda. The next question was what does the Council see as its biggest risks? The Council agreed flooding, weather, and power.	
7.0	**Flash Flooding and Flood Rapid Response Catchments -** The Chair has been advised by the Environment Agency (EA) that Kington St Mary is in a rapid response catchment area and at risk of flash flooding. The Chair asked the Council how should we communicate this to our residents? The Chair said he has drafted up an article for inclusion in Link Up which is a combination of the documents the EA has provided. The Council agreed the letter should be included in Link Up and on Kingston St Mary's website. The EA has provided leaflets, one 4 pages in length and the second 11 pages. It was agreed to send the 4 page leaflet out and point people to the longer document which can be uploaded to the website. There is also a poster which the Chair suggested should be displayed on the noticeboard. The Chair said he would ask the EA to provide the Council with 400 of the 4 page leaflets. Cllr Darch went on to say there was a meeting planned on the 2nd November of the GNVs and hopefully we could have the leaflets by then and hand them out on the night. Cllr Darch then asked the Council if they could talk about flood wardens. She felt given the robustness of the Emergency Plan (EP) and our communication system flood wardens may not be necessary as well. Cllr Boyce asked what is the function of a flood warden? The Council discussed this and agreed flood wardens should communicate risk to people, e.g. post an EA warning as well as be hands on. It was felt they should not be responsible for the pre-emptive clearing of drains as this would require a very large number of flood wardens. Cllr Darch said she has a map of the highways drains and said she would like to make it a shared document. The Council agreed it already has its resilience volunteers, so flood wardens were not required as well.	Chair
8.0	**Funding for Projects Using Nature to Increase Flood Resilience** – The Chair advised the Council there is currently £25m of funding available for flooding projects using natural flood management techniques. The Chair suggested the Council submit a bid for a feasibility study for Kingston St Mary and he will obtain an indicative quote. The Council resolved to explore the possibility of submitting a bid for funding for a natural flood management feasibility study.	Chair
9.0	**AGAR – External Auditor's Report and Certificate 2022/23** The Clerk advised the Council she had now received the Auditor's Report and Certificate and the audit process for 2022/2023 was complete. The Auditor's Report	

	pointed out a figure that had not been reported accurately. The Clerk explained it was the fixed asset figure and the figure reported was the gross figure not the net. The Council noted the External Auditor's Report and Certificate 2022/23.	
10.0	**Gifts and Hospitality – Accepting and Reporting** Cllr Stripp said he sits on the County's Standards Committee and the committee has been talking about gifts and hospitality. According to the Member's Code of Conduct a County Councillor should record gifts which are accepted as well as gifts which are declined. There appeared to be some confusion over the value of gifts and Cllr Stripp said he would clarify this at the next meeting of the committee. Another question raised was the process by which a gift offered should be recorded. The Clerk agreed to ask the webmaster to publish on the Kingston St Mary website the Parish Council's Member's Code of Conduct which was adopted in May 2023. She also agreed to seek guidance on the method of reporting any offers of gifts and/or hospitality.	Cllr Stripp/Clerk
11.0	**Local Community Networks** – update The Chair updated the Council on the LCN meeting held on 2nd October. At the meeting the members decided what areas to focus on and agreed on flooding and the provision of facilities for young people. The Chair advised we have been invited to a multiagency meeting in West Monkton on 20th October regarding flooding.	
12.0	**Climate Change** – update Cllr Darch has published a flyer for the retrofit talk on the 26th October by Target CO_2. She would welcome any support from the Parish Councillors at the meeting. Cllr Darch also said she and a group of residents have tackled the piece of land at the Church as it is the autumn and it needed cutting down. Cllr Darch updated the Council on developments with the Staplegrove West Development.	
13.0	**Neighbourhood Plan** – update Cllr Stripp advised the Council all the supporting documents which needed to accompany the NP had been submitted to Somerset Council's Planning Department approximately 2-3 weeks ago and they would conduct their own 6-week consultation. Hard copies of the documents would be printed for sharing and the NP will be included on Somerset Council's website. He also said the latest version of the plan was on the Kingston St Mary website and he is submitting a piece to Link Up for the November issue.	
14.0	**Kingston Community Partnership** – update Cllr Stripp updated the Council on the news around Kingston Black Apple trees and the interest he has had from residents to plant and grow Kingston Blacks in the Parish. He went on to update the Council on the developments with the Community Land Trust and advised posters had been put up on the noticeboards and an article would go into the November issue of Link Up. A CLT meeting was held a few weeks ago and various people have volunteered to take on roles within the CLT. The village Hall has been booked for 16th November to discuss the CLT with locals and all Parish Councillors are welcome to attend. The CLT ties in very closely with the NP.	

	Cllr Stripp is also pursuing the active travel route and discussing this with local landowners. Cllr Darch said a date has been set for another community litter pick and this would be in Link Up as well.	
15.0	**Financial Matters -** The Council noted the September bank reconciliation and approved the following payments: • £253.98 – Paolo van der Steenhoven, bi-annual invoice for editorial and monthly technical maintenance of KSM PC webpages at kstm.uk, webhosting and domain renewal • £210.00 – PKF Littlejohn LLP, Professional services rendered in connection with the limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2023 • £284.74 – SALC, 2023/24 Membership Affiliation Fee • £228.70 – Somerset Council, Emptying of dog waste bins once weekly from 1st July to 30th September • £170.40 – HMRC, Clerk's PAYE for JUL/AUG/SEP • £17.80 – David Taylor, materials for village gate • £71.35 – Ian Forrest, tool hire and paint for village gate	
16.0	**Items for Next Agenda -** 2024/25 Budget Please pass any additional 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 November 2023** The meeting closed at 21.23	
Signed:	**Dated:**	