KINGSTON ST MARY PARISH COUNCIL
MINUTES OF THE ORDINARY PARISH COUNCIL MEETING, HELD ON 10th SEPTEMBER 2024
AT THE PLAYING FIELD PAVILION, KINGSTON ST MARY, 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 A Simpson Cllr D Stripp Cllr D Darch (Somerset) Mrs K Gibbins (Parish Clerk) Mr A Stevenson (Ranger, Quantock Hills National Landscape Team) Apologies: None 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 23rd July 2024** **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: 38/19/0129** - Phased development capable of being severed of 292 no. dwellings with associated access, infrastructure, open space (formal and informal), landscaping and related works on land off Lyngford Lane, Taunton The Council considered the above planning application during its summer leave period and agreed to object to this application. The Council had a brief discussion about signing an Open Letter which the Chair of Cheddon Fitzpaine Parish Council will be writing objecting to the single access point for the Nerrols 3 development. The Council agreed to take no further action until the details of the letter were known. **Case Ref: 20/24/0026** Variation of Condition No. 02 (approved plans) of application 20/23/0023 for minor changes to the approved plans and the schedule of plans at Lower Marsh Farm, Kingston Road, Kingston St Mary. The Council considered the above planning application and resolved to fully support the application. **Case Ref: 20/24/0027 & 20/24/0028/LB** - Replacement of outbuilding and erection of garage/workshop at Grove Farm, Pickney Lane, Kingston St Mary (retention of part works already undertaken) The Council noted that this planning application has been approved and after consideration resolved to minute they fully supported this application. **Case Ref: 20/24/0030** - Erection of a single storey infill extension at Meadow View, Nailsbourne Road, Kingston St Mary The Council considered the above planning application and resolved to fully support the application. **Case Ref: 38/24/0233** - Formation of integrated constructed wetlands (ICW) including associated plant, infrastructure and landscaping on land south of Corkscrew Lane, Staplegrove East, Taunton The Council considered the above planning application and noted that the purpose of the ICW is to act as nutrient mitigation for the Staplegrove East residential development and that the maintenance, monitoring, management and funding arrangements are fundamental for its operation, to ensure that phosphate neutrality is achieved in perpetuity.	

	Although section 2.1.1. of Appendix 1 of Stantec's Wetland Design Statement for Staplegrove East contains an Outline Wetland Maintenance Plan, which states the following: 2.1.1 The wetland will be owned in perpetuity by PM Asset Management Ltd and Stonewater Developments Ltd. The wetland is expected to be maintained by a greenspace management company. Some tasks may require a specialist company, this will be determined at a later date once a management company is appointed. No mention is made of how the envisaged management company will be funded or its affordability. Consequently, Kingston St Mary Parish Council considers it necessary for the ongoing costs and funding arrangements for maintaining, monitoring and managing the proposed integrated constructed wetlands are determined and documented, prior to this Planning Application being considered for approval. 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	
5.0	**Matters Outstanding from Previous Minutes –** i. **Internet Banking** – The Council agreed to carry this agenda item forward. ii. **Parish Noticeboards/Village Green Seat** – The Chair advised that the noticeboards have now all been sanded and varnished and the Council will be approving the payment of the invoice for the work this evening. He presented the quote for the repair of the village green seat of £650.00 and the quote of £1200.00 for a new noticeboard. The Council agreed to accept both quotes. iii. **Parish Lengthsman** – No further developments to report/discuss. iv. **Mill Cross Road and Country Lane Markings** – The Chair advised he had written to the Traffic Officer about this but had not yet received a reply. v. **Improvements to Playing Field Access** – The Chair is waiting on a quote for the improvements vi. **Mill Meadow Planning Applications** – The Council agreed to continue to support the Mill Meadow planning applications. **vii.** **Somerset Local Plan –** The Chair advised the Clerk had e-mailed the Service Manage responsible for the plan about responding to the Local Plan and was reminded to consult the published timetable around the plan to keep informed of the developments. The Council agreed to continue to consider its response to the Local Plan. viii. **Langford Lane Defibrillator** – Cllr Simpson talked to the Council about the possibility of securing another defibrillator to be sited in the Langford Lane area of the Parish. She suggested the Council apply via two possible avenues: The Red Cross and the Local/Central Government matched funded scheme. The Council considered the criteria for applying and agreed to apply initially for the Local/Central Government match funding and, if not successful, pursue the Red Cross route. Cllr Simpson said she and her husband will be taking on the maintenance of the defibrillator at the Village Hall and will progress this with the relevant person. **ix.** **Parish Council Vacancies** – The Parish Councillors continue to explore possible opportunities here. x. **KSM Rapid Response Catchment Area** – The Chair referred the Council to the letter he has written to 50 farms/estates and will wait to see what responses are received. xi. **Model Financial Regulations for Local Councils –** The Council agreed to adopt the newly revised Model Financial Regulations at its annual meeting in May 2025. The Council also agreed to raise	Chair/Clerk Chair Cllr Simpson

