

KINGSTON SEYMOUR PARISH COUNCIL

Minutes of a meeting of the Kingston Seymour Parish Council held on
Wednesday 15th July 2020 at 19.30
On the Zoom Video Communication System

Councillors Present:

Mike Sewell (MS) Chairman
Bryony Cole (BC)

Richard Barber (RB)
Paul Cox (PC)

Zoe Bartlett (ZB)
Ian Wariner (IW)

In attendance:

Steve Dixon (SD) Clerk & RFO

District Councillor Wendy Griggs

Carolyn Hills – NSC Liaison

1. Apologies for absence

Apologies had been received from District Councillor Steve Bridger 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

There were no members of the public present.

4. To confirm the minutes of the following meeting:

Meeting – 11th March 2020

Confirmed as a true record. Proposed by IW, seconded by ZB and supported unanimously.

Planning Application Meeting – 9th June 2020

Confirmed as a true record. Proposed by PC, seconded by RB and supported unanimously.

5. Police and Neighbourhood Watch

The Police team reported that whilst the burglary data for the area (Yatton & Villages – not just Kingston Seymour) showed 5 burglaries in the last month, 3 of those are now known to have been false allegations. There has been an increase in thefts from vans in Clevedon and two catalytic converters have been stolen.

PCSO Rebecca Budd has left the beat team to pursue her studies and career as a full police officer. She has been replaced on our beat team by PCSO Eleanor Hicks.

There had been no incidents reported separately by the Neighbourhood Watch team.

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

6.1 Tutshill Sluice Access Route

There was no new news from the Project Manager but we know that preparatory work will continue in 2020 with a plan to start on site in March 2021.

6.2 Coastal Footpath

The clerk reported that Natural England had advised him that the objections against sections of the proposed path through our area had been allocated to an Inspector and she had contacted the objectors. Because of Covid 19, she had not undertaken site visits yet and that would be a precursor to calling for any necessary hearings.

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6.3 Roads

The Clerk reported that the Road Safety Work lining had been repainted at no additional cost to the Parish and that phase of the work was now considered complete. An invoice for the expected total for the work had been received from NSC.

Lampley Road had been closed for two days for NSC to undertake gully clearance and pothole repairs in advance of planned surface dressing work in August. Truespeed have also been working on Lampley but their permission ended today (15th). The clerk had today been advised that Bristol Water now wanted to work on Lampley between 5th August and 2nd October and NSC Highways are discussing this with Bristol Water before finally confirming the date for resurfacing

Back Lane had been closed for a short while for duct clearance, Middle Lane had become overgrown with poor sight lines but this had been helped by the annual visit of Glendale to cut back the hedges, The far end of Ham Lane has been resurfaced and other smaller sections around the village have been surface dressed.

The clerk reported that he was in dialogue with NSC Highways about outstanding items at: Yew Tree Lane, the New Cut Bow railings and the railings at the junction of Broadstone Lane and Middle Lane.

Action: Clerk to maintain contact and advise Councillors and the village when a decision about Lampley Road has been made

6.4 Public Rights of Way Review

BC advised that NSC had requested a review of our Public Rights of Way (there are 16 within the Parish Boundary) and suggestions for any new ones, to feed into their Rights of Way Improvement Plan. One new suggestion had been made by a parishioner.

We are asked to note their condition, whether any would benefit from less restrictive structures (to allow access by less able users) and whether any should be considered for upgrading to allow additional user categories such as cyclists or horse riders.

It was agreed that working with BC, SD would circulate relevant material to Councillors and that they would be "walked" over the next couple of months so that we could complete the NSC template prior to a further discussion at the next meeting on the 9th September. (The clerk confirmed that he had agreed an extension of two weeks on their nominal deadline date of the 1st September.)

Councillors should also consider the proposed new Right of Way (details will be forwarded) and whether they would like to suggest any others for inclusion in our submission.

Action: Clerk to circulate materials and keep a register of the paths that had been checked by Councillors and to circulate a summary update before the next meeting.

7. Services, Resilience & Community

7.1 Village Maintenance & Environment

7.1.1 Hedging & Verging Contract

As in prior years, the clerk had approached two contractors and had received two quotations – for £560 and £635 – both plus VAT. After discussion, it was proposed by IW, seconded by PC and supported unanimously that the quotation from Anthony Harris should be accepted.

Action: Clerk to confirm the award to Mr Harris and advise the other party

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7.1.2 Village Maintenance Workpackage 1

RB reported that this work had been initially offered in February but with no response. It was relaunched in June on the website and with some specific local professionals directly offered the opportunity to tender. The deadline being set as the 13th July.

