

# KINGSTON SEYMOUR PARISH COUNCIL

**DRAFT** Minutes of a meeting of the Kingston Seymour Parish Council held on  
**Wednesday 8th September 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)  
Ian Wariner (IW)

Zoe Bartlett (ZB)

In attendance:

Steve Dixon (SD) Clerk & RFO  
2 Members of the Public

Wendy Griggs, District Councillor

David Fish, NSC Project Manager

**1. Apologies for absence**

Apologies had been received from Councillor Bryony Cole and District Councillor Steve Bridger and also 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 asked to address the Council.

**4. To receive an update on the Tutshill Multi Access Route**

David Fish, the NSC Project Manager for the task, said that a contractor to build the new farm bridge had been identified and committed but that the contract was currently going through due diligence by both parties. The bridge will take all farm traffic and livestock movements so that the route over the sluice itself can become the cycle/footpath. The bridge is being funded by a Highways England grant.

It is anticipated that construction of the bridge will start on site in late October and that the task will run for six months. Detailed commitments from the contractor are not available (pre contract signing) but will include details of the planned transport movements of materials and plant. Councillors urged that movements should only take place in the core of the day – particularly avoiding school bus times when large numbers of parents and children gather near the Triangle.

Whilst materials will need to be delivered to both sides of the Yeo (because of the minimal weight limit imposed on the sluices themselves), it is expected that the main work site will be the Kingston side and that the majority of the materials will have to come through the village. A condition survey of the state of the roads and road markings in the village will be undertaken before work commences so that restoration can take place to the same level should damage be caused by the transit of contractors' vehicles.

The supports for the bridge foundations will not be "*pile driven*" but there will be some drilling and piling to create the holes for the foundations to be cast in situ. The foundations may be as deep as 30 metres due to the soft ground in the vicinity of the Yeo.

The work on creating the cycle route itself is not anticipated to be difficult and there will be only lightweight plant and equipment required for this. This work is not on the project's critical path and will be started later and probably finished earlier than the bridge itself.

After discussion, it was agreed that the village should be given a full briefing on what is about to happen and David Fish is to provide a summary pack and a more detailed pack that the Council can deploy on the website,

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with reference on Facebook and in the Village Magazine to ensure that everyone knows what's going to happen before the lorries start to transit through the village.

*Action: David Fish to provide the required information for use and to keep the Council u to date with progress via the clerk.*

*Action: Clerk to form a summary pack of information – targeting the Village Magazine September edition – and create more detailed pages for the website. To use Facebook when materials are available for viewing.*

*The Chairman thanked Mr Fish for his attendance and for sharing the information as it stood.*

## **5. To confirm the minutes of the following meetings:**

### **5.1 Council Meeting – 14th July 2021**

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

### **5.2 Planning Application Meeting – 5th August 2021**

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

## **6. Police and Neighbourhood Watch**

The Clerk advised that the Police team had experienced some personnel changes. PC Jenny Clark has left and PCSO Rachel Sellars is on a secondment for three months and PCSO Gary Knox had broken his foot. PCSO Elle Hicks is being supported by others from outside the area and by the overseeing Sergeant until resources can be rebalanced.

There had been a couple of reported incidents in KS and Our Neighbourhood Watch leader reported that there had been a good response from neighbours when an alarm was activated in Ham Lane recently. It turned out to be a false alarm but illustrated how the village often rallies to care for its residents.

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

### **7.1 Roads and Footpaths**

The clerk advised that an issue had been raised about the entrance to Bullocks Lane and the propensity for large vehicles to try to access Tiffin and Bullock Farm by that route due to satnav instructions. This has been referred to NSC who will look at improving the signage at the entrance to that lane.

*Action: Clerk to pursue with NSC Highways*

The clerk had enquired about the progress of the Moors “Quiet Lanes” proposal following the furore caused recently when NSC sought to implement a restriction. The clerk reported that NSC had “gone back to the drawing board” on this and are likely to pilot a much more limited approach – based on “share with care” - in Backwell Bow/Backwell Common this autumn. If this proves to be successful, they undertake to consult more widely before considering other roads for a scheme.

There is no reportable progress on the Coastal Path other than that the Inspector has received some submissions, spoken to some landowners and is preparing their report. No timescales are available for this report to be submitted to the Secretary of State nor for the time before a decision is announced.

Following work submitted by the PC to the NSC Rights of Way office last year, a new appointee has been brought onto the NSC team and is looking at ways of improving access to the countryside for persons of reduced mobility. This could involve the replacement of stiles with 1 metre wide gates and the broadening of bridges over water courses.

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The new access officer has been talking to landowners who would be affected as, ultimately, it is their decision whether the changes would go ahead. A landowner that had been asked about this stated to the meeting that he had been told that the “*Parish Council wanted these changes*”. It was stated by the clerk that the Council had made no such formal request as it had not been included in any draft thinking about changes. The Council had indicated (in March 2021) that if proposals were put before them, that the Parish Council would discuss.

