

# Kingsbury Episcopi Parish Council

## Minutes of the Annual Meeting of the Parish Council held on Wednesday 6<sup>th</sup> July 2022 at 7.30pm at Kingsbury Episcopi Primary School

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**Present** – Cllr. David Hall (Chairman), Cllr. Clare Paul, Cllr. Peter Loxston, Cllr. Paul Carpenter, Cllr. Ginine Herridge, Cllr. James Jefferey, Cllr. Richard Wilkins (District Councillor), Cllr. Mike Stanton (County Councillor)

**In attendance** – Kelly de Silva (Clerk), Sarah Potepa (Outgoing Clerk) nine members of the public

### 54. Preliminaries

#### Chairmans welcome

Cllr. Hall welcomes the Councillors and members of the public to the meeting with an explanation of Parish Council meeting etiquette, fire evacuation procedures and domestics.

**Apologies for absence** – Cllr. Nick frost, Cllr. Mac Harris, Cllr. Matthew Miller, Cllr. Nick Pearce

**Approve and sign minutes of the previous meeting** – The minutes of the Parish Council meeting held on Wednesday 1<sup>st</sup> June 2022 were agreed by all to be accurate and signed by the Chairman.

**Declarations of interests and dispensations** – None received.

**Questions and comments from the public** – A member of the public is present to address the PC regarding the perceived speeding issues within the Parish. The resident informs five members of the community have recently held a meeting attended by County Cllr. Mike Stanton with the sole purpose of addressing speeding within the Parish with the goal of hoping to implement a 20mph speed limit throughout the Parish.

The representative of the speed action group (name yet to be officially agreed) would like to seek PC support on the initiative. They explain that Somerton Police and Avon & Somerset PCSO's support the proposals with the newly elected Liberal Democrat Council backing a twenty is plenty strategy throughout Somerset Villages.

The representative continues any implemented proposal will require enforcement citing speed humps could be an option. They inform a member of the Speedwatch group has suggested the use of average speed cameras with number plate recognition. The next phase for the speed action group is to hold discussions with South Petherton PC to gain best practice and learnings from the speed restrictions in place in their Parish.

The representative wishes to gain the support of the PC to move the project forward. They refer to an email circulated in 2018 regarding speeding issues within the Parish, recommending the instigation of the SID (Speed Indication Device) and a 20mph speed limit, but only the SID was actioned at that time.

Cllr. Hall thanks the Speed action Group representative for their contributions that will be considered as part of the debate for Minute 58 during the meeting.

A member of the public is present from the Allotment Group regarding Minute 61 – Grant request from the Allotments for the installation of water. They inform the allotment group held a meeting on 5<sup>th</sup> July 2022. An initial consideration for a request for grant funding of £8,000 for the installation of water at the allotments had received no support at this time.

1 Signed by the Chair .....

Date.....

Cllr. Hall thanks the member of the public for this information informing if the situation were to change, please keep the PC up to date.

The Chair of South Petherton PC Cllr. Adam Dance is present and requests to respond to the speed action group on the SPPC SIS (Small improvement Scheme) query.

Cllr. Dance informs the South Petherton Scheme took 5-6 years to implement which was tagged onto another SIS. They did not achieve the 20mph zone throughout the whole village. Cllr. Dance explains the enforcement issues that have arisen stating the speed of vehicles needs to be below 24mph for the scheme to be enforceable. As the scheme is in a conservation area 20 mph repeater signs are required every two hundred metres. The South Petherton Scheme was expected to cost in the region of £7,000 - £10,000 to implement but as it was tagged onto another scheme, no cost was incurred. Cllr. Dance explains the SISs are rare with only two actioned within his 5 years in office, but support from a District/County Councillor could assist with an initiative. Cllr. Dance explains the implications of having speed bumps citing it is hard to gain community support for these. The South Petherton Scheme was only narrowly supported after consultation with the community.

Cllr. Dance is also in attendance as a resident of the Parish for Minute 61 as he has received enquiries from residents that would be interested in supporting water installation at the allotments. Cllr. Dance informs as a member of a household of holder of an allotment he has not been made aware of any meeting and requests for better communications from the group on such matters. Cllr. Dance informs any submission for match funding requests to SSDC would be required by April 2023.

A representative of the Kingsbury Episcopi Time Travellers is present regarding Minute 62- Heritage Matters. They inform they would like to gain financial support from the PC for a republication of a book as part of the Queens Jubilee commemorations. The original publication was written by a local resident, Dorothy Hebditch, in 1953 on The Lambrooks as part of the then Coronation celebrations. They state the United Reform Church has agreed to contribute financially, with the Director of the Rural Life Museum agreeing to write the foreword.

