

KINGSBURY EPISCOPI PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council

held on WEDNESDAY 5<sup>TH</sup> FEBRUARY 2025, 7.30PM at Kingsbury Episcopi Primary School

**274. Attendance and Apologies**

**Present:** Cllrs Hall, Frost, Paul, Carpenter, Baldock, Stanton, Loxston, Spree, Herridge and Godwin; Mrs Larsson (Clerk); Somerset Council Cllrs Stanton

**Apologies for absence:** Somerset Council Cllr Wilkins

**275. Declarations of Interest:** None.

**276. Parish council vacancies**

There is one vacancy to which the council may co-opt a new member. Anyone interested in applying or who would like to know more should contact the Clerk or one of the Councillors for more information.

**277. Approve and sign minutes of the previous meeting**

RESOLVED that the minutes of the Parish Council meeting held on the 9<sup>th</sup> January 2025 were an accurate record of the meeting, and duly signed by the Chair.

**278. Planning Applications**

- a. 24/02996/HOU: Hamdon Middle Street East Lambrook TA13 5HH - Erect a greenhouse in the rear garden.

RESOLVED to submit a "No comments" response.

- b. 24/02997/LBC: Hamdon Middle Street East Lambrook TA13 5HH - Erect a greenhouse in the rear garden.

It was noted that the application had been withdrawn and so no comments will be submitted.

Full details of applications can be found on the Somerset Council planning portal [Link to Planning](#)

**279. Financial Matters**

- a. **Financial report:** RESOLVED to approve the financial report including bank reconciliations to 31/1/2025.

- b. **Payments:** RESOLVED to authorise the following payments

K Larsson	Clerk Salary incl. PAYE (January)*	
K Larsson	Admin expenses (print, stamps & phone)	£12.04
SLCC	CiLCA qualification fee	£99.00
Aon Uk Ltd	Wildlife Group Insurance	£100.00
AJ Gallagher Insurance	Annual insurance renewal ( <i>see minute 266</i> )	£TBC
Defib Warehouse	Replacement Defib Pads	£77.94

\*Salary information protected under GDPR.

**280. Annual Insurance Renewal**

The current insurance policy is on a 3-year long-term agreement, with 2025/26 being the final year of the agreement. An amendment has been made to include cover for gates and fences at the cemetery and churchyard, which had not previously been included. The clerk is awaiting the final premium based on this revision and will confirm to the council once received.

**281. Adoption of updated Financial Regulations**

A draft of the updated financial regulations, based on the NALC model document, was circulated to councillor in advance of the meeting for review. RESOLVED to adopt the updated financial regulations as circulated.

## **282. Sensory Garden**

As stated in NALC Legal Topic Note 65, item 13 “There is no statutory guidance on the appropriate standard to which a closed churchyard should be maintained”. In consideration of the proposals for development of a sensory garden and challenges in progressing approvals for the plans with the diocese, the council RESOLVED to progress with maintaining the churchyard in a manner which lends itself to visual, tactile and olfactory sensory experiences. The Wildlife Group will meet to move forward on this basis.

## **283. Cemetery and Churchyard Maintenance**

Scope of works for 2024/25 was based on 16 cuts and 3 strims, although this was reviewed regularly with the current contractor who worked flexibly with the council to meet changing needs. It was agreed to meet with the current contractor to discuss the requirements moving forward and review at the next meeting.

## **284. Councillor and general updates**

- a. Highways: Councillors commented on poor quality of pothole repairs and recent surface dressing. The surface dressing from New Cross Hill to the Rusty Axe, has already deteriorated with much of the scalping’s having washed into culverts and causing them to become blocked. This was raised with Somerset Council Cllr Stanton who was at the meeting, who will look into the issue. Councillors commented that they would like Somerset Council Cllr Wilkins, as lead member for transport services, to attend the next meeting to discuss the various issues. Residents are encouraged to continue reporting any issues on the roads, such as potholes or damaged structures, 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/>
- b. Flooding: Councillors discussed various issues with blocked culverts and lack of maintenance increasing issues. Cllr Hall noted making contact with Cllr Bill Revans, leader of Somerset Council, after seeing a comment he had made in response to issues in another parish. Communication was also copied to Somerset Cllr Wilkins.
- c. Footpaths and Bridleways: Cllr Loxston will liaise with the PPLO. It was noted that the previously set deadline for rights of way to be added to the definitive map has been abolished. Information on rights of way and a tool for reporting issues to Somerset Council can be found at <https://roam.somerset.gov.uk/roam/map>
- d. Wildlife Group: The group will be meeting soon to discuss maintenance of the churchyard.
- e. Sensory Garden: See minute
- f. Cemetery & Churchyard: There is still a requirement for additional land for expansion of cemetery space. There could be potential for staged use of a larger piece of land as needed. Consideration needs to be given to vehicle access and parking. Cllr Spree will investigate rules regarding re-using older cemetery spaces.
- g. Lock-up: Highways have raised objection to the adverse possession of the land surrounding the lock up as records show it to be within their ownership, even though the parish council have maintained the area for many years. Cllrs Stanton and Wilkins will be asked to assist with this matter to see if the objection can be removed.
- h. SID: The device has been taken down to recharge batteries and will be put back up soon.
- i. Local Community Networks: No updates to report. 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/>
- j. Any other matters for information only:  
The council wishes to express thanks to Lorraine Langford and Andrew Baker for their assistance with materials and help repositioning and securing the notice board by the Rusty Axe.

**285. Items for the next meeting**

- a. Blocked drains and top-dressing update from Somerset Council ward councillors.
- b. Investment of reserves
- c. Appointment of internal auditor

Any additional motions for inclusion on the next agenda should be received from councillors by the Clerk as per standing orders.

**286. Date and time of next meeting**

Wednesday 5<sup>th</sup> March 2025, 7.30pm. To be held at Kingsbury Episcopi Primary School

The Chair closed the meeting at 9.05pm

Signed .....*David Hall*.....

Date .....*5<sup>th</sup> February 2025*.....