RB reported that only one formal tender had been received at a price of £2,329 per year for the two years offered.

After discussion, Councillors decided that this figure was too high for us to commit to and it was proposed by IW, seconded BY PC and supported unanimously that RB consider alternative ways forward and return to the September meeting with an alternative plan.

Action: RB to work with the clerk to create alternative scenarios.

Clerk to advise the tenderer that we have decided not to proceed at this time.

7.1.3 Other requirements

It was decided to carry forward any other items in this heading to the next meeting.

7.2 Resilience Planning

ZB reported that the Community Action team – which was established at some speed in late March – had, under her and RB’s supervision – been working well to support the village. The website directory of food outlets that would deliver or could be securely collected from had been welcomed and, overall it was felt that the village had supported itself well during the crisis. Everything would remain in place for the time being.

MS expressed his thanks to ZB and RB for the work they had done and noted that it had been important for the Parish Council to take a lead in this to ensure that the village had a coordinated and managed approach available to residents.

7.3 VJ Day Commemorations

MS stated that although VJ Day was a less understood date, he had originally proposed commemorating the 75th anniversary of VJ Day in mid August because at the time it seemed that commemorating VE Day would not be possible. As it transpired, the village was able to mark VE Day with a small ceremony at the War Memorial and a church service and the village had embraced the socially distanced tea party idea.

In view of this and the ongoing social restrictions, it was agreed that the Parish Council would not suggest or sponsor a VJ Day activity.

8. Administration

8.1 Complaints Policy Review

The current Complaints Policy had been adopted on 8th July 2019 and the Clerk reported that there had been no new alterations suggested by his professional body.

It was proposed by PC, seconded by ZB and agreed unanimously that the policy be readopted for a further year

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

8.2 Annual Audit & Governance Statement

The Clerk explained the process and the Chairman talked through all of the condition steps required for the Annual Governance Statement. The Council unanimously approved the statement.

The Clerk explained that the internal audit had already taken place and the Council unanimously approved the set Accounting Statements.

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Given these two approvals, the Chairman talked through the Certificate of Exemption and the Council unanimously approved its signature.

The Clerk explained how the Statutory Period of 30 working days for Public Examination of the Accounts would run from Friday 17th July until Friday 28th August.

Action: Clerk to ensure that the appropriate Notice was posted and that the External Auditors received a copy of the Certificate of Exemption as required by the set processes.

9. Finance

9.1 To receive the current Financial Report.

The Clerk advised that the Council had now received the invoice from NSC for the Road Safety work and that – net of VAT – this was for the expected amount of £3k. After all commitments to date had been met, the Council would have a current balance of £8.2k and Reserves of £7.1k.

Cheques over £100 had been issued to Zurich Insurance for £498.70 – representing a saving of £100 against budget thanks to switching the Council's insurance provider, to NSC for the aforementioned sum and to the clerk for his monthly net salary (£331 pm).

Some headroom was beginning to emerge in the budget but it is early in the Financial Year and much would depend on whether a paid Village Maintenance proposal is progressed..

10. Annual Parish Meeting 2020

Attempts to hold a joint Annual Meeting with the Village Hall and the Friends in May had been thwarted by CV19 controls. Whilst the law states that the meeting must be scheduled between 1st March and 1st June, Council will decide in September whether an autumn meeting is appropriate after discussing the matter with the two other groups.

Action; Clerk to establish what the views of the Village Hall and Friends is and to bring to the September meeting the latest Government guidelines on such meetings.

11. Reports from External Meetings

There had been no PCAA meetings.

PC reported from the Village Hall meeting that the committee had decided that the hall would remain closed to users until at least the end of August due to the costs involved in meeting the Covid 19 Secure guidelines. Refurbishment work on the hall would continue in the interim

12. To consider attendance at forthcoming meetings

WG advised that all North Somerset Council meetings are broadcast on You Tube and details can be obtained from the NSC website.

13. To receive information about recent correspondence

The Clerk advised that there had been nothing new that hadn't been covered on the agenda.

14. To agree any items to be placed on the next regular meeting Agenda (Wednesday 9th September)

It is likely that the next meeting will also have to take place on Zoom.

Discussions about Community Space and Community Composting (carried forward from July), Village Sports and Cricket field requirement and the policy on planning regulations should supplement follow up on relevant items from this meeting.

There being no other business, the meeting closed at 21.20.

Steve Dixon

Steve Dixon,

Clerk & Responsible Financial Officer, 17th July 2020