

KINGSTON SEYMOUR PARISH COUNCIL

DRAFT Minutes of a meeting of the Kingston Seymour Parish Council held on
Tuesday 9th November 2021 at 20.00

At Kingston Seymour Village Hall, Ham Lane, Kingston Seymour

Councillors Present:

Mike Sewell (MS) Chairman
Zoe Bartlett (ZB)
Ian Wariner (IW)

Fred Malton (FM)
Bryony Cole (BC)

Richard Barber (RB)
Paul Cox (PC)

In attendance:

Steve Dixon (SD) Clerk & RFO

1. Apologies for absence

Apologies had been received from District Councillors Bridger and Griggs and the Police team

2. To record declarations of interest in items on the agenda

None

3. Members of the public are invited to address the council

No members of the public asked to address the Council.

4. To confirm the minutes of the following meeting:

Council Meeting – 8th September 2021

The minutes were confirmed as a true record. Proposed by RB, seconded by ZB and supported unanimously by those who had been present.

5. Police and Neighbourhood Watch

The Clerk advised that the Police team had been returned to full strength and now led locally by PC James Rochford. An introductory newsletter has been placed on our website. An open invite has been given for any member of the team to attend any future meeting but this is of course subject to rostering contention.

There had been no reported criminal activity in KS. Neighbourhood Watch reported the same.

6. Infrastructure. To receive updates and to agree the next actions.

6.1 Community Infrastructure Levy

The clerk had issued a second paper to Councillors which described what payments we might receive as a Parish Council and how it must be accounted for and reported separately and must be spent within 5 years. The issue of this paper coincided with notice from NSC that we had been allocated £210 of CIL funds that had become payable on a recent development in the Parish. It was agreed that an item would be put on the next Agenda to discuss the possible investment of these funds in village infrastructure.

6.2 Village Maintenance and Environment

The clerk reviewed the arrangements that had been successfully deployed this year with a blend of machine and hand cutting in certain areas. There had been concerns over the timing of the early cut and a discussion was held about changes that needed to be made for 2022.

Action: Clerk to approach existing contractors to confirm 2022 prices and to request some flexibility in the months that cutting takes place depending upon growth.

The clerk had approached NSC again regarding the NSC verge cutting routes and had asked that any adopted roads be added back into the schedule at the expense, if necessary, of the un-adopted roads

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that currently appear. The clerk has been promised that the NSC officer will undertake this exercise before NSC contract for 2022's cuts.

Action: Clerk to follow up in January 2022

6.3 Village Railings Project

RB and the clerk had met with NSC and their contractor, Milestone Infrastructure, and the clerk had issued a summary paper to Councillors to facilitate discussion.

The railings are felt to be an essential part of the village' character and it is believed that most were installed in the 1940s. Councillors could understand the need for the wooden railings that had recently been erected at New Cut Bow and for that location - but would not support that look for the heart of the village.

After review of the suggestions made by NSC and a full discussion, it was proposed by IW, seconded by ZB and supported unanimously that for now, the Parish would ask NSC to progress the replacement railings at the Triangle/Middle Lane Corner and to replace the wooden post at the eastern end of the run of 7 posts outside the Old Post Office.

Action: Clerk to formally request this work from NSC

Other areas would be reviewed after the first section had been completed.

For information, the clerk advised that he had sent a set of photographs of our war memorial to the War Memorials Trust and they have promised to review and advise whether any immediate action is needed. They have warned that they are very short staffed and that this may take some time.

Comment was made about the parlous state of Yew Tree Lane, Bullocks Lane and the dangerous area alongside the carriageway on the Lower Strode Road.

Action: Clerk to pursue repairs with NSC Highways.

7. Climate Change and Sustainable Travel

7.1 Climate Emergency

The clerk advised that he had attended an NSC run workshop on the topic and that a third of Town & Parish Council's in the NSC area had declared a climate emergency and that some local areas had developed working parties and action plans. When asked, the clerk had advised NSC that we did not control any buildings, nor did we provide any regular services to the public but that we were supporters of initiatives from NSC through our website (e.g. solar together) and are keenly interested in the growth of cycling and walking.

After discussion, Councillors agreed to keep this as a standing agenda item and reflect on what further actions could be taken within our purview.

Councillors noted that a pressure group – Village Alliance for Sustainable Transport – was being promoted in some local areas.

7.2 Tutshill Multi Access Route

The clerk reported that the contractors for the bridge and for the "flat route" would start on site on Monday 6th December. The Project Manager had advised that this was likely to mean two weeks of "setting up" work before the traditional industry Christmas break and that 3rd January was most likely the time that materials will start to be shipped in through the village.

The Project Manager has been invited to the Council meeting on Wednesday 12th January to give an update and to receive any early feedback. The target date for opening is "early summer" 2022.

