

KINGSTON SEYMOUR PARISH COUNCIL

Minutes of a meeting of the Kingston Seymour Parish Council held on
Wednesday 14th July 2021 at 19.30
At Kingston Seymour Village Hall, Ham Lane, Kingston Seymour

Councillors Present:

Mike Sewell (MS) Chairman
Paul Cox (PC)

Richard Barber (RB)
Fred Malton (FM)

Zoe Bartlett (ZB)

In attendance:

Steve Dixon (SD) Clerk & RFO

1. Apologies for absence

Apologies had been received from Councillors Bryony Cole and Ian Wariner, from District Councillors Steve Bridger & Wendy Griggs and from 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 were present.

4. To confirm the minutes of the following meetings:

4.1 Annual Meeting of the Parish Council – 6th May 2021

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

4.2 Regular Council Meeting – 6th May 2021

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

5. Police and Neighbourhood Watch

The Clerk noted from the Police newsletter (which includes the broader area of Yatton, Claverham and Kenn) that there had been 19 recorded crimes in the month with over half being public order offences.

Neighbourhood Watch had been quiet as well. Councillors noted that two local incidents had been hidden in the summary figures and are keen that a police representative attends at future meetings now that we were back “in person”.

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

6.1 Roads, Multi Access Route and Footpaths

The clerk advised that Back Lane was to be closed for a week from Monday 26th July whilst asbestos sheets are removed from a farm building adjacent to the road. Access from either side will be possible but the road will be blocked at the location throughout. We have advised via the website and Village Facebook.

The clerk advised that the Planning Inspector had visited the route of the Coastal Path in May and that she had met with some of those who had raised objections to the route in the proposals. Armed with these comments, the Inspector will prepare their report for the Secretary of State, but the timescale is not known.

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The clerk advised that the Tutshill multi access route is progressing after delays caused by Government funding issues. The contract for the bridge has now been let and work may start as early as August. This is likely to increase the volume of heavy vehicles coming through the village during this construction phase. Councillors would like to see the Access Statement that should cover the volume of such movements.

A tender for the other work involved in the route is out with contractors. The project is now targeting an opening at Easter 2022.

The Project Manager will be invited to come and give a face to face update to Council at the next meeting on the 8th September.

Action: Clerk to liaise with the Project Manager to be copied into the Access Statement and to confirm the visit to the next meeting.

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

7.1 Village Maintenance & Environment

The clerk had enquired of NSC about the route for their biannual hedge cutting and established that certain sections of lane in the village are not covered. PC had analysed what had been sent by NSC and believes that it contains errors – with some missing adopted roads but some listed private accesses. This seems to be inconsistent with the cutting scheme used in prior years.

Action: Clerk to challenge NSC about the route submitted and to feed back their response.

The clerk continued to work with NSC over the replacement railings. The contractor had suggested wooden posts and rails rather than the current concrete posts with metal rails. The clerk advised that whatever solution was installed, the Parish would be responsible for all future upkeep.

After discussion, Councillors agreed that we should proceed with concrete posts and railings and that the existing set up should be replaced “like for like” so, if they are single rails now, they should be in the future.

Action: Clerk to convey this to NSC and to seek their confirmation and possible timescale for the work as well as a plan / schematics to approve design of rails and locations.

The Village Gates are in need of attention and RB offered to clean them and assess whether they required painting this year. Whether they do – or not – this year, it was noted that they need to be included in a maintenance schedule in the future. It was felt that the planters are in good condition but this will be checked.

The cutting schedule for the approaches to the gates – performed in April and scheduled for July – may have to be increased in future year.

Actions: RB to clean the gates. RB to consider amendments to the cutting schedule for 2022. RB and the clerk to write a specification for the painting task in readiness for future use.

7.2 Queen’s Platinum Jubilee

A four-day Bank Holiday has been declared for early June 2022 and the clerk had circulated the draft national agenda. After discussion, it was agreed that MS would engage with the leaders of the main village groups to agree what events the village would like to play.

Action: MS to commence dialogue with the hall, Church and Friends.

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

8.1 To review the Complaints against the Council Policy

The Clerk advised that the model policy had not changed and that he believed that what we have in place is as good as it can be and recommended re-adoption. Proposed by PC, seconded by RB and supported unanimously.

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

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8.2 Annual Parish Meeting

Because of the Covid restrictions, it had not been possible to hold an Annual Meeting for the Parish in the prescribed time period (1st March to 1st June). As Parish Council activities had been generally limited in the 2020-21 financial year, it was decided not to hold a meeting this year and to seek collaboration with the Hall and the Friends in 2022 as had been organised for 2020.

Action: Clerk to note on the website and coordinate 2022 with others in due course.

9. Finance. To receive the current Financial Report

The clerk had recently issued the end of Q1 analysis to Councillors, and which noted that the overall funds available to the Council amounted to £17.7k which includes the first half of this year's precept. Whilst it was too early in the year to expect any great variances in the general expenditure, the clerk advised Councillors that the budget did allow for £3k of investment funding.

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 and £350 and Insurance £505.

RB noted the funds being put aside for War Memorial repairs and enquired as to what the War Memorial inspection cycle by the War Memorials Trust is. Whilst believed to be 5 years, the clerk will find out.

Action: Clerk to establish the inspection cycle timescales

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

PCAA. RB had attended the PCAA AGM and reported that there were now 29 parish and 1 town council member. The Planning Appeal starts on the 20th July and could be expected to last 30 to 40 days.

Village Hall. PC reported that with the easing of restrictions, fortnightly pub nights had recommenced. Much work had been accomplished over the closed period – both inside and out – and there were some snags still to be fixed. There have been some audio-visual enhancements and all of these factors are leading to a reawakening of bookings for the facility.

NSC. The clerk had previously briefed Councillors on a meeting he had attended regarding forthcoming planning changes. The clerk had also attended a meeting regarding communication and working with NSC for the overall good and he outlined their early thoughts. It was noted that we missed the benefit of our Parish Liaison Officer since she retired and had not been replaced.

Action: Clerk to participate with NSC in this work as required and to feedback at subsequent Council meetings.

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

The clerk will attend any future meetings with NSC that discuss working together. No other meetings are currently in plan.

12. To agree any items to be placed on the next regular meeting Agenda – 8th September 2021

The Standing Orders will be reviewed at the next meeting as part of the normal review cycle. The Project Manager for the Tutshill Project will attend to provide an update. Matters above that are being pursued will be covered.

A note on the use and levying of CIL (Community Infrastructure Levy) will be presented.

Action: Clerk to create and present a summary.

There being no other business, the meeting closed at 21.05

Steve Dixon

Steve Dixon,

Clerk & Responsible Financial Officer, 15th July 2021