

KINGSTON SEYMOUR PARISH COUNCIL

Minutes of a meeting of the Kingston Seymour Parish Council held on
Wednesday 3rd July 2024 at 19.30
At the Kingston Seymour Village Hall, Ham Lane, Kingston Seymour

Councillors Present:

Mike Sewell (MS) Chairman

Richard Barber (RB) Vice Chairman

Susie Humphries (SH)

And Chair for this meeting

Fred Malton (FM)

In attendance:

Steve Dixon (SD) Clerk & RFO

Wendy Griggs (WG) District
Councillor

1. Apologies for absence

Apologies had been received from Councillors Bartlett, Cox and Gillam and District Councillor Steve Bridger

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 wished to speak.

4. To discuss and agree the Parish Council's position on the following application:

Planning Application No 24/P/1194/LDE

Certificate of lawfulness for the use of an existing building as a self contained private dwelling at **The Wheybarn, Middle Lane Farm, Middle Lane, Kingston Seymour, North Somerset BS21 6XW**

Councillors had studied the plans and agreed that as the premises had been in long term occupancy that there was nothing to add.

5. To confirm the minutes of the following meetings

- Annual Meeting of the Parish Council – 8th May 2024

It was proposed by SH, seconded by RB and supported unanimously that these were a true record.

- Full Council Meeting – 8th May 2024

It was proposed by SH, seconded by RB and supported unanimously that these were a true record.

Action: Clerk to post both sets of approved minutes on the website

6. Police and Neighbourhood Watch

Unfortunately, no members of the Police team were available to attend. The Neighbourhood Watch coordinator had advised that there had been no incidents.

7. Infrastructure. To receive updates and to agree the next actions on:

7.1 Tutshill Route and Duck Lane Link

It was becoming clear that the route is to be officially opened on Friday 12th July but that a “soft” opening may happen before that.

Whilst agreement with the landowner has been reached, the work required for the Duck Lane link has not yet been put out to tender

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7.2 Roads

Councillors noted that some filling work had been done in Yew Tree Lane and it was certainly an improvement.

Action: Clerk to write to NSC to express our thanks that some improvement has been made.

7.3 Footpaths

Councillors had been advised that the Secretary of State had authorised the KS section of the Coastal Footpath. The clerk advised that it was now for NSC to work with Natural England to implement. This would not be a quick endeavour.

Footpath LA 11/1/10 which leads to the M5 in the south of the parish, has been tidied by the landowner and RB.

7.4 Village Maintenance

The church railings were discussed and councillors decided that, for now, they would be left as they are. Discussions continue regarding visibility at Kingston Bridge.

Quotations had been sought for the Annual Hedge and Verge cut – which gives a significant benefit to safety in our lanes in the autumn and winter - and the one from A C Harris had been accepted at a price of £800 +VAT. Proposed by MS, seconded by SH and supported unanimously.

Action: Clerk to confirm to AC Harris that we wished him to proceed in early September

The clerk raised a concern over the state of the public bin at the Triangle and how the internal metal liner was badly corroded and was a potential danger to our volunteer who empties this. The clerk said he had tried various places to source a new inner of the correct dimensions but this had proven impossible. He had however, identified a visually similar item which would be in keeping with its location.

Action: Clerk to obtain a quotation from the supplier for a new surround and insert.

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

8.1 Climate Emergency & Sustainable Travel

There was no new information to share.

8.2 Defibrillator and Emergency Citizen Care

The clerk advised that he had set up the defib with the visible tag as had been discussed last time, but he had been unable to remove the lock and remove the code due to his unfamiliarity with the method in which it has been fixed to the cabinet. While this position prevails, he has written the code on the inside of the key pad cover (it remains as C123X) and it is, of course, known to the ambulance service.

The lock mechanism does form part of the way in which the cabinet is kept closed and the defib kept dry and temperate. It was proposed by MS seconded by SH and supported unanimously that the clerk engage a locksmith to get the code on the lock mechanism set to “clear”. The cost will be around £80.

Action: Clerk to engage a locksmith to remove the code but keep the mechanism.

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The clerk advised that there had been a delay in receiving the Bleed Kit that was authorised at the last meeting because the Police Commissioner stated that the cheque had not been received.

Action: Clerk to Stop the original cheque (assuming that it has not been presented) and send another, requesting a signature for receipt.

8.3 Annual Parish Meeting Feedback

Councillors noted that the meeting had been well attended and felt that the evening had been very positive for all three presenting groups. The Parish Council summary had represented our work over the year.

It was unfortunate that the other groups presentations had not been easily visible and the parish council would offer to build a complete “slide pack” for next year’s meeting.

Action: Clerk to offer the Hall and the Friends the opportunity to build a single – combined – presentation.

9. Administration and Communication

9.1 Social Media Policy

Much discussion was held about some of the terms and obligations that the proposed new policy set out and it was decided that the clerk would incorporate what had been suggested into a revised version and offer this to all councillors to suggest further amendments as they saw fit.

Action: Clerk to issue a Word document containing the discussed changes and councillors are to “mark Up” any further changes that they wish to incorporate and before the document is brought back to the next meeting.

9.2 Complaints Policy

A time limit is required in clause 10 and with that addition, it was proposed by MS, seconded by RB and supported by all that the policy be readopted

Action: Clerk to make the adjustment and to publish the policy on the website.

9.3 Meeting Action Tracker

Councillors thanked the clerk for the template action tracker and asked that it continue without the “closed” items being included.

Action: Clerk to remove “closed” items and reissue with the minutes of every meeting and in advance of the next meeting

10. Finance

10.1 Current Financial Report

The clerk reported that the first half of the precept had been received and that the council had £2.6k in its current account and £9.3k in its reserves. The only notable variance to the budget at this point is the £660 paid for the tree work at the Triangle. This amount, and a cheque to the Police and Crime Commissioner for the bleed kit (£238.80) were the only new cheques above £100.

The clerk had analysed the remainder of the year’s budget into - committed, expected and unallocated – and this perspective was welcomed by councillors. Going forward, the colours used will be dropped to simplify the document.

Action: Clerk to maintain the budget in this style and issue for every meeting.

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10.2 Fixed Assets and Insurance

The clerk had submitted a paper to councillors which outlined the valuation of our fixed assets and – more importantly – the levels of insurance cover that we had invested in. After discussion, it was proposed by MS, seconded by FM and supported unanimously that there is no need to change asset or insurance values at this time.

11. External Meetings

A Duck Lane link meeting is scheduled for 9th July and will be attended by RB. There are no PCAA meetings scheduled

12. Receive very recent correspondence

There was no new information that hadn't already been covered as part of an Agenda item.

13. To Agree items for the meeting on the 11th September 2024

To update on the defibrillator and bleed kit. To discuss the Bus Shelter and how this project can be moved forward. To review the council's Standing Orders.

There being no other business, the meeting closed at 21.45.

Steve Dixon

Steve Dixon,
Clerk & Responsible Financial Officer,
15th July 2024