

# KINGSTON SEYMOUR PARISH COUNCIL

Minutes of a meeting of the Kingston Seymour Parish Council held on  
**Monday 8<sup>th</sup> January 2018 at 19.45**  
In the Kingston Seymour Village Hall

Councillors Present:

Mike Sewell (MS) Chairman	Paul Cox (PC)	Caroline Harris (CH)
Peter Harris (PH)	Mike Wallis (MW)	Ian Wariner (IW)

In attendance:

Steve Dixon (SD) Clerk & RFO	Judith Hadley (JH), District Councillor	PC Adam Clarke
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**1. Apologies for absence**

District Councillor, Jill Iles; Parish Liaison Officer, Carolyn Hills; Neighbourhood Watch Representative, Kate Gillam

**2. Declarations of Interest on 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 recent meetings**

4.1 Meeting of the Parish Council – 15<sup>th</sup> November 2017 Proposed by IW, seconded by CH and supported unanimously.

**5. To receive a police report and neighbourhood watch update**

PC Adam Clarke reported that there had been a spate of 30 crimes across his whole beat over the Christmas period and notably that on the 30<sup>th</sup>/31<sup>st</sup> December 12 vehicle or sheds had been broken into in Yatton. There had been a laser shone into an aircraft cabin on December 30<sup>th</sup> and this could have had dire consequences. The source was identified as the Kingston Seymour area and an appeal for more information will be lodged on the village website and Facebook pages.

*Action: Clerk to confirm details with PC Clarke and to post the items.*

Elsewhere in the Parish, a teenager had fallen from a horse that had been spooked by a group of hounds. Whilst the hounds were an established part of village life, it was agreed that their organised events would be published on the website so that villagers may be aware of when they would be out.

*Action: Clerk to establish information and post on the website*

Concerns were expressed about the response to firework incidents that had caused distress for local animals – particularly around November's events.

*Action: Clerk to work with PC Clarke to establish the exact legal position on firework law and establish the level of prosecutions that had been made*

The Neighbourhood Watch Coordinator – Kate Gillam – had asked that her request for email addresses of residents – to facilitate timely warning of incidents – was reiterated as take up had been light.

**6. Fracking – The Council's Position**

Following discussions at the last meeting and review of material gathered and distributed by the clerk, Councillors discussed whether it was the right time to change the Council's position on fracking from the current position of "watching brief". The clerk reported that discussions had never taken place in Kenn or Yatton Parish Council's but these were likely to happen in January.

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After discussion, and in the knowledge that South Western Energy had declared that they are still researching all of the areas they have licences for, it was agreed that this topic should be put on the Agenda for the Annual Parish Meeting (APM) – which is scheduled for Monday 30<sup>th</sup> April. This would give parishioners the opportunity to express their views. This move proposed by PH and seconded by MW and carried unanimously. *Action: Clerk to position on Agenda for the APM and establish what factual supporting materials could be used to provide objective information at the evening.*

## **7. Infrastructure Update**

### 7.1 Roads & Footpaths

7.1.1 – Village Gates. In the absence of FM, there was no update on the surrounds of the village gates.

7.1.2 – Roads Issues. The list of issues was up to date although the work done in Yew Tree Lane was noted as inadequate

7.1.3 - Condition of the Railings. In the absence of FM, there was no update about the progress on the railings & the commitment of NSC.

*Action: Clerk to establish what progress has been made on these areas by FM and to report to Councillors.*

### 7.2 - Cycle Route.

Natural England had provided a summary of the data established in the traffic survey conducted in May 2017. After discussion, it was agreed that more detailed information is required.

*Action: Clerk to submit a Freedom of Information request to NSC to obtain this data.*

Councillor Jill Iles had reported to the Clerk that she was aware that at the last meeting, Council had asked her to ensure that in discussions with NSC colleagues, that she made it clear that the Parish was against the cycle route. No such meetings had yet taken place so this remained ongoing.

### 7.3 – Energy Initiatives.

The clerk reported that the National Grid planting scheme had been publicised on the website and that landowners had to apply direct to National Grid.

### 7.4. – Village Bench

The clerk had obtained four quotations for a new bench and after discussion it was agreed that we should purchase the item offered by local business Avril's Timber for £200. It was agreed that the bench should be stood on a concreted area and that it should be secured to the ground by way of ground spikes and bolts. It was also agreed it should have a plaque recognising 2018 as 100 years since the end of WW1 as part of the overall village commemorations

*Action: Clerk to obtain three quotations from local builders to create this concreted area and to secure the bench from Avril's Timber.*

### 7.5 – Phone Box

A parishioner has kindly offered to paint the telephone box. Whilst also considered, after discussion we will not touch the letter box as this is "live" and the Post Office is responsible for its upkeep.

*Action: PH to obtain the paint and to brief the parishioner on relevant H&S issues*

*Action: Clerk to check the Council's agreement with BT when it acquired the box – to ensure that there are no maintenance clauses which must be adhered to.*

### 7.6 – Trees

In the absence of FM, there was no progress to report on the possible siting of the two new trees.

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It was agreed that the trees on the main part of the village green needed to be properly surveyed and a plan of action determined. Council would then decide on actions to take with regard to these trees and the stump of the removed lime tree. Proposed by CH, seconded by PC and carried. MW abstained.

*Action: Clerk to approach three tree surveyors for their proposals.*

*Action: Clerk to check the Council's Public Liability insurance position.*

## 7.7 – War Memorial

The clerk reported that he was in discussion with a specialist restoration firm who would be undertaking the work. Because lime mortar is needed, this work cannot be undertaken until the threat of frost has gone. Clerk would continue to liaise with this firm and update Council.