PL asks what the cost projections for the republication of the book on The Lambrooks are. The representative responds 500x40 page copies are quoted at £1548.00 with the cost being split by the United Reform Church, Kingsbury Time Travellers and hopefully the PC with some community buy in.

Secondly, they would like to ascertain if the PC would be willing to purchase WW1 silhouettes or something with similar symbolic nature that could be located either temporarily or permanently within the Parish.

Thirdly, they would like to bring to the attention a recent article in the Parrett Talk (Issue 169) on the South-West Heritage Trust: The Local Heritage List project to identify and record heritage objects and buildings within the Parish that are not listed, but still have historical significance.

*For further information on the project visit [www.kingsburytimetravellers.org.uk](http://www.kingsburytimetravellers.org.uk) or see the August edition of the Parrett Talk available within the village or at [www.kingsburyepicopi.com](http://www.kingsburyepicopi.com) If you have a contribution to the project or photographs please contact the Kingsbury Episcopi Time Travellers by email – [kingsburytimetravellers@btinternet.com](mailto:kingsburytimetravellers@btinternet.com)*

## **55. Planning**

23/01742/TCA - Notification of intent to fell No.1 tree in a conservation area - St Martins Church, Church St, Kingsbury Episcopi

*Kingsbury Episcopi Parish Council support this planning application with no comment.*

2 Signed by the Chair .....

Date.....

22/01462/HOU - Replacement of two-storey extension - West Lambrook Farmhouse, West Lambrook, South Petherton.

*Kingsbury Episcopi Parish Council support this planning application with no comment.*

22/01903/TCA - Notification of intent to fell No.5 trees within a conservation area - Withy Cutters, Thorney Road, Kingsbury Episcopi

*Kingsbury Episcopi Parish Council support this planning application with no comment.*

22/0194/TCA - Notification of intent to fell and carry out works to various trees within a conservation area - West Riding, Folley Road, Kingsbury Episcopi.

*Kingsbury Episcopi Parish Council support this planning application with no comment.*

## **56. District Councillor report and County Councillor report**

Cllr. Stanton reports it is a steep learning curve transitioning from District to County, but it is going well and tremendous fun. Cllr. Stanton informs, not included in the circulated report, the process is now underway to appoint a chief executive. Cllr, Stanton welcomes any questions from the PC on the report.

Cllr. Hall asks for any comments from the District and County Councillors on SIS's and 20 mph scheme roll outs.

Cllr. Stanton informs he attended the first speed action group meeting as an observer and recommended they seek the support of the PC to be able to consider the implementation of any actions identified.

Cllr. Stanton continues the 20mph zones is not yet a County Council policy, but it is a Liberal Democrat policy to encourage and support villages who wish to implement it, although speed limits only help as part of the solution to the problem. There are the natural speeds of roads to consider, and it would be a better option to design roads with measures in place to reduce speeding. Cllr, Stanton explains it will take a long time to implement. There is currently no budget for these initiatives and there has not been any for the last 5 years. With the current financial climate – it is unlikely that finance would be allocated within the budget for such projects – it will be slow progress and persuasion will be necessary.

Cllr. Wilkins suggests entrances to villages, such as village gateways, are highly important to highlight clear speeding requirements for a village. The mental/visual side of approaching the issue of speeding is more successful than mandatory schemes which are hard to enforce.

Cllr. Wilkins explains there has been little in the way of infrastructure in the UK in comparison to other countries to increase capacity for vehicles, walking and cycling routes. Alternatives should be considered.

## **57. Co-option for a Parish Councillor**

The Clerk reports the PC has received two applications for the PC vacancy from Ms Dale Spree and Mr. Mark Harvey. The Clerk explains the procedure for the co-option process and asks if the PC wish to resolve voting by a show of hands or paper ballot. Cllr. Loxston proposes a paper ballot – all were in favour – MOTION CARRIED. The Clerk informs the paper ballot papers will be destroyed after the meeting.

Cllr. Paul proposes both candidates who wish to stand for the vacancy, seconded by Cllr. Loxston; all were in favour – MOTION CARRIED.

*A paper ballot is held. The Clerk collects the papers – it is a tie. Cllr. Hall as Chair of the PC has the casting vote.*

Cllr. Hall states it is a difficult choice as both candidates would be an asset to the PC, on this occasion the Chair's casting vote is given to Ms Dale Spree.

*Cllr Spree signs and reads the Declaration of acceptance of office and joins the meeting.*

### **58. Speedwatch and road safety**

Cllr. Hall refers to the information from the speed action group during the public question time, the Speedwatch information shared by the Speedwatch group, and the report compiled by Cllr. Paul.

Cllr. Hall explains the PC need to be re-acquainted with previous issues, decide if the PC do anything and if so, what needs to be done or is the item a watch in brief at this point in time.

Cllr. Loxston praises the report circulated by Cllr. Miller, Cllr. Paul and the speed groups.

Cllr. Loxston suggests the first item to consider is consultation with the Parish to ascertain to views of the community to then move forward with a balanced approach to the issues raised.

Cllr. Paul reports this is a reiteration of what has happened in the past. Village gateways were considered but opposed by the community. Cllr. Paul informs during the last SIS rollout, Councillors were allowed to propose two schemes, which is impossible if you have 13 Parishes in your ward; with the projects taking years to implement.

Cllr. Paul agrees through consultation a solution could be sort that the community agree with; the PC can consider options and research availability of any SIS schemes sponsored by District Councillors - but the process would still take years to complete.

Cllr. James agrees there is an issue with speeding within the Parish and it would be good to gather more information from the community by a PC facilitated consultation.

Cllr. James informs consultations rarely deliver results; the questions would need to be devised carefully in consultation with the speed groups to give the consultation direction to be able to make decisions.

Cllr. Hall requests the District and County Councillors keep the PC up to date with any future SIS scheme programmes. Cllr. Hall suggests it may be potentially worth re-visiting a crossing point near the community shop and recreation ground which could serve a number of purposes.

**Cllrs. to send any questions to include on a consultation survey to the Clerk to collate for discussion at the September PC meeting**

**Clerk to add item to the next meeting agenda**

### **59. Review and adopt Grant Policy and updated Standing Orders**

Cllr. Jefferey proposes the Grant Policy and updated Standing orders are adopted by the PC, Cllr. Loxston seconds the motion; all were in favour – MOTION CARRIED.

### **60. East Lambrook School Room community project**

*The Chair closes the meeting to allow for the representative of the project to speak.*

The representative of the project reports at the last PC meeting they requested a grant of £6,000 be considered by the PC for the project. Since the last PC meeting the group has raised £4,000 – but the more funding the project can raise; the more can be applied for through match funding.

Cllr. Hall asks the members of the PC if there is an appetite to support the project.

Cllr. Paul informs the PC is a small precepting authority with a limited grant allocation which needs to be spread over projects throughout the Parish.

Cllr. Loxston agrees £1,000 could be the starting point – with the door left open for future consideration if required.

*The Chair re-opens the meeting.*

Cllr. Paul proposes an initial grant be considered of £1,000 if it is within the PC budget, with the PC supporting any fundraising initiatives organised by the project team. Cllr. Loxston seconds the motion; all in favour – MOTION CARRIED.

**Clerk to send Grant policy and application form to the East Lambrook School room Community Project.**

### **61. Grant request from the Allotments for installation of water**

The grant application has been withdrawn.

## **62. Heritage matters**

Cllr. Hall refers to the information provided by the representative of the Kingsbury Episcopi Time Travellers during the public question time.

Cllr. Loxston recommends the PC support financing 30% of the publishing costs of the book. All members of the PC agree.

**Clerk to send grant application form to the Kingsbury Episcopi Time Travellers for the projects requested.**

## **63. Lock-up update**

Cllr. Jefferey explains some of the background information regarding the lock up informing the PC have maintained and cared for the building since at least the 1950's - which is recorded in the minutes from this period.

Cllr. Jefferey reports the latest application to the land registry regarding a response to the requisition has recently been rejected as it had timed out.

Cllr. Jefferey proposes gathering more information on how the PC have maintained the Lockup with the inclusion of witness statements from the Community for the purpose of building a robust portfolio to submit to the Land Registry before exploring other options such as a compulsory acquisition order or an application under the community right to bid scheme.

**Cllr. Jefferey to lead the project in consultation with Sarah Potepa and the Clerk.**

## **64. Request for a refund of ashes burial plot from a Parishioner**

The Clerk reports a Parishioner has requested a refund on the purchase of a cremation plot in the burial ground due to them leaving the area.

The PC authorise the refund of £150 to the Parishioner.

## **65. 2023 May Festival lock in**

Cllr. Carpenter requests support from the PC to use the Lock up for a charity "Lock In" to raise money for the Kingsbury May Festival. Cllr. Carpenter informs there will be a full mock trial with the incarceration of a volunteer for 12 hours in the Lock up followed by a community breakfast.