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7.3 Footpath Upgrades

The clerk reported that thanks to the work Councillors had done in 2020 and the comprehensive report the Parish had then submitted, NSC were now working with their contractors and the landowners to enhance accessibility on several of our Parish' footpaths. This would mainly take the form of "kissing gates" rather than stiles and wider bridges over rhynes. Funding is largely coming from the National Grid and there is no expectation of a contribution from the Parish.

7.4 Strawberry Line to Clevedon

District Councillor Bridger currently chairs a stakeholder group for this and at present, the focus is on extending the route from the Bloor Homes site to the Lampley Road. Funding for this has been applied for from the Department for Transport.

In the longer term, the "straight" route from there to Clevedon along the old railway line is an aspiration at this stage with some limited work being progressed. This section is not a current NSC priority and its delivery lifecycle will be complex – not least because of the need to incorporate use of the existing culvert under the M5.

8. Services, Resilience & Community. To receive updates and agree any necessary actions

8.1 Defibrillator

The clerk thanked Judith Barber for her work in monitoring the ongoing readiness of the defibrillator and advised that a new set of pads had been purchased and installed prior to the end of their four year "life". The defibrillator is registered with the ambulance service who will be able to relay the access code to an emergency caller should it be required.

The clerk is exploring the possibility of running more training courses for the defib and was given the name of a possible trainer. In the meantime, the clerk has put a section about how to use it on the website and will post a link to this next week on Village Facebook.

Action: Clerk to explore training options and to establish what the expected "life" of a defib is so that funds can potentially be earmarked for its replacement in the future.

8.2 Planning Process

The clerk had asked NSC why the Parish Council had not been re-consulted when plans for a development had been changed and approved AFTER the original parish council consultation. He was advised that there is no legal requirement for them to do so.

Accordingly, the clerk had set up a "watch list" of applications on which the parish council had commented but where a decision had not yet been given by NSC. In this way, he hoped that Councillors would at least get to see revised plans/documents if any were lodged.

9. Administration and Communication. To discuss updates and agree the next actions

9.1 To review the Financial Regulations of the Council

The clerk advised that he had checked the current version against the most up to date "model" provided by the professional bodies and there were no changes. He also did not feel that there was any need to put in anything specific for KS and suggested that they be readopted.

It was proposed by IW, seconded by BC and supported unanimously that they be readopted.

Action: Clerk to place re-adopted policy on the website.

9.2 Dates and Venues for 2022 meetings

The clerk confirmed that following agreement with councillors and the venues, the Parish Council's 2022 meetings would take place in the Village Hall (VH) or All Saints Church (CH) as follows:

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12th January (VH), 9th March (VH), 12th May (CH), 6th July (VH), 8th September (CH) and 9th November (CH).

A meeting date for the Annual Parish Meeting would be set in due course

For information, the clerk advised Councillors that our website usually receives 1000 page views a month. Apart from the home page, the most popular destinations (in order) are: Our Village, Our Parish Council, News Posts, Services and Our Church.

10. Finance. To receive the current Financial Report

10.1 Financial Report

The clerk reported that the Parish had received £210.84 of CIL funds as mentioned earlier, and that this would have to be accounted for separately and spent within five years – that spending also having to be reported.

The Parish finances were sound with £18.8k available overall and scope in the budget principally for investment in the Parish, refurbishment of assets, and training.

In addition to the clerk's monthly salary (£348), the cheques issued over £100 this financial year had been for Web Maintenance £317, Village Maintenance £108 (x2), £350 and £250 (x2), Insurance £505 and the Annual Hedge and Verge cut of £798.

10.2 Annual Donations

Councillors were pleased to confirm the agreed budget figures for donations of: £500 for graveyard maintenance, £250 for the Village Magazine and £150 for the Village Christmas Tree.

11. To receive reports from external meetings attended by members and officers and agree any further action

The clerk noted that he had attended the NSC Climate workshop, that he and RB had met with NSC re railings and that he had undertaken some user testing for NSC prior to their relaunch of their "My Account" facility.

PC advised that the ladies cloakroom in the village hall was currently being upgraded and that it is being considered that an access to the loft should be constructed to permit easier storage of certain items.

12. To consider attendance at forthcoming external meetings and to nominate attendees

RB is to attend a briefing from the CAA concerning airspace reconfiguration out of Bristol.

The clerk will attend an NSC budget meeting on the 25th and a planning meeting on the 2nd December.

13. To receive information about recent correspondence and to agree any further action

The clerk had circulated newly issued NSC "Structure Charts" which had been produced for the first time. A War Memorials Trust newsletter was available should any Councillor wish to read it.

14. To agree any items that are to be placed on the next regular meeting Agenda, scheduled for Wednesday 12th January 2022.

The PM from the Tutshill Route will provide an update. There will be discussions on owned equipment, refurbishment and progress with the railings project.

There being no other business, the meeting closed at 21.50

Steve Dixon

Steve Dixon,

Clerk & Responsible Financial Officer, 15th November 2021