## 7.8 – Village Works

7.8.1 – The mower which a volunteer parishioner uses to cut the village greens is life expired. It was agreed that Council would award a grant of up to £150 for the parishioner to purchase a new model.

*Action: PH to advise the parishioner*

7.8.2 – Hedge Cutting alongside the highway. Whilst NSC have an obligation to do this, PC suggested that the council should fund extra cutting of the village hedges and verges to ensure that parishioners could travel as safely as possible around the lanes.

*Action: Clerk to obtain quotations on cost and viability in view of the calendar limitations imposed to protect wildlife.*

7.8.3 – Village Orderly. The clerk reported the position in Portishead – who had subcontracted with NSC's supplier to provide a dedicated resource – and at Nailsea where they were advertising for a direct employee. After discussion it was agreed that at this time, this Parish did not wish to go down this route and that projects would continue to be looked at on a project by project basis.

## **8. Services, Resilience & Community**

### 8.1 – Community Resilience

The Clerk had notified the previous incumbent that he is to take over as secretary for the group. A flood warden update had been received.

### 8.2 – School Transport.

The Chairman explained that due to a change in the law, it was a requirement for young people to attend school or college until they are 18 but that the legislation obliging the local authority (NSC) to provide transport had not been changed, leaving some KS teenagers without transport to school even where willing to pay for it. After pursuing many escalation options, the Chairman was pleased to report that NSC have agreed to include such provision in the new transport contracts that they are re-tendering in April and which will run for five years.

8.3 - Firework Displays. Action now captured in section 5

## **9. Finance**

9.1 – 2017-2018. The Clerk reported that the Council has £6,820.94 in its Current Account and £7,131.23 in its Reserve Account after projecting forward from current balances less due payments. In accordance with the Transparency Code, cheques over £100 issued in this Financial Year are as follows:

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£316.80 Web Annual Charge and Support: £311.96 Insurance Premium: £106.79 Village Hall Wifi Set up: £120 External Audit Fee: £432 Removal of Trees: £107.25 Hire of Village Hall: £400 Grant for Churchyard Maintenance: £190 Grant for Village Magazine: £118.80 Defibrillator Battery Pack replacement. In addition, the Clerk's net monthly salary cheque is for £286.59.

9.2 – 2018-2019. The Clerk explained that it was necessary to agree the Local Precept requirement as this had to be conveyed to NSC before the end of January. A draft budget had been drawn up for Councillors to consider but this did not have to be agreed tonight.

After discussion, it was agreed that the precept should be no increase and that it should remain as it had been for the previous three years - £10,700. Proposed by PH, seconded by MW and carried unanimously.

*Action: Clerk to convey precept requirement to NSC.*

## **10. Parish Council Governance**

### 10.1 - Review of Policies

The clerk proposed that the Council's policies would be reviewed and agreed as follows:

- March – Social Media
- May – Complaints
- July – Standing Orders
- September – Financial Regulations
- November – Equal Opportunities

*Action: Clerk to ensure that Councillors are reminded and sent the relevant policy well in advance of the meeting at which it will be discussed.*

### 10.2 – Annual Parish Meeting

It was noted that the date of the meeting had been changed to Monday 30<sup>th</sup> April to accommodate the Village Hall committee.

As noted above, Fracking will be a featured item on the Agenda and it was suggested that in addition updates on: the Village Hall: Commemorations in November and (if material changes had taken place) the Cycle Route and Coastal Path.

*Action: Clerk to draft an outline plan for the meeting for discussion and agreement at the March meeting*

## **11. Planning and Development**

### 11.1 – Parish Boundaries Briefing

MS, FM and the clerk had attended a briefing at NSC where they advised that they were considering changing the Settlement Hierarchy throughout the district. At the moment, it did not appear that this would impact our Parish

### 11.2 – Parish Briefing

The clerk attended the half yearly Parish briefing which covered planning issues (the JSP, local plan and the community infrastructure levy). It also covered the technical issues around using the new planning applications system

*Action: Clerk to obtain and circulate copies of the slides used.*

*Action: Clerk to create and submit a response to the JSP before the current phase of consultation ends on January 10th*

### 11.3 – Local Building Activity

PH advised that there were developments happening in the village that maybe did not benefit from formal planning permission. Councillors would monitor this and discuss this with relevant parties

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## **12. Correspondence**

Correspondence is normally circulated to Councillors as it is received, and necessary action is discussed as part of an Agenda item. However, very recently, the clerk had received notification that Yatton has developed its own neighbourhood plan.

*Action: Clerk to circulate these documents to Councillors*

The Clerk also mentioned that copies of the Airport Master Plan and the latest Severn Estuary Strategy were available should Councillors wish to see them.

## **13. Reports from Meetings Attended**

Planning meetings were reported in section 11 above. MS reported that he had hosted a meeting to launch the Battle's Over commemoration and that the next one was in one week. PC reported that he attends the Village Hall committee and that there would be another in one week.

## **14. Attendance at Future Meetings and Training Events**

The clerk is attending a webinar about GDPR in late January. There is a Marine Management briefing in Weston on the 8<sup>th</sup> March but no Councillors are available on that date. The clerk will try to attend.

## **15. Items for Next Meeting on March 14th 2018**

Discussions about: Annual Parish Meeting, the Social Media Policy, the latest position on GDPR and the 2018/19 budget will feature. A discussion about whether a different frequency/nature of Council meetings will also be tabled alongside other regular updates.

There being no other business, the meeting closed at 22.30

*Steve Dixon*

Steve Dixon,  
Clerk & Responsible Financial Officer,  
12<sup>th</sup> January 2018