

KINGSTON ST MARY PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
HELD AT THE VILLAGE HALL ON MONDAY 9TH MAY 2016

Item Nr	Item	Action By
1.0	<p>Election of Chairman</p> <p>Members unanimously elected Cllr Stokes, as Chairman. Cllr Stokes duly signed the Declaration of Office which was witnessed by Miss Roche (Parish Clerk).</p>	
2.0	<p>Attendance and Apologies</p> <p>In attendance: Cllr R Stokes (Chairman) Cllr M Anderson Cllr N Bradshaw Cllr J Clarke Cllr S Farnham Cllr J Marsh Cllr N Townsend (PC and TDBC Councillor) Cllr A Wilcox Miss C Roche (Parish Clerk) One Member of the Public attended the meeting.</p> <p>Apologies received from: Cllr K Taylor Cllr C Tucker (TDBC Councillor) Cllr D Wedderkopp (SCC Councillor) PCSO Wearmouth (Avon and Somerset Police)</p>	
3.0	<p>Councillors Declarations of Interest in Any Agenda Item</p> <p>None received.</p>	
4.0	<p>Election of Vice Chairman</p> <p>Members unanimously elected Cllr Bradshaw, as Vice Chairman.</p> <p>It was agreed that a Chairman's course would be beneficial for Cllr Bradshaw. Clerk to contact SALC accordingly.</p>	Clerk
5.0	<p>Police Update</p> <p>The Clerk advised that she had not received a report from the Police, prior to the meeting.</p>	
6.0	<p>Election of Committee Members and Representatives</p> <p>Resolved: Members elected the following:</p>	
6.1	<p>Planning Advisory Group Cllrs Stokes, Bradshaw, Clarke and Wilcox duly elected.</p>	
6.2	<p>Village Hall Cllrs Anderson and Wilcox duly elected.</p>	
6.3	<p>LinkUp Cllr Farnham duly elected.</p>	
6.4	<p>KSM Playing Field Management Committee Representative Cllrs Anderson duly elected.</p>	

6.5	<p>SALC It was agreed that Miss Roche should maintain contact with SALC and advise accordingly.</p>	
6.6	<p>Parochial Church Council To be advised at a later date.</p>	
7.0	<p>Members Responsible for Committee Papers and Other</p> <p>Resolved: Members elected the following:</p>	
7.1	<p>TDBC Papers It was agreed to discontinue the Members rota.</p>	
7.2	<p>Education Cllr Marsh duly elected.</p>	
7.3	<p>Quantocks Cllrs Bradshaw and Townsend duly elected.</p>	
7.4	<p>Police It was agreed that this was no longer required.</p>	
7.5	<p>Finance/Member Auditor Cllr Anderson duly elected.</p>	
8.0	<p>Members of the Public with Responsibilities</p> <p>Resolved: Members elected the following:</p>	
8.1	<p>Footpaths and Rights of Way Mr Peter Crea duly elected.</p>	
8.2	<p>Tree Warden Cllr Wilcox duly elected.</p>	
8.3	<p>Internal Auditor Mr Tim Davison duly elected.</p>	
9.0	<p>SCC Councillor Update</p> <p>The Clerk advised that she had not received a report from Cllr Wedderkopp, prior to the meeting. However, Cllr Townsend advised that the Health and Wellbeing Fund 2015 granted 268 grants, totalling £228,242 from a budget of £270,000.</p>	
10.0	<p>TDBC Councillor Update</p> <p>Cllr Townsend confirmed that TDBC welcomed applications for community grants, these projects must be run by local people for local projects.</p> <p>Also, Cllr Townsend confirmed that the new Mayor was Cllr Vivian Stock-Williams.</p>	
11.0	<p>TDBC Papers</p> <p>Cllr Townsend advised he had nothing to report.</p>	
12.0	<p>Approval of Minutes of Previous Meeting dated 11 April 2016</p> <p>Resolved: The Minutes were approved and signed as a true record.</p>	

