KINGSTON ST MARY PARISH COUNCIL
MINUTES OF THE ORDINARY PARISH COUNCIL MEETING, HELD ON 14th MAY 2024
AT THE PLAYING FIELD PAVILION, KINGSTON ST MARY, STARTING AT 19.00

Item No	Item	Action By
1.0	**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 Chicken. The Council unanimously voted to elect Cllr Townsend as Chair. Cllr Townsend accepted the role and signed the declaration of acceptance of office.	
2.0	**Attendance and Apologies -** In attendance: Cllr P Townsend (Chairman) Cllr P Boyce Cllr P Chicken Cllr S Hancock Cllr D Stripp Mrs K Gibbins (Parish Clerk) Cllr D Darch (Somerset) PCSO Lyndsay Smith Apologies: Cllr A Simpson Six members of the public were in attendance.	
3.0	**Councillors' Declarations of Interest -** None	
4.0	**Approval of Minutes of Ordinary Meeting held on 9th April 2024** **Resolved:** The minutes of the meeting were approved and will be signed as a true record 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 and Cllr Stripp. **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 - To ascertain whether the current members of the public agree to hold responsibilities for -** **Footpaths and Rights of Way -** The Council agreed to ask the current member of the public if he would continue in this role. **Tree Warden -** The Chair agreed to speak to the existing Tree Warden and ask if he would continue in 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	**Standing Orders and Procedures -**	
9.1	**Standing Orders -** The Council reviewed its Standing Orders and resolved to adopt them for another year.	
9.2	**Financial Regulations** - The Council reviewed its Financial Regulations and resolved to adopt them for another year.	
9.3	**Internal Audit Procedure** - The Council reviewed its Internal Audit Procedure and resolved to adopt it for another year.	
9.4	**Financial Risk Assessment** - The Council reviewed its Financial Risk Assessment and resolved to adopt it for another year.	
9.5	**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: 20/24/0011** - Erection of a first floor extension to the rear of The Barn, Kingston Road, Kingston St Mary The Council considered the above referenced planning application and resolved to fully support it. **Case Ref: 20/24/0012** - Erection of 1 No. dwelling with landscaping and associated infrastructure at Mill Meadow, Parsonage Lane, Kingston St Mary The Council considered the above referenced planning application and resolved to fully support it. The objections to this application were circulated to Councillors and considered at the meeting. It was felt that privacy concerns had been accommodated by the proposed properties design and the planting of hedging to screen its roofline. In addition, the evidenced need for smaller residential properties on a sustainable brownfield site, on balance, outweighed the other objections raised. **Case Ref: 20/24/0013** - Erection of 1 No. dwelling with landscaping and associated infrastructure at Plot 22, Mill Meadow, Parsonage Lane, Kingston St Mary The Council considered the above referenced planning application and resolved to fully support it. **Case Ref: 20/24/0015/T** - Notification to carry out management works to a group of hazel, elm and elder (overgrown hedgerow) within Kingston St. Mary Conservation Area on the boundary of Winpenny Orchard, Winpenny Lane, Kingston St. Mary The Council considered the above referenced planning application and resolved to raise no objection to it. **Case Ref: 20/23/0041** - Erection of a two storey extension to the rear of 7 Quantock Way, Greenway, Kingston St Mary The Council considered the above referenced planning application and resolved not to amend its previous response to this planning application. **Case Ref: 20/24/0016** - Demotion of garage and extension and erection of a single storey extension to the side and rear of Yarford Orchards Bungalow, Yarford Road, Kingston St Mary The Council considered the above referenced planning application and resolved to fully support it. Please note that the Parish Council's full response to the above planning applications can be found on Somerset Council's website or by following the link below. https://www3.somersetwestandtaunton.gov.uk/asp/webpages/plan/plapplookup.asp	
11.0	**Matters Outstanding from Previous Minutes -**	

	i. Noticeboard – Staplegrove Rural Area – Cllr Stripp has spoken to a few residents in Edgeborough who have no objections to a noticeboard being erected. The Council asked the Clerk to submit the application for erecting the noticeboard at Edgeborough and the Council resolved to purchase a noticeboard for the area once the application was accepted. The Chair agreed to get quotes for a new noticeboard. ii. D-Day 80th Anniversary Beacon & Fete – 8th June 2024 – Cllr Stripp updated the Council on his progress with regards to the afternoon and evening fete activities, stall holders (including a stand for the NP) and the provision of food. iii. Internet Banking - The Council agreed to carry this item forward. **iv.** Parish lengthsman – Cllr Chicken updated the Council on potential issues which may arise should the Council chose to use the services of a lengthsman. The Council agreed a schedule of works should be drawn up for a lengthsman and that all Councillors should think of jobs which need to be done.	Clerk Whole Council
12.0	**Road Markings at Mill Cross, Kingston St Mary** A resident spoke to the Council about the drawings he has done regarding the road markings at Mill Cross. The Chair confirmed the drawings had been circulated with the meeting papers. He went on to explain that one drawing shows the existing markings and the second proposes changes to the markings to make the junction safer as the existing markings have eroded away. He felt new markings are needed and are quite important to keep all road users safe. He discussed the changes in detail with the Council. He did send the recommendations to Somerset Council Highways which requested that the Parish Council and local Somerset Councillor be consulted and asked to support his recommendations. The Council discussed the improvements and resolved to support the recommendations provided they comply with Somerset Highway regulations. The Council agreed to follow this up with Somerset Highways. Cllr Boyce asked the Council to consider again the situation with cars parking on the junction at Mill Cross. PCSO Smith suggested if the Council is liaising with Highways it would be sensible to ask them to conduct a site visit and determine if any additional road markings are required to ensure safety. The Council discussed other areas in the village where parked cars cause possible obstructions and safety issues for both pedestrian and other road users. The hotspots are Mill Cross, Lodes Lane and Bay Hill. PCSO Smith agreed to have a look at the various hotspots. She stressed if a car is parked within 10 metres of a junction then something can be done, if not within 10 meters, then the car is not causing an obstruction to the junction or highway. PCSO Smith asked the Council to ensure the monthly Police Newsletter was circulated far and wide. The Clerk agreed to speak to the webmaster and the social media administrators to request they share the newsletter.	Chair/Clerk
13.0	**Playing Field** – improvements to access A member of the Croquet Club attending the meeting spoke to the Council about his concerns regarding access to the playing field for parking through the main gate. This has been an ongoing problem for years and many members of the club feel that better access to the playing field and croquet facility is needed. The Council agreed this was a problem and discussed the possible options to improve access for all people but also recognised that a limited budget was available.	

