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## KINGSTON SEYMOUR PARISH COUNCIL

Minutes of a meeting of Kingston Seymour Parish Council held on Tuesday 13<sup>th</sup> September 2011 at 7.30pm  
in the meeting room, Village Hall

*Declarations of Interest under the Code of Local Government Conduct : None*

*Public Participation Time : None*

Present:

Councillors J Harris (chairman), P Cox, F Malton, M Sewell (from 9pm), C Stuckey, B Thomas and M Wallis.  
Leonie Allday, Clerk.

1. Apologies for absence

Cllr Tony Moulin, Local Member; Carolyn Hills, Parish Council Liaison Officer.

2. Community Safety and Police Report

None.

3. Minutes of meetings:

- (i) Bi-monthly, 18<sup>th</sup> July 2011
- (ii) Planning, 10 August 2011

These were agreed to be true records of the meetings and were duly signed by the Chairman.

4. Matters Arising not covered under any other agenda item

**(a) 18.7.11 / Bi-monthly / 4b: War Memorial** – The Clerk reported that the War Memorials Trust had been encouraging about the possibility of grant aid, but had requested revised quotations excluding certain works, such as new or re-cut lettering, which they would be unlikely to fund. The Clerk had put this in hand. In answer to a question, she confirmed that the maximum grant available would be for 50% of the cost of the proposed works.

**(b) 18.7.11 / Bi-monthly / 4c: Odours from sewage works** – The Clerk reported that she had received a reply to her letter to the Chairman of Wessex Water; he had expressed disappointment that the problems were ongoing despite all the investment but would commission a new odour study. The Parish Council would be informed of the timing of this and the outcome.

**(c) 18.7.11 / Bi-monthly / 4e: Parish Plan implementation** – The Clerk gave a brief verbal report on the Steering Group meeting held on 7 September. Various members of the Steering Group had taken responsibility for overseeing the delivery of particular actions. Cathy Cooke, chairman of the Implementation Group, would provide an update for the Village Magazine and in due course a rolling progress report would be available on the website.

**(d) 18.7.11 / Bi-monthly / 4g: Future use of phonebox** - The Clerk reported that Hilary Smales had agreed to keep an eye on the phonebox on a day to day basis, to check that notices and small ads were tidy, current and appropriate. The Toddler Group had changed the display, which now had an autumn theme; the use of the phone box for this purpose would for the time being continue alongside the information function.

**(e) 18.7.11 / Bi-monthly / 4h: Sea defences proposals** – The Clerk reported that she had discovered that her letter making a request for information under the Freedom of Information Act had either not been received or had been mislaid; she had re-sent it by e-mail. She would report to councillors when she received a reply. In answer to a question, she confirmed that she had still heard nothing from Liam Fox MP; she was asked to chase up a reply from the Minister (Richard Benyon) direct.

Action: Clerk

**(f) 18.7.11 / Bi-monthly / 7: Devon / Somerset Superfast Broadband initiative** – The Clerk reported that North Somerset Council was currently conducting a district-wide survey of Broadband usage in an attempt to identify areas and levels of unmet demand. The Clerk had obtained 150 copies of both the household and business surveys, which would be delivered with the next Village Magazine. In addition she had advised the Economic Development Directorate in general terms of the problems experienced in the parish.

**(g) 18.7.11 / Bi-monthly / 8(iii)(a): Proposed changes to town / parish consultation arrangements for planning applications** – The Clerk reported she had spoken to the relevant officer at length and that he was now aware of the issues councillors had raised. It was possible that NSC would be able to offer help with equipment and training. In the meantime the proposed date for ceasing to provide paper copies of applications had been put back. It was suggested that one solution to the problem might be to ask parishioners proposing to submit an application to provide a copy to the Clerk direct.

**(h) 18.7.11 / Bi-monthly / 10: Queen's Diamond Jubilee** – the Clerk had written to the relevant village organizations on the vice-chairman's behalf; a meeting was planned for a date in late October / early November, to be advised.

*At this point Standing Orders were suspended (proposed FM, seconded CS and unanimously agreed) in order for the clerk to report on two confidential items.*

5. Financial / Administrative Report:

(i) Routine payments – to approve

The Clerk reported that the balance on the current account and per cash book was £3296.78, of which £190.00 was income from businesses paying for promotional space on the village website. The Village Orderly grant of £100.00 had also been received, together with a payment of £615.00 from the insurers, Allianz, which was the cost of the repairs to the war memorial railings less the policy excess.

No cheques had been issued since the last meeting. Payments were due as follows: Kingston Seymour Association £66.25 (50% hire of hall for Post Office, one quarter); Kingston Forge £740.00 (repairs to railings); Norman Harris £408.00 (new / repaired bollards at Triangle); Mazars £144.00 (external audit fee); Clerk £726.70 (salary July / August); Clerk £77.59 (expenses); Rebecca Stockwell £48.00 (web manager remuneration, 4 weeks). It was proposed (PC, seconded BT) and unanimously agreed that these payments should be made.

Action: Clerk

(ii) Completion of external audit

The Clerk reported that the External Auditor had signed off the Annual Return without comment or qualification. As RFO, the Clerk was complimented on the outcome of the audit.

(iii) Durban Trust

PC drew to the attention of the Council the fact that the Durban Trust, a local charity which awarded bursaries to young people who had attended primary school in Yatton, was supposed to send application forms to the Clerk each year. The Clerk confirmed that she had never received these forms; PC would follow this up.

Action: PC

(iv) Update on PAYE registration

The Clerk reported that she had received a letter addressed to the Council from HMRC asking why no PAYE return had yet been made. She had rung them and explained that she had not yet received a Notice of Coding so did not know what, if anything, was due. She would clarify the situation with her own Tax Inspector.