13.0	Matters Arising	
13.1	<p>Queen Elizabeth II - 90th Birthday Celebrations on the 11 June 2016 Cllr Anderson provided the following report:</p> <ul style="list-style-type: none"> ❖ The planning for the Queen's 90th birthday was going well ❖ Everyone was very positive about the event ❖ Arrangements for a marquee, band, licence and refreshments were in place ❖ Marquee will be erected at 10.00AM on the Saturday and dismantled at 10.30AM on the Sunday ❖ There will be bunting in the village ❖ The Playing Field grass will be cut and made ready for the event, with the support of the Playing Field Committee ❖ Afternoon games with competitions and judging, and teas will be available from 2.30PM. The teas will be provided by the Children's Hospice supporters, from the village ❖ Youth activities are planned ❖ There will be ice creams available to purchase ❖ The Hog Roast will commence from 6.30PM and the Barn Dance will be from 7.30PM until 10.30PM. The Bar will be run by the Playing Field Committee 	C/F
13.2	<p>Mill Cross Chamber - Damage to Railings and Chamber Walls The Clerk was asked to contact SCC Highways regarding the repair to the chamber, as highway safety concerns were now arising due to the weed growth causing the barriers to become invisible.</p>	Clerk
13.3	<p>Repainting Direction and Fingerpost Signs Cllr Stokes confirmed that he would contact the tradesman, to progress arrangements to repaint some of the direction and finger post signs in the parish. Ongoing.</p>	C/F
13.4	<p>Kingston Watercourses: Maintenance The Clerk advised that she had now received a response to the letter she had written to Mrs Michelle Cusack (SCC Highways Director) regarding the watercourses maintenance. The response was comprehensive and advised that SCC Highways were still trying to resolve issues with riparian owners and maintenance was being undertaken. The Clerk was asked to contact SCC Highways to ascertain progress being by the riparian owners.</p>	Clerk
13.5	<p>Kestercombe Lane Top Surface Dressing The Clerk advised that SCC Highways had confirmed that the top surface dressing would be replaced this summer and that the potholes would be backfilled beforehand. Ongoing.</p>	C/F
13.6	<p>Stiles The Clerk advised that she would contact SCC Rights of Way regarding the purchase and installation of two kissing gates, one of which would be paid for by the Parish Council at a cost of £414.00 + VAT if SCC pays for the second gate.</p>	Clerk
13.7	<p>Community Plan Steering Group Report Nr 1 The Parish Council was advised of the following:</p> <ul style="list-style-type: none"> ❖ An Award for All grant had been received ❖ The draft questionnaire would be ready by the 13 May 2016 ❖ The next Steering Group meeting will be taking place on the 19 May 2016, to review questionnaire ❖ The questionnaire would be distributed the week before the Queen's 90th Birthday Celebration by the 28 volunteers 	C/F

13.8	<p>North Taunton Urban Development Cllr Stokes confirmed that the Planning Application submission was imminent. Also, Cllr Stokes had obtained copies of some drawings that would be submitted in the Application. The drawings were explained to the Councillors.</p> <p>Also, it was agreed to hold a traffic count of vehicles flowing south on Kingston Road between 7.30AM - 9.00AM, one weekday morning. Volunteers were requested.</p> <p>It was confirmed that ROSAG would be holding a public meeting at Staplegrove Hall on the 14 May 2016, at 10.00AM and that WARG would be holding its public meeting, on the 25 May 2016.</p> <p>It was agreed that the Parish Council will hold a Parish Council meeting on the 20 May 2016, at 7.30PM and a public meeting on the 7 June 2016, at 7.00PM.</p>	Chairman/ Clerk
13.9	<p>Adopt a Kiosk The Clerk advised the Councillors that the BT kiosk at the Farmers Arms had been adopted by the Parish Council. Item closed.</p>	
14.0	<p>Planning</p>	
14.1	<p>Applications None received.</p>	
14.2	<p>Granted ❖ 20/16/0009 Erection of Detached Garage with Hobbies Room over 2 Tainsfield Cottages, Nailsbourne The Parish Council noted the above.</p>	
15.0	<p>Standing Orders and Procedures - Review</p>	
15.1	<p>Standing Orders 11 May 2015 The Standing Orders were reviewed and it was agreed that no revision was required. Item closed.</p>	
15.2	<p>Internal Audit Procedure 11 May 2015 The Internal Audit Procedure was reviewed and it was agreed that no revision was required. Item closed.</p>	
15.3	<p>Model Publication Scheme 11 May 2015 The Model Publication Scheme was reviewed and it was agreed that no revision was required. Item closed.</p>	
16.0	<p>Financial</p>	
16.1	<p>Review and Sign Off 2015/2016 Accounts and Sign Off Annual Return 2015/2016 The Parish Council reviewed the Accounts including expenditure versus budget and approved these. Resolved: Cllr Stokes and the Parish Clerk signed off the Accounts and the Annual Return. Item closed.</p>	
16.2	<p>Internal Audit Review 2016 The Clerk read out the report provided by Cllr Anderson which confirmed that the internal audit had been undertaken and the Accounts were in order. Item closed.</p>	
16.3	<p>Financial Regulations 11 May 2015 The Financial Regulations were reviewed and it was agreed that no revision was required. Item closed.</p>	
16.4	<p>Financial Risk Assessment 2016 The Financial Risk Assessment was reviewed and it was agreed that these could be signed by Cllr Stokes and the Parish Clerk. Item closed.</p>	