	The Croquet Club agreed to look at different schemes and come back to the Parish Council with some suggestions and costings. The Council felt pedestrian access via Sawyer's Leigh also required improvements and agreed to lay bark/wood chips on the footpath leading up through Sawyers Leigh to the playing field.	
14.0	**Speed Indicator Device** – repair of SID and upgrade to include solar panel A resident spoke to the Council about repairing the SID and upgrading it to include a solar panel so that the batteries will not need to be changed at all. This will be very helpful as he has had to change the batteries every couple of weeks since the SID was installed. A quotation has been received from the manufacturer, Elan City, for just under GBP900.00 to repair and upgrade the SID. This is an estimate and he suggests the Council builds in a contingency and set aside GBP1,100.00 for the work. The Chair asked about the battery life and he explained the batteries had already been replaced about a year ago. He went on to say the solar panel will still require a battery to ensure the SID works when the sun isn't shining. The Council resolved to upgrade the SID and spend the required amount to ensure it was repaired and working properly. The resident agreed to arrange this on behalf of the Parish Council.	
15.0	**July meeting** – change of date The Council resolved to change the date of the July meeting from Tuesday, 9th July to Tuesday, 23rd July.	Clerk
16.0	**Financial Accounts** – quarterly review The Chair said the audit found no material problems and the accounts were in good order. The financial position at the end of March was an overspend of £12k but this was the cost of highway improvements which were budgeted for in the previous year. From an operational point of view, the Council was £3.6k underspent mainly due to the cost of the tree works on the playing field not being carried out until the current budget year. The Chair went on to say there was £10k in reserves which needed to be allocated. The Council agreed to allocate the reserves as follows: £2.5k - playing field equipment, £4.0k - ash dieback, £2.0k - parish noticeboards, £1.5k - parish beacon, £1.0k - repairing SID and £1.0k - laptop for the Clerk.	
17.0	**Asset and Service Devolution** – update The Chair said there was nothing to report on this.	
18.0	**Local Community Network** – update The Chair advised the last LCN meeting was held on the 17th April in North Newton. The following items came out of the meeting: To improve communications within the LCN; A highways report; An active travel presentation and the need to appoint a representative to the Active Travel Working Group. A person was put forward and the Chair will confirm this appointment; The Chair went on to say that Cllr Stripp is chairing the Young People's Working Group and Ian Forrest is the PC's representative on the Highways Working Group. The next meeting of the LCN is scheduled for 19th June at the Broomfield Village Hall.	Chair/Clerk

19.0	**Climate Emergency –** update Somerset Cllr Darch agreed to respond to the e-mail from the Environment Agency regarding flooding resources for the community. The Council discussed the flooding which persists on Park Lane. Cllr Darch has asked Highways to sweep the lane before the fun ride. She will ask them to jetty the drains too and if a cost is attached to this service would the Parish Council help towards this cost? The Council agreed to help if required. Cllr Darch agreed to contact Highways regarding this matter.	Cllr Darch
20.0	**Neighbourhood Plan** – update Cllr Stripp thanked everyone for their support and said what a great referendum result. The next step is the Planning and Transport Committee Meeting which will be held on the 23rd May and hopefully the NP will be formally made on this day. Cllr Stripp and the Chair agreed to go to the meeting. Cllr Stripp said the next steps would be to put together a plan of the NP actions and how we will approach them and monitor progress towards the actions.	Cllr Stripp
21.0	**Kingston Community Partnership** – update Cllr Stripp said the two activities currently being organised by the KCP are the fete and the community cycle ride.	
22.0	**Financial Matters –** The Council noted the monthly bank reconciliation and approved the following payments: • £2,052.00 – Chris Groves Associates, tree maintenance work at the playing field • £374.40 – Payroll Specialists Ltd, payroll services for 2024/25 • £38.93 – National Association of Local Councils, delegate fee for David Stripp from 23 November 2020 • £88.05 – David Stripp, printing flyers for the Neighbourhood Plan and Annual Parish meeting and refreshments • £166.50 - David Stripp, Kingston Black apple trees, contribution to tree stakes and guards • £330.00 – Jack Councill, Village Green grass cutting for 2024 season • £942.88 – Katie Gibbins, Clerk's back pay April 2020 to April 2024 • £171.12 – HMRC, Clerk's PAYE and NI for JAN/FEB/MAR 2024 The Clerk advised she had received the remittance advice from the Council for the 2024/25 precept in the amount of GBP19,750.00.	
23.0	**Items for Next Agenda –** Please pass any agenda items to the Clerk before the next meeting.	
24.0	**Items for Link-Up and KSM Website –** The Chair will submit a write up for Link Up.	
25.0	**Date of Next Meeting – 18th June 2024** The meeting closed at 20.55	
Signed:		
Dated:		