

KINGSTON SEYMOUR PARISH COUNCIL

Minutes of a meeting of the Kingston Seymour Parish Council held on
Wednesday 11th January 2023 at 19.30
At Kingston Seymour Village Hall, Ham Lane, Kingston Seymour

Councillors Present:

Mike Sewell, Chair
Paul Cox (PC)

Richard Barber (RB), Vice Chair

Zoe Bartlett (ZB)

In attendance:

Steve Dixon (SD) Clerk & RFO

Wendy Griggs, District Councillor

2 Members of the Public

1. Apologies for absence

Apologies had been received from Councillor Wariner and District Councillor Bridger

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

None

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

A member of the public addressed the meeting with a statement on road signage and the scope / funding of works completed in 2019. Comments were also provided on latest proposals.

4. Pier to Pier Route: Safety and Signage

A public presentation had been given by the NSC Project Manager, David Fish, to the Parish on 7th December 2022 and a number of comments and suggestions had been made. These had been published on the village website since that time. One additional comment – concerning signage at the New Cut Bow – had been received.

At the meeting, a further suggestion was made about the height and nature of the proposed bollards which are intended to restrict the usage of the proposed passing places in Yeo Bank Lane. It was suggested that a) the bollards would potentially impact the ability for vehicles to pass unless they were very carefully sited and b) that they could potentially impact upon the work of the Internal Drainage Board as they undertook their keeching work in the rhyme. These comments were noted and will be passed back to NSC.

After further discussion it was agreed that – with the incorporation of these new comments – the clerk would submit the full set of comments to NSC as the Parish' formal feedback on the proposals

Action: Clerk to send full set of comments to the NSC Project Manager.

5. To confirm the minutes of the following meeting

- Meeting of the Parish Council – 10th November 2022

The minutes were confirmed as a true record. Proposed by RB , seconded by PC and supported by those who were present.

6. Police & Neighbourhood Watch update

Unfortunately, despite their intention, operational commitments on the night prevented members of the Police team from attending.

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

7.1 Village Railings

The clerk had approached Milestone Infrastructure and had been recommended to talk to their sub-contractor – Bedrock Civil Engineering – who were felt to be more appropriate for the task.

The Vice Chair and the Clerk had met with their representative on the 5th January and they had examined the church railings with a view to repairing or replacing posts and rails as necessary. Quotations have been requested and these are awaited.

Action: Clerk to share the quotations when received.

7.2 Rights of Way

The clerk advised that he is in discussion with NSC about two paths, both of which have been being investigated by the NSC Access Officer.

11/1/10 needs some improvements through farm gates and at the connection with the M5 “under route”. The landowner has agreed a way forward and Highways England have given their commitment to repairs to their infrastructure “this financial year”.

11/10/10 had reportedly had an electric fence installed across it and which prevented use of this route. We understand that this has fence now been removed.

7.3 Roads

The clerk reported that he had been in touch with NSC about Yew Tree Lane and had sent a set of photographs. The responsible officer has agreed to come and meet with RB and the clerk shortly. It has been declared that this is a priority for NSC in the 2023-24 financial year.

Following yet another incident at New Cut Bow, the officer in charge of this installation has stated that this is now a priority for him in this financial year. He is trying to secure quotations for linked concrete blocks as a more robust defence for the rhyme

Separately, the clerk is making provisional enquiries with the Police about the possibility of imposing an “environmental weight limit” on the road to restrict its use by large vehicles - whilst permitting farm and necessary other traffic to go about its usual business. It was noted that Weight Limit signs on the B3124 just south of Clevedon may cause HGV drivers to think that the main access into Kingston Seymour – via the Lampley Road – is not available to themthus forcing use of Lower Strode Road.

Action: Clerk to continue to investigate and update at the next meeting

7.4 Annual Maintenance

The Parish Council has invested annually in 2 machine cuts and 3 manual cuts of certain areas in the village, and this has been appreciated by parishioners for aesthetic and safety reasons.

After discussion, it was decided that we would continue with this programme in 2023 and approach the existing contractors to confirm that they wished to undertake the work and at what price..

Action: Clerk to approach contractors and bring their quotations for commitment and approval at the next meeting

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In addition, it has been suggested that we add maintenance of the Kingston Bridge corner to the portfolio and FM is to approach the landowner for permission before we proceed with enquiries.

Action: FM to talk to the landowner prior to clerk discussing with contractors

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

8.1 King's Coronation

A discussion took place about how the village should commemorate both the reign of Queen Elizabeth II and the coronation of the new King in May.

MS offered to organise a meeting with village organisations (as had been successful for other recent events) to discuss this. It was also suggested that in the Village Magazine and on the website, we should ask parishioners for their views on what could be done to commemorate the long reign of Queen Elizabeth II.

Action: MS to arrange a meeting to discuss options.

Clerk to publish requests for ideas about a commemorative item to mark the Queen's reign.

8.2 Climate Emergency & Sustainable Travel

The clerk advised that within the last two days, he had received notice of a consultation from NSC concerning Flexible Action Travel Plans. The consultation runs until 20th February.

