

KINGSBURY EPISCOPI PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council

held on WEDNESDAY 5TH MARCH 2025, 7.30PM at Kingsbury Episcopi Primary School

274. Attendance and Apologies

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

Apologies for absence: Cllr Frost; 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 5th February 2025 were an accurate record of the meeting and duly signed by the Chair.

278. Planning Applications

- a. 25/00083/FUL: 10 Stembridge Martock TA12 6BN - Convert existing outbuilding into annexe and change of use from business to residential
RESOLVED to submit a no objection response.
- b. 25/00081/LBC: Jessamine House Silver Street East Lambrook TA13 5HW - LBC Application to erect 2x pipe handrails on front elevation of listed building for disable adaptation
RESOLVED to submit a no objection response
- c. 25/00430/TCA: Foxgloves Silver Street Kingsbury Episcopi TA12 6AX - Notification of intent to carry out tree surgery work to No. 1 tree within a conservation area.
No comments to make.

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 (February)*	
K Larsson	Admin expenses (print & phone)	£5.24
Somerset Council	Premises Licence 25/26	£70.00
Bradfords	Owl box materials	£87.96

**Salary information protected under GDPR.*

- c. **Banking arrangements:** RESOLVED to move banking arrangements to Unity Trust. Account funds to be split to ensure remain under £85k, another account with a different establishment needs to be decided.
- d. **Bank signatories:** RESOLVED to agree the following as authorised signatories on all accounts: Cllrs Frost, Carpenter, Paul and Godwin, with the Clerk appointed as the service administrator.
- e. **Savings/investment of reserves:** The Clerk presented councillors with a number of options for investing reserves with different financial institutions. These options included instant access, notice, and risk-based investment accounts. Having discussed and considered these options, councillors proposed for reserves to be invested in savings accounts without risk, but for the specifics to be decided once the transfer to Unity Trust Bank had taken place. To be added to a future agenda following completion of the transfer.

280. Appointment of Internal Auditor

RESOLVED to re-appoint Joanna Simmons who carried out the previous year's internal audit. The fee will remain unchanged at £200.

281. Top dressing and drainage issues

Councillor Hall has been in contact Highways regarding the unsatisfactory top dressing from the Rusty Axe Pub to the school and up to New Cross Hill and the issue of loose scalplings having blocked the drains. Highways have since arranged sweeping of the loose chippings and gully cleansing to address the issues. Cllr Hall will monitor and liaise with highways as necessary and report back to the council with updates. It was also noted by a member of public that there were many loose chippings on the surface from New Cross to East Lambrook which will also be reported to Highways.

Councillors commented that considering the number of issues raised of late with regards to highways, that it was important for Somerset Council Cllr Richard Wilkins, as ward councillor and Somerset Councils lead member for transport, to attend the next parish council meeting. Somerset Council Cllr Mike Stanton was in attendance and noted he would pass the councils comments on.

282. Grant application to the Somerset Rivers Authority

It has been established that the EA have responsibility for maintaining the culverts and improvements made to the river in East Lambrook. Councillors were concerned that undertaking this work would set a precedent for the EA to evade responsibility and that they should be pushed to carry out this work. There may be issues of liability should the council undertake work and there be any resulting damage or unwanted effects. The Clerk will write to the EA with supporting information regarding their responsibilities to carry out the work. The clerk will be sent details of properties affected by the recent flooding so this can also be highlighted to the EA in the correspondence

283. Councillor and general updates

- a. Highways: Refer to minute 281.
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: No further updates to report.
- c. Footpaths and Bridleways: Cllr Loxton has made arrangements for contact with the PPLO. It was noted that a gate at Western Farm has fallen and is sat in the mud.
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 are making plans for maintenance of the churchyard at present and hope to begin these soon.
- e. Sensory Garden: To be removed from future agendas following agreement regarding maintenance of the churchyard at the last meeting.
- f. Cemetery & Churchyard: Cllr Hall and the Clerk commented that during a site visit with the grounds maintenance contractor it was highlighted that an area around the wooden bench in the cemetery had been unsympathetically cut back by an individual, with large amounts of debris left on the ground. The grounds maintenance contractor has been asked to tidy this area and if they encounter anyone carrying out unauthorised work within the cemetery or churchyard to refer them to the parish council. While undertaking works may be with good intention, the Council commented that this could cause damage or pose danger to other users of the area and potentially disturb wildlife and any works, other than tidying of a family/loved one's grave space, should not be carried out without prior discussion and permission from the parish council as the land owners.
Cllr the Hall and the Clerk reviewed the number of available burial spaces, noting there were around 30 full size plots currently unreserved. The clerk commented that the number of plots