The PC offered its full support to the lock in.

## **66. Digital communications**

Cllr. Hall thanks Cllr. Herridge for the PC website report circulated. Cllr. Hall reports he has met with the current web page administrator who has clarified it is not a PC specific page, but a Parish page set up during the pandemic. The administrator has expressed they are happy to support the PC in publications on the current site, but they do not wish to participate in the PC specific website.

Cllr. Herridge reports on the necessity for a PC site informing a local company is still offering to build the site for the PC at no cost. Cllr. Herridge asks if the PC would like to pursue this offer or consider going to tender for building a site.

Cllr. Hall responds it is great the local company are offering to build the website. Cllr. Hall recommends open discussions are held to acquire costings and any ongoing costs for maintenance and plug-ins with expectations agreed between the PC and the provider. Cllr. Hall states it is important to provide digital information for the community, but this should not override other forms of communications for those who are not tech savvy.

**Clerk to investigate the cost of other similar PC's websites and legal parameters to be considered.**

## **67. Location of future Parish Council meetings**

Cllr. Hall reports with the amendment of the Standing Orders this item can be considered and publicised in the event a change in location is agreed.

5 Signed by the Chair .....

Date.....

**68. Purchase of a commemorative jubilee tree**

SP reports the previously appointed PC planned to acquire a tree (such as a nice oak tree) to plant in commemoration of the Queens platinum jubilee. Cllr. Paul suggests with the identification of assets being devolved by SSDC; possible areas could be discussed for planting multiple trees in the future. Cllr. Hall also suggests this could be considered as part of plans for a sensory garden.

Clerk to contact reimagining the levels for provision of an oak tree

**69. Wildlife group update**

Cllr. Loxston reports the Wildlife groups held a remarkably successful meeting recently. The group are working in consultation with RSPB and English Nature. Some of the original remits of the projects are changing with the program being adjusted accordingly – changes are still within the Climate Emergency Grant criteria.

Cllr. Loxston informs signage on The SSSI area on Westmoor is being discussed with English Nature who will assist with information and possible funding. The programme is moving forward nicely and gaining motion.

**70. Sensory Garden update**

Cllr. Carpenter reports he has received an update from Cllr. Miller in his absence. Cllr. Miller has been in discussion with the PCC and has approached a garden designer who is developing some design ideas.

The Clerk asks the PC to consider as part of the planned projects ongoing maintenance costs and grass cutting contracts.

Cllr. Loxston informs there is a possibility of the Sensory Garden project working in conjunction with the Wildlife Group who are looking at areas within the village to enhance and promote as wildlife areas. A possible idea is Swift towers which would be funded, constructed, and maintained by the group. If the two groups could work in conjunction with each other on this, the wildlife group could take on a lot of the maintenance of hedges and grass cutting twice a year with developed paths mowed as part of the initiative and remit of the group.

Cllr. Loxston recommends Cllr. Miller attend the next meeting of the Wildlife group to ascertain if this venture is worth exploring.

**71. Churchyard update**

The Clerk reports she has received a phone call earlier today from the Paul Fillery (PF) offering an update on the proposed handover. The Clerk informs from the day of notification it was expected the PC would take on the Churchyard within 3 months. PF stated as it is a new PC there is no banging on desks, but the PCC wish for the transition to be completed sooner rather than later citing it should have happened years ago. Due to an aging congregation, maintenance needs to be kept up to speed by the PC.

The PCC has reapplied for permission to fell the large Ash tree due to die back, once this has been completed it will be the final gesture before handing over the Churchyard to the PC. PF informed the PCC will maintain the shed, oil tank and spotlights with all other maintenance and upkeep falling to the PC.

The Clerk enquired if monuments has recently been risk assessed. PF responded every 5 years an architect has checked the monuments. This has recently been actioned as part of the quinquennial report, but this is not expected to be an in-depth report.

The PCC are willing to work with and share ideas for the re-wilding of the churchyard and proposed sensory garden. PF informed Cllr. Miller has requested further information from the registrar at the Diocese, but they are still waiting for this information.

The Clerk advises the PCC are hoping to clarify and confirm a date as soon as possible for a smooth transition if the PC do agree to take it on or if the District Council do.  
Cllr. Paul reports the PCC were given a list of jobs to complete before the PC would consider taking the Churchyard on which is yet to be completed as per the report devised from SSDC. SP reports the previous PC requested a survey from SSDC of jobs to be completed for if District took on the Churchyard. Most of this was tree works which has been completed apart from the large Ash tree. The PPC expressed some of the works on the list were unreasonable requests.

SP informs an area of concern that has not been agreed is an old Boiler house, walls and railings which need to be addressed.

The previous Chair of the PC Lorraine Langford (LL) requests to speak. Cllr. Hall agrees.

LL informs as a closed church yard if the PCC wish to handover the Churchyard it is compulsory that this is handed to the PC or the District Council if the PC refuse. The District Council quoted £5000 per year to take it on from the district precept. The cost to the Parish would be substantially cheaper if the PC took it on if a contractor were to maintain the burial ground and church yard as one entity. This is currently being done by SB – the PCC need to define who will pay this cost for the remainder of the grass cutting season.

The PCC are aware that if the PC do take on the Churchyard to PCC do not have any right to input into what happens on the grounds unless the PC invite them for input.

LL continues there are specifics the PC do not need to take over such as the shed, lights, boiler house and oil tank. The Boiler house is potentially an issue and the PC need to be clear they will not take this on. LL explains the historical oil heating systems (which are now redundant) of the Church which could be hazardous – it is underground, possibly unsafe with questions surrounding if the lead lined roof contained asbestos for which there is no confirmation it has ever been removed.

Cllr. Hall asks what the implications with this factor and insurance are. LL responds the Church will be insured; they are waiting for the Quinquennial report which is their only type of risk assessment for monuments.

Cllr. Paul suggests this item is a long-standing item and the PC should not take on a liability unless the liabilities are identified and rectified with regards to the Churchyard. The District Council will cease to exist in April 2023 so who will manage it then?

Cllr. Hall suggests the Clerk, SP and Cllr. Hall hold a meeting to discuss this matter ahead of the September meeting.

## **72. SID update**

SP reports the SID has been situated on the Thorney Road facing towards Kingsbury Episcopi and has recorded most vehicles are travelling between 30-40mph on this road.

## **73. Footpaths and Bridleways**

Cllr. Carpenter reports there is a broken gate and post on a footpath.

**Cllr. Carpenter to inform the Clerk of the location and she will report it via the RoW app**

Cllr. Loxston reports a couple of years ago Polpitts Way was adopted by the Bridleway association. The Association invested a considerable amount of money. It was understood work would happen to cut back vegetation and sort out drainage issues. This this work was done it has deteriorated back to its original state that should be remedied either by RoW or the Bridleway association.

**Cllr. Loxston to inform the Clerk of the location and she will report it to RoW and the Bridleway association.**

## **74. Highways matters**

Nothing to report

## 75. Financial Matters

The Clerk reports this is still ongoing to get online banking with the proposed signatories to the account being Cllrs. Carpenter, Frost, Miller, James and Herridge.

### Cheques

Mrs S Potepa (859)	Replacement for Cheque 854 which was returned by the bank for 2 months Clerk Salary	£983.32
Mrs S Potepa (860)	Jubilee celebration expenses	£110.59
Mrs K de Silva (861)	Clerks Salary for June	£388.50
Mrs K de Silva (862)	Clerks Expenses – Ink, stamp, envelopes.	£37.87
Information Commissioners Office (863)	Annual Data Protection fee	£40.00
SSDC (864)	Parish Ranger fee for May	£384.14
SALC (865)	Councillor training – invoices 0933, 1028, 1111, 1140	£160.00
Mrs S Smith (866)	Refund of Cremation plot in the Burial Ground (Min 64)	£150.00

Cllr. Herridge proposes all payments are made, Cllr. Loxston seconds the motion; all in favour. MOTION CARRIED. Cllr. Carpenter signs the cheques, Clerk to liaise with Cllr. Frost to sign at a convenient time.

## 23. Other items for discussion

### Confidential Item

The PC resolve to hold this item in a confidential session (as per the guidance from SSDC) to discuss and consider the SSDC online questionnaire and information pack and request all members of the public leave the room.

## 24. Date and Time of the next meeting

Wednesday 7<sup>th</sup> September 2022 at 7.30pm at Kingsbury Episcopi Primary School

With no further business to discuss the meeting was closed at 9.20pm.

Please e-mail any items for the agenda to the Clerk: [kingsbury-episcopi.pc@hotmail.com](mailto:kingsbury-episcopi.pc@hotmail.com) by 31<sup>st</sup> August 2022.

Kelly de Silva  
Kingsbury Episcopi Parish Clerk  
10 Bay Hill, Ilminster, Somerset. TA19 0AT.  
07701 053 903

8 Signed by the Chair .....

Date.....