

KINGSTON SEYMOUR PARISH COUNCIL

Minutes of a meeting of the Kingston Seymour Parish Council held on
Wednesday 8th May 2024 at 20.30
At the Kingston Seymour Village Hall, Ham Lane, Kingston Seymour

Councillors Present:

Mike Sewell (MS) Chairman
Paul Cox (PC)

Richard Barber (RB) Vice Chairman
Andy Gillam (AG)

Zoe Bartlett (ZB)
Susie Humphries (SH)

In attendance:

Steve Dixon (SD) Clerk & RFO

Wendy Griggs (WG) District
Councillor

1. Apologies for absence

Apologies had been received from Councillor Fred Malton 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 confirm the minutes of the following meeting

Regular Council Meeting – 13th March 2024

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

5. Defibrillator and Emergency Citizen Care

In accordance with an action from the last meeting, the Clerk had researched the management of access to our defibrillator and had referred to the ambulance service and to the British Heart Foundation who manage the database of available defibrillators (The Circuit) on behalf of the ambulance services across the country.

The counsel received was that defibrillator cabinets should ideally be left unlocked to prevent any delays for a rescuer in a life critical situation. The clerk had also received notice of an initiative to add an Emergency Bleed Kit to the side of the defibrillator to give access to lifesaving equipment should a person suffer a catastrophic bleed. He had also referred to our insurers who will support our decision regarding the cabinet.

Given these inputs, the clerk recommended that the cabinet is left closed – but unlocked, that a small camera was put in place to alert the parish council if the defibrillator was removed without ambulance service notice and to add a bleed kit to the side of the unit.

After discussion, councillors agreed that we should leave the defibrillator unlocked but secured by a breakable tag. This tag would be a visible confirmation that the cabinet had not been accessed inappropriately without the need for a camera. Councillors also agreed that a Bleed Kit should be ordered and installed.

Action: Clerk to order the necessary additions and to set the defibrillator to unlocked as soon as possible.

Councillors also discussed the promotion of other defibrillators in the village. Now, any others that may be available are not known to “The Circuit” so would never be made available in case of emergency need. It was agreed that at the Annual Village Meeting we would raise the issue and encourage existing owners to register their units with “The Circuit” and to encourage other businesses to add their own units to improve coverage across the parish. Councillors may consider supporting new installations.

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Action: Clerk to incorporate within Annual Parish Meeting material and to follow up with Facebook posts.

6. Village Post Office

Councillors were advised that following the sad passing of our sub-Postmaster, there had been attempts to find another party to take on the responsibility, but these had been unsuccessful.

The Post Office was originally established under a parish council initiative, and it was felt that we must write to the Post Office to establish whether anything can be done to maintain a service to the village.

Action: SD to create a letter to an appropriate Post Office official. RB to confirm who to write to

In addition to our late Postmaster, two individuals had volunteered and supported the Post Office for many years and appropriate recognition of all of their service was felt appropriate.

Action: MS to consult with the Postmaster's widow and consider appropriate recognition.

7. Finance.

7.1 To receive the current Financial Report

The clerk reported that the Parish finances were sound with a total of £14.2k available overall and following receipt of the first half of this year's precept.

Other than the clerk's monthly salary (£424 +Tax £106), cheques more than £100 had been issued for the subscription to ALCA (£115), Annual Web Support and service (£403 gross), and for the first hand cut work around the village (£365). The annual insurance premium of £543 will also be paid shortly.

7.2 To confirm the budget for 2024 – 2025.

The draft budget as submitted by the clerk was accepted in March as the framework on which the council will go forward and this was reiterated. All significant payments will be referred to council as always and all cheques will be signed by two councillors.

The clerk was asked to refine the budget to show which items were "baked in" and essential to the running of the council and which items had a degree of optionality in them and on which councillors could make decisions during the year.

Action: Clerk to analyse the budget and place items in the different categories

8. Village Meeting

The annual village meeting will take place on Wednesday 22nd May and as had proven successful in past years, the evening will be co-hosted by the Parish Council, the Village Hall and the Friends of All Saints Church.

The agenda must be published on the 9th May and the themes were agreed with protocol items then one section looking back at what had been done in the 23/24 year and one section looking forward to this year and beyond.

Action: Clerk to publish agenda on 9th May and to collaborate with the Chairman to develop a pack for use of the evening.

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9. To agree any items that are to be placed on the next regular meeting Agenda, scheduled for Wednesday 3rd July in the Village Hall

In the July meeting the Complaints policy and the social media and Electronic Communications policy will be reviewed. A decision will be taken regarding this year's Hedge and Verge contract. Feedback and issues from the annual parish meeting would be considered and actions determined. Updates to the Cycle Route, Duck Lane link and Coastal Footpath will be considered.

The draft agenda will be circulated nearer the time for Councillors to consider and add any additional items before formal issue.

There being no other business, the meeting closed at 21.50.

Steve Dixon

Steve Dixon,
Clerk & Responsible Financial Officer,
9th May 2024