Action: Clerk to review documents and invite Councillors to participate in creating a response if one is required from a Parish perspective. Clerk also to publicise on our website for parishioners to consider and respond independently.

8.3 Defibrillator Accessibility

Following an incident in October, the Clerk has been investigating the accessibility of our defibrillator and had produced a short paper on the issues and possible ways forward.

After discussion, it was agreed that in the interest of potential village residents, that we would publish the cabinet code number on the website and in the Village Magazine – suggesting that parishioners make a note of it to potentially facilitate access at their time of need.

The defibrillator is checked weekly and any signs of misuse may cause this decision to be reconsidered.

Action: Clerk to publish the cabinet number in the Village Magazine and on the village website. It will also be advised to all who attend the course on the 25th January.

8.4 CPR and Defibrillator Courses

Following discussions at the last meeting, the Clerk advised that he had arranged for two courses to be run by a professional training company (Code Red Training) on the 25th January and the 22nd February. The clerk will attend both to administer.

11 of 12 places on the January course were already booked and the first 2 places had been earmarked on the February course. Publicity for both would continue until they are both full. Further courses may be considered for the future if these are well received, and demand exists.

Proposed by PC, seconded by ZB and supported unanimously that we should fund and run these first two courses.

Action: Clerk authorised to pay the training company the agreed fee (£500 for both).

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9. Administration and Communication.

9.1 To review and adopt the Parish Councils' Equality and Diversity Policy

The clerk had reviewed the current policy with sources of professional advice and confirmed that there was no need to change. The proposal had been circulated to Councillors in advance of the meeting and after discussion it was proposed by RB, seconded by ZB and supported unanimously that the existing policy be re-adopted.

Action: Clerk to post the re-adopted version on the website

9.2 To update on the 2023 Parish Council Election preparation and timings.

The clerk had sent an initial briefing to Councillors and had started to inform the parish about it in the village magazine. NSC will hold an informal briefing for new prospective candidates on the 20th February.

Formal notice of the election will be published on the 20th March 2023 and candidates will have from then until 4th April to complete and submit their nomination forms – which must be delivered in person (not necessarily by the candidate themselves) to NSC at the Town Hall in Weston.

On the 5th April, we will know whether there is to be a poll and if there is, this will take place on Thursday 4th May. Voter ID will be required for the first time at polling booths.

The new Parish Council will undertake its first meeting on Wednesday 10th May.

Action: Clerk to continue to publicise the forthcoming events on the website and on Village Facebook and to cover the forthcoming need for Voter ID at all future elections and/or alternatives (e.g. postal votes)

10. Finance.

10.1 To review the end of calendar year figures and any subsequent change

The clerk had issued the end of quarter figures to Councillors and reported that the Parish finances continued to be sound and that £17.9k is available overall.

The clerk forecast that the Council would end under budget by some £3k at year end but that this was likely to be mostly used for railing refurbishment – either before the end of this financial year or early in the new one (from April 1st).

10.2 To receive a draft budget for 2023/2024

The clerk had drawn up a draft budget for the 2023-24 financial year and this was discussed and noted. The budget would remain as the working draft from 1st April and be ratified by the new Council at their first meeting in May.

10.3 To discuss and agree the required precept for 2023 – 2024

It is a requirement of the clerk to submit the required parish precept to NSC by late January.

Based on the draft budget and after review, it was agreed that it would be inappropriate to ask for the maximum increase permissible in view of the constraints affecting all households but it was recognised that no permissible increase would actually meet the increased costs that the Council is experiencing so a reduction in reserves over the course of the year is inevitable.

After discussion, it was proposed by RB, seconded by PC and supported unanimously, that the Parish precept would increase by 3% to generate total funds of £11,750.

Action; Clerk to submit requirement to NSC by due date
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11. External Meetings. Reports and nominations

RB advised that at the last PCAA meeting there had been a lot of discussion about aircraft noise. Subsequent to that, an information sheet has been drawn up by a councillor in another parish which explains how and when complaints can be lodged with Bristol Airport.

Action: Clerk to circulate this information to Councillors and to place on the village website.

RB also mentioned that Bristol Airport were increasing their promotional activity with parishes and intended to run an event every three months in 2023.

PC advised that the Village Hall was settling into its new leadership and trading very well. There remain issues of repair, not least the main hall floor and they are hopeful of securing a grant from the National Grid to help support this. The clerk had passed on another grant opportunity notice the previous day.

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

The clerk reported that he had received a notice of a consultation about 2024-25 school term dates which he would circulate and place on the website. He had also received a notice from Parish.uk a new site that appeared to want to offer nationwide access to public data in an easily understandable format.

Action: Clerk to make further enquiries before circulating to Councillors.

13. Forthcoming Meetings

The next regular Parish Council meeting will take place on **Thursday 9th March 2023 in the Church**. This will be the last planned meeting for the existing Parish Council. The draft agenda will be circulated nearer the time for Councillors to review before formal issue.

There being no other business, the meeting closed at 21.12

Steve Dixon

Steve Dixon,
Clerk & Responsible Financial Officer,
12th January 2023