	the amount to £1000.00 for the requirement to obtain a competitive quote for works required. xii. **The Chair's Awards for Service to the Community 2024** – The Chair advised the Council's nomination for the award was accepted and Cllr Stripp has agreed to represent the Council at the ceremony.	
6.0	**Finger Posts** The Chair advised that 2 finger posts in the Parish had been identified as damaged. Cllr Stripp said the finger post at the end of Whitmore Lane was damaged and the finger post at the Nailsbourne end of Park Lane was also damaged. Cllr Darch said she had reported both damaged finger posts and had received a response to say Somerset Council no longer has a budget to repair these posts and this was now the responsibility of Town and Parish Councils. The Clerk agreed to contact a resident in Nailsbourne who may be able to repair the signs.	Clerk
7.0	**Active Travel Route/Footpath Upgrades** The Chair asked Mr Stevenson, Ranger, Quantock Hills National Landscape Team to talk to the Council about footpath upgrades. The Ranger said he had come to the meeting to discuss the possibility of improving access around the parish and in particular from the Mill Meadow area into the village with the view to allowing a tramper (all terrain mobility scooter) access to this route. He went on to say that a representative from Living Options Devon, the organisation that manages the Southwest Tramper Scheme, did a mini audit on potential routes into the village from Mill Meadow. He said Quantock Hills National Landscape has some funding from DEFRA which it can use to improve access. He did say that Kingston St Mary falls outside of the boundary of the National Landscape but it has obvious connections and improved access would be a good public benefit for locals and visitors and therefore they feel it is a worthwhile project and can offer some financial support. He discussed the route which had been identified from Mill Meadow to the playing field and said it was in very good condition but the furniture, i.e. gates of different sizes, would need upgrading for ease of use and to ensure self-closing. A straightforward route from the playing field to the village centre was more difficult to identify and although there were several options all came with pros and cons. He said he would be happy to discuss the different options with the Somerset Council Rights of Way Officer and that some funding may be available from the Council for improvements/upgrades as well. Unfortunately, he felt the footpath to Nailsbourne was not suitable for upgrading or making more accessible. The Ranger went on to say that the cost of ongoing maintenance and liability would also need to be considered. The Council discussed the footpath upgrades in more detail and Cllr Stripp mentioned the Active Travel Routes section of the Neighbourhood Plan and summarised progress to date on this. He suggested it would be sensible to tie these two items together if possible. The Ranger said he would be happy to put together a costing for the upgrades, consult the Rights of Way Office and comeback to the Council with his recommendations. The Council agreed to this course of action and thanked the Ranger for his time.	
8.0	**Councillors Registers of Interests –** The Chair asked the Councillors to please complete the Registers of Interest and return to the Clerk at the close of the meeting.	
9.0	**Internal Audit Response –**	Clerk