16.5	<p>Payments</p> <ul style="list-style-type: none"> ❖ Community Council for Somerset £618.50 (Community Consultation 25% deposit) ❖ KSM Village Hall £45.00 (Neighbourhood Plan Community Meeting) ❖ Zurich Municipal £873.48 (Annual Insurance 2016/2017 £797.66 + VAT) ❖ KSM Village Hall £220.00 (Parish Council meetings 2016/2017) ❖ Payroll Specialists £216.00 (PAYE Real Time 2016/2017 £180.00 + VAT) ❖ Mr Marcus Anderson £540.00 (Reimbursement for Queen Elizabeth's 90th Birthday Party Celebrations Band Hire) ❖ Zurich Municipal £54.50 (Insurance for Queen Elizabeth 90th Birthday Celebrations) ❖ Mr Tim Davison £105.00 (Internal Audit 2015/2016) ❖ SALC £245.89 (Annual Membership 2016/2017) <p>Resolved: The Parish Council agreed to make the above payments.</p>	Clerk
16.6	<p>Receipts</p> <ul style="list-style-type: none"> ❖ Award for All £6967.00 (Neighbourhood Plan Grant) ❖ HMRC VAT Refund 2015/2016 £161.23 <p>The Parish Council noted the above.</p>	
16.7	<p>Resolution to Pay Jack Council £180.00 to cut back vegetation on footpath behind Leachs Field for Queen Elizabeth 90th Party Celebrations & £53.00 to remove waste vegetation fly tipping on footpath behind Leachs Field</p> <p>The Parish Council agreed to instruct Jack Council to cut back vegetation on footpath behind Leachs Field but not to remove the waste vegetation fly tipping on this footpath. Clerk to arrange accordingly.</p>	Clerk
16.8	<p>Revised Budget 2016/2017:Review</p> <p>It was agreed to review the Budget 2016/2017, at the next Parish Council meeting.</p>	Clerk
16.9	<p>Playing Field Finances</p> <p>Cllr Anderson explained that he would obtain information on the Playing Field finances and advise the Parish Council accordingly.</p>	Cllr Anderson
17.0	<p>Correspondence</p> <p>The Clerk advised that no correspondence had been received.</p>	
18.0	<p>Matters for Next Meeting</p> <p>No matters were requested.</p>	
19.0	<p>Items for LinkUp</p> <ul style="list-style-type: none"> ❖ Planning Applications ❖ North Taunton Urban Development ❖ Adopt a Kiosk - Farmers Arms. Appeal for ideas on future use. ❖ Date of next Parish Council meeting 	
20.0	<p>Date of Next Meeting</p> <p>Monday 13 June 2016 at 7.30PM.</p> <p>The meeting closed at 10.00PM.</p>	

Signed:

Date: