

Kingsbury Episcopi Parish Council

Minutes of the meeting of the Parish Council held on Wednesday 1st May 2024, 7.30pm at Kingsbury Episcopi Primary School.

166. Election of Chair of the Parish Council

Cllr Hall was proposed by Cllr Frost, seconded by Cllr Loxston. No further nominations were made and Councillors voted unanimously in favour of the proposal. RESOLVED to elect Cllr Hall as Chair.

167. Declaration of Acceptance of Office by the Chair Council

Cllr Hall duly read and signed his Declaration of Acceptance of Office, witnessed by the Clerk.

168. Parish Council Vacancies

Following resolution to co-opt Mr Stanton at the previous meeting, he duly read and signed his Declaration of Acceptance of Office, witnessed by the Clerk, and joined the meeting.

The Council noted resignation of Cllr Dommett prior to the meeting. Notice of the vacancy has been displayed in the parish and unless criteria for a request for an election to be held are met, the Council can fill the vacancy for co-option at the first meeting of the Council following expiry of the notice on 22nd May 2024.

169. Election of Vice-Chair of the Parish Council

Cllr Frost was proposed by Cllr Paul, seconded by Cllr Hall. No further nominations were made and Councillors voted unanimously in favour of the proposal. RESOLVED to elect Cllr Frost as Vice-Chair.

170. Attendance and Apologies

Present: Cllrs Hall, Frost, Loxston, Paul, Herridge, Spree, Baldock and Stanton

In attendance – Kim Larsson (Clerk).

Apologies for absence – Cllr Carpenter; Somerset Council Cllrs Stanton

171. Declarations of Interest – None.

172. Review of Areas of Responsibility

The following areas of responsibility were agreed:

Cemetery:	Cllrs Loxston, Herridge & Spree
Financial matters:	Cllrs Hall & Baldock
HR/Personnel matters:	Cllr Frost & Paul

It is noted that no delegated authority is given in these roles and matters for decision will be brought to full council for consideration.

173. Review Standing Orders, Financial Regulations and Code of Conduct

Standing Orders: Proposal for one amendment to the circulated draft policy was made by Cllr Hall, to allow for extension of a meeting past the stipulated 2-hour limit if resolved by majority. Amendment agreed unanimously & the Council RESOLVED to adopt the updated standing orders.

Financial Regulations: As an updated model version of the regulations are imminently due to be released it was agreed to defer review until these were available.

Code of Conduct: RESOLVED to adopt the model Code of Conduct for Somerset Town and Parish Councils.

174. Membership of Outside Bodies

RESOLVED to continue with existing memberships of the Somerset Association of Local Councils and Society of Local Council Clerks.

175. Approve and sign minutes of the previous meeting

RESOLVED that the minutes of the Parish Council meeting held on the 3rd April 2024 were an accurate record of the meeting, and duly signed by the Chair.

176. Public Question Time

A resident raised concern over the litter from a recent volunteer litter pick not being collected promptly. It was explained that the collection is organised by Somerset Council and that it is not possible to specify an exact collection day or time but they usually collect as quickly as possible and have done for a number of years.

A resident advised they have reported a number of potholes and that drains in Deadlands have been marked for jetting.

177. Somerset Councillor Report

Cllr Wilkins congratulated Kingsbury Episcopi Primary School on being in the list of top schools in the country.

Councillors enquired as to what the maintenance schedule for drain and gully cleaning is as there are many issues throughout the parish, with some being blocked for several months with standing water on the roads never receding. Details will be forwarded to Cllrs Wilkins and Stanton for their assistance in progressing these.

178. Planning Applications

- a. 24/00836/S73: Hillview, Palmers End Lane, Kingsbury Episcopi TA12 6BS - S73 Application for the Removal of Condition 04 (agricultural occupancy condition) relating to planning application. RESOLVED to submit a “no comments” response on the application.
- b. 24/00900/LBC: Dudmoor Corner, Dudmoor, Kingsbury Episcopi TA12 6AT - erection of internal timber support. RESOLVED to submit a “no comments” response on the application.
- c. 24/00715/HOU: Hamdon Middle Street East Lambrook TA13 5HH - Erect a Garden Room. RESOLVED to submit a “no comments” response on the application.

The response will be sent to Somerset Council Planning and will be available to view on the planning portal against the respective applications in due course. [Link to Planning Portal](#)

179. Financial Matters

- a. Financial Report
The Clerk circulated the report for the first month of the financial year. It was noted that a reconciliation has not been completed as the latest bank statement was not yet available. Councillors RESOLVED to unanimously approve the financial report.

- b. Payments
The following payments were approved:

K Larsson	Clerk Salary incl. PAYE (April)	£441.00*
K Larsson	Admin Expenses (March/April)	£69.27
S Wright	Grass cutting (March/April)	£1020.00

*The Council noted increase of Clerk salary scale to SCP16 with effect from 1st April 2024 as per contract of employment.

180. Cemetery & Churchyard Dog Restriction

RESOLVED to re-enforce the existing prohibition of dogs within the churchyard and cemetery by purchase of an additional 3 advisory signs to be placed on entry points to the areas. Signs have been investigated by the Clerk and cost c. £5-6 each. A reminder of the restriction will requested for inclusion in the next edition of Parrett Talk .

181. Updates

- a. Local Community Networks – A Highways working group was recently held. The next full LCN meeting is scheduled for Tuesday 11th June. Further information on the LCN’s can be found on the Somerset Council website at the following link <https://www.somerset.gov.uk/local-community-networks/>

- b. Wildlife Group – The group are continuing preparing for the May Festival. The group is growing recognition within the larger Somerset Wildlife Group.
- c. Sensory Garden – A meeting has taken place with Wilder Churches and the diocese to gain their views and the Wildlife Group are working closely with them to develop the project.
- d. Cemetery & Churchyard – Cllr Loxston reported he has removed an unstable part of a headstone outside the church. Cllrs Loxston and Frost will communicate requirements for grass cutting when there are events taking place.
- e. SID reports – No updates. The Council expressed continued thanks to Mrs Potepa for managing the SID.
- f. Lock-up – No updates. The Council suggested the Clerk write to our MP regarding concerns over length of time for land registry to deal with the matter.
- g. Defibrillator at the Rusty Axe – The new defibrillator is in place. Training will be organised by Cllr Spree and details published. It was commented that there are other medical support kits available, and these may be of interest in the community as well.
- h. Highways – Longevity of repairs to potholes continue to be an issue, but Somerset Council Cllr Wilkins advised the appointment of the new contractor should be addressing this and will feedback the Councils concerns.
- i. Residents are encouraged to continue reporting any new issues directly to Somerset Council so they can be accurately recorded and dealt with as promptly as possible. The online reporting tool on the Somerset Council website can be found on the following link: <https://www.somerset.gov.uk/roads-travel-and-parking/report-a-problem-on-the-road/> or alternatively the Fix My Street website can be used <https://www.fixmystreet.com/>
- j. Flooding – Nothing additional to report.
- k. Footpaths and Bridleways – A letter with a short survey regarding maintaining public rights of way was received from Somerset Council, which was discussed and responses considered, noting that any feedback was non-committal.

182. Items for the next meeting

None requested.

183. Date and time of upcoming meetings

Annual Parish Meeting: Proposed for Wednesday 29th May 2024, 7.30pm

Ordinary Parish Council Meeting: Wednesday 12th June 2024, 7.30pm

Both to be held at Kingsbury Episcopi Primary School

The Chair closed the meeting at 9.08pm.

Signed

Date

Initial