	The Chair advised he and the Clerk had reviewed the Internal Audit and made improvements based on the internal auditor's recommendations. The audit response documented the changes to be made. The Clerk agreed to draw up a formal 'purchase order' which should be used when a Councillor is required to purchase something on behalf of the Parish Council. All orders should be included in the minutes and any invoice should be made out to the Parish Council for VAT purposes and to ensure the VAT can be reclaimed.	
10.0	**Quarterly Accounts Review** – April 2024 to June 2024 The Chair advised he had audited the quarterly accounts and was happy they were in good order and up to date to the end of July and thanked the Clerk for her work keeping the accounts. He went on to say income and expenditure were higher than budgeted and this was the result of a VAT refund being received and the payment for the reconstruction of the playing field shelter. Also included is the repair work to the notice boards and village seat which were not included in the original budget. The Chair said the Council is still forecast to make a small surplus of £500 and the reserves are on target. He explained that payments and receipts are sometimes accounted for in different budget periods, but the overall reserves remain the same.	
11.0	**2025 Parish Council Meetings** – agree dates The Clerk asked the Council if they were happy to agree to meetings on the second Tuesday of each month in 2025 and no August meeting. She agreed to e-mail a list of the proposed 2025 dates to all Councillors for approval. The Chair asked the Council to move its December 2024 meeting date to Thursday, 12th December rather than Tuesday, 10th December. The Council agreed to this change.	Clerk
12.0	**Emergency Plan** – annual review of plan The Chair advised the plan needs updating to take account of people who have come and gone and some telephone numbers and contact details require to be added as well as the addition of the second defibrillator. Cllr Darch said she would do a first draft and send to all Councillors for everyone to check and agree.	Cllr Darch
13.0	**Asset and Service Devolution** – Enhanced Highway Maintenance Pilot & Volunteer Training Cllr Darch talked to the Council about the LCN Highways Working Group meeting where a question was raised about the level of cover for volunteers operating/managing SIDs on the roads. Are these individuals covered for public liability and what about personal and/or professional liability? The Clerk agreed to investigate for those volunteering in Kingston St Mary. Cllr Darch went on to say she had received a report that the bank had collapsed by Heathers, in Nailsbourne, and this was reported to Highways which went out on the same day to inspect it. There is an LCN meeting coming up and Cllr Darch said the Chair wants to step down so a new Chair will need to be elected. Cllr Stripp updated the Council on the progress of the Young Peoples' Working Group which he chairs. The group has now received 67 responses to the survey which was sent out in July. The youth provision has been mapped out in the LCN areas. Cllr Stripp said the working group are hoping to fund additional provision through the precept and the group will propose that each Parish Council allocates the same percentage, e.g. 5%, of its precept to fund provision of youth activities in the LCN. Cllr Stripp talked through the census data he has compiled regarding	

	young people living in the LCN area. The Council discussed how they might provide access to youth provision for young people living in the parish. The Chair said the Council is introducing a new on-line training course for volunteers.	
14.0	**Local Community Network** – update LCN was covered when discussing agenda item 13.0, see above.	
15.0	**Climate Emergency** – update Cllr Darch mentioned the flood warning meeting being held online by Wessex Water and said she would try to attend but was pretty sure it clashed with another meeting. She hoped a couple of people might attend the meeting which is on Thursday, 19th September from 12.30 -13.00. She also told the Council the gardening group are starting to cut the wildlife area in the field beside the Church overflow car park and had a group of students from Taunton School who have volunteered to help. Their teacher has said they need to do more volunteering so if there is anything else in the village which needs some volunteers please let Cllr Darch know.	
16.0	**Neighbourhood Plan** – update Cllr Stripp reminded the Council he would like it to review the policies in the NP over the next few months. He would like the Council to look at the wording of each policy, the implications of them and how each policy might impact on the Council's decisions.	Cllr Stripp
17.0	**Kingston St Mary Community Land Trust** – update Cllr Stripp advised the CLT's Annual General meeting is being held on Monday, 16th September at 7pm in the playing field pavilion and there will be an election which will create the board for the CLT.	
18.0	**Kingston Community Partnership** – update Cllr Stripp said there are a few things going on. The speed watch group are doing approximately 4-5 sessions a month and this is being organised by Ian Forrest. The Good Neighbours Cafe and Singles Lunches are still being organised and the organisers have requested additional funding from KCP. There is also a litter picking event being organised for the second weekend in December. The Council felt it would be good to feed back to the parish, possibly through Link-Up, some of the data collected by the speed watch team and thank the team for helping reduce the speed of traffic travelling through the village.	Cllr Stripp
19.0	**Financial Matters –** The Council noted the monthly bank reconciliation and approved it as well as approved the following payments: • £2,500.00 – KSM Playing Field, annual contribution to running of the playing field • £301.80 – SALC, 2024/25 affiliation fee • £174.18 – HMRC, Clerk's PAYE & NI for Months 10, 11 & 12 (previous payment allocated incorrectly) • £278.58 – Steen R&W, first semi-annual invoice for editorial and technical maintenance of KSM PC webpages at kstm.uk and domain renewal and webhosting services • £50.00 – Commemorative Village Seat Cleaning Volunteers, donation towards provision of water and electric	

	• £28.00 – KSM Village Hall, hire of main hall for Annual Parish Meeting and NP Open Meeting on 25th April (replacement for cheque number 101668 as incorrect amount) • £500.00 – Mr E E Goretzki, work done for sanding and varnishing parish notice boards x 5 • £42.50 – Mr P Townsend, stamps to post letters to the 50 farms/estates identified in the KSM catchment area	
20.0	**Items for Next Agenda -** Please pass any agenda items to the Clerk before the next meeting.	
21.0	**Items for Link-Up and KSM Website -** The Chair will submit a write up for Link-Up.	
22.0	**Date of Next Meeting - 8th October 2024** The meeting closed at 21.01	
Signed:		
Dated:		