*Action: Clerk to clarify this position with the access officer.*

The clerk noted that he had advised the village – via the website and Facebook – of the New Cut Bow and North End Yatton closures and of the overnight closure on the M5. It was noted that some Diversion signage – intended for the New Cut Bow closure but now superfluous – was causing confusion to drivers as it contradicted the signage related to the Yatton closure.

*Action: WG and the clerk to raise with NSC Highways as a matter of urgency to get the New Cut Bow related signs removed.*

## **7.2 Community Infrastructure Levy (CIL) and its application**

Following an enquiry by Councillors at the last meeting, the clerk had prepared an interim note covering how the Government and NSC had implemented this levy. Councillors will read and consider after the meeting.

*Action: Clerk to provide an additional note covering, inter-alia, how the Parish might benefit – within the regulations - from CIL funds .*

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

### **8.1 Village Maintenance & Environment**

RB reported that discussions with NSC about replacement railings were continuing positively and a site visit with the responsible engineer from NSC Highways would be arranged shortly.

Following requests from the Parish Council, NSC would be looking to replace or repair “like for like” (i.e. concrete posts and metal rails) at the locations requested with the exception of outside the Old Post Office which they consider to be in reasonable condition and not in need of replacement.

Councillors remain encouraged by the NSC response to our requests and noted that this was the time of the year when NSC liked to progress this type of project so there is a reasonable prospect of some work being done this winter.

*Action: RB and the clerk to meet with the engineers and confirm the way forward.*

The clerk relayed the response from NSC re the biannual hedge cutting but Councillors were not satisfied and have asked that the apparent exclusion of some “adopted” roads be challenged.

*Action: Clerk to further question NSC about their response.*

The clerk reported that he had been in contact with the War Memorials Trust (WMT) about the date of the next inspection of our War Memorial (previously undertaken in 2017). He was advised that they no longer carried out such inspections and relied on interested parties to inform them if there appeared to be issues. They also offered to review up to date photographs of the war memorial so that they might advise if they felt anything needed to be addressed.

*Action: Clerk to take a set of photos and submit them to WMT for review and advice.*

The clerk thanked RB for cleaning and painting the village gates after no response had been received to an appeal for a local tradesman to do the work. The Chairman and Councillors thanked RB for the excellent job that had been done.

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## **8.2. Queen's Platinum Jubilee**

MS reported that he was setting up a meeting in late September to bring together interested parties in the village (e.g., Church, Hall, Friends) to start moving this forward.

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

### **9.1 To review the Standing Orders 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, apart from some stated values which will never be part of this Council's spending, 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 RB and supported unanimously that they be readopted.

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

### **9.2 Messaging for Council Meetings**

The clerk advised that his standard practice is to place meeting Agendas on the website and on the village notice board when Councillors are summonsed to meetings. Appreciating that some residents observed neither of these locations, it had been suggested that a note also be put on Village Facebook to maximise visibility and potentially attendance and engagement. This was agreed by Councillors.

*Action: Clerk to ensure that a note is placed on Village Facebook as soon as the meeting Agenda has been finalised and Councillors summonsed.*

### **9.3 Proposed dates for 2022 Meetings**

The clerk had drafted a set of proposed dates for next year's meetings and Councillors are asked to feed back to the clerk over the next week on whether any appear challenging.

*Action: Councillors to advise the clerk of their availability for the proposed dates*

*Action: Clerk to pursue the cost and availability of a location to fit the dates – either the Village Hall or the Church – and to report back.*

## **10. Finance. To receive the current Financial Report**

The clerk reported that the second half precept had recently been received and therefore the accounts were looking particularly strong at this time and that the overall funds available to the Council amounted to £21.6k. Whilst the general expenditure budgets were running according to plan, 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 (x2), £350 and £250 and Insurance £505.

The need to invest some of the War Memorial earmarked funds will be determined by the response from the WMT about the current condition.

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

PCAA. RB reported that the Bristol Airport Enquiry was still going on and likely to last into October. There had not been any other PCAA meetings. .

Village Hall. PC reported that the new blinds would be going up in the main hall shortly and that bookings were rising significantly.

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

MS is scheduled to attend a Zoom based ALCA AGM shortly.

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

MS reported that he had been involved – alongside the District Councillors – in resolving a school transport issue from the village to Yatton Schools. An interim way forward has been found.

The clerk advised that NSC were undertaking a Housing Strategy Consultation (2022-2027) and were looking for responses by 1st November. MS & RB volunteered to look at the proposals and create a response from this Council which would be circulated before issue.

*Action: MS & RB to consider and produce a note for circulation to Councillors and subsequent submission to NSC.*

## **14. To agree any items that are to be placed on the next regular meeting Agenda, scheduled for Tuesday 9th November.**

The Financial Regulations will be reviewed at the next meeting as part of the normal review cycle. An update is required about the extension of the Strawberry Line to Clevedon. The confidential item – deferred from this meeting – will be considered. Updates on actioned items as above.

## **15. Confidential Item**

Due to the elapsed time of the meeting, this item has been deferred.

There being no other business, the meeting closed at 21.50

*Steve Dixon*

Steve Dixon,  
Clerk & Responsible Financial Officer,  
10th September 2021