Action: Clerk

(v) Draft job description / contract for web manager

The Clerk reported that Carolyn Hills had provided some very helpful information. She was now waiting to hear from RS.

Action: Clerk

6. Consultations:

(i) NSC review of supported bus services

The Clerk reported that she had received the annual letter regarding this review. She would reply stressing the value of the service to regular users, who would also be encouraged to make their own representations direct to NSC. FM commented that one of the reasons for requesting the retention of the service was the fact that bus users would otherwise have to walk along Lampley Road to the bus stop on the B3133; not only was this quite a long way but it was also quite dangerous, having no footpath.

Action: Clerk

(ii) Draft National Planning Policy Framework

The Clerk had circulated details of this consultation, requesting comments from councillors which she could incorporate into a draft response. The file had been returned long after the date requested, with one councillor having not seen it at all, and no comments had been received. The Chairman reminded councillors of the importance of circulating material quickly. It was noted that the proposals had been the subject of much media discussion, not all of it accurate, and that a number of influential organisations including the National Trust, RSPB, Campaign to Protect Rural England, English Heritage and the Royal Town Planning Institute were demanding a re-think on account of the presumption in favour of “sustainable” development in the “undesigned” (ie not Green Belt, not National Parks) countryside.

The Clerk tabled a brief draft response, which was agreed to be a good basis; in addition MW noted that the draft NPPF contained a proposal to treat all farmyards as brownfield sites and that this could theoretically lead to a proliferation of small housing developments in inappropriate locations. It was proposed (BT, seconded FM) and unanimously agreed that the Clerk should make a response as per her draft, incorporating a little more detail where necessary. She would copy the response to ALCA, North Somerset Council and, with a covering letter, to MP Dr Liam Fox.

Action: Clerk

(iii) North Bristol NHS Foundation Trust – consultation on Foundation Trust application.

The Chairman commented that although NHS consultations were important, the Council currently had no-one with relevant expertise to assess them. He suggested that past Council Chairman Cathy Cooke be asked if she would be willing to look at such consultations and to advise the Council on an appropriate response, if any. This was agreed to be a useful way of harnessing community expertise and could be a model for other such situations. The Clerk would approach CC.

Action: Clerk

- (iv) PCAA draft response to the Government's Scoping document "Developing a Sustainable Framework for UK Aviation"

It was noted that the Parish Councils Airport Association (PCAA) had asked member councils to make comments. It was hoped that MS would have time to look at this.

Action: MS

## 7. Planning

### (i) Update on planning applications previously considered:

- Land behind 1 Bullocks Cotts – conversion part agricultural building to equestrian – noted that application had been withdrawn, resubmission not yet registered
- Kingston Garage – single storey side extension – approval granted

### (ii) Update on alleged breaches of regulations / compliance / enforcement / appeals

- Yew Tree Farm – noted: unauthorized replacement of timber windows in listed farmhouse with upvc - enforcement notice has been appealed; alleged breaches of listed building consent at barn conversions – with enforcement officer
- Bramble Farm – noted: existing unauthorized building occupied, chairman and PC to visit. (Also noted - unauthorised caravans at Tutshill Farm – vice-chairman and FM to visit)

## 8. Roads

PC reported that the following matters had been notified to Paul Smart and progress was awaited: subsidence in Back Lane ; faded white lines Lampley Road. The keeching of the ditch at the bottom of Back Lane was scheduled for October. MW reported that there was an area of subsidence in Middle Lane close to Broadstone Halt; PC would advise PS.

Action: PC

## 9. Village of the Year competition results

The Clerk reported that Kenn was the winner of the NSC small villages section. She would write to congratulate them. She had obtained a copy of the judges' comments for Kingston Seymour; in her view they did not constitute an acceptable form or level of feedback. The Council's previous request for greater clarity as to the judging criteria and method of allocation of points had been ignored, and she suggested that the Council might wish to write to the competition organizers. This was agreed. She was also asked to write to Gail Baker and Sherry and Phil Hulbert to thank them for all their efforts; it was hoped that they would be willing to continue in future years whether or not the Council entered the competition.

Action: Clerk

## 10. Reports of other meetings and in-service events attended by councillors / clerk:

- (i) New Councillors' training day – BT had attended and found it very informative and worthwhile
- (ii) Launch of Tree Warden – FM had volunteered to act as Tree Warden for the parish and had attended the launch event; it had been a fascinating day. He would welcome sight of any information that was available about the trees in the village. It was noted that hundreds of trees had been planted in the 1980s following the loss of many mature trees to Dutch Elm; this had been documented and the Clerk would look out the material. She also mentioned the Orchard Survey recently carried out and would try to obtain a copy of that for FM.

Action: Clerk

11. Forthcoming meetings and events:

- (i) Consultation on North Bristol NHS Trust Foundation Trust application, Monday 19<sup>th</sup> September, 6.30pm, Portishead – the Clerk would give CC the information
- (ii) Severn Estuary Forum, Friday 23<sup>rd</sup> September, Cardiff - JH to attend
- (iii) Future of local service provision in North Somerset, Thursday 6<sup>th</sup> October, 1pm - JH and FM to attend
- (iv) ALCA AGM – Thursday 13<sup>th</sup> October, 7.30pm, Long Ashton – attendance tbc

12. Correspondence & Information

54 items had been notified to councillors and those of relevance or general interest would be circulated.

Action: Clerk

13. Members' Concerns

JH reported that there had been several complaints about agricultural contractors' vehicles (tractors and trailers). He had followed these up with the individuals concerned and had suggested to the farmer that he ask his contractors to drive more considerately.

*Date of next meeting: Wednesday 16<sup>th</sup> November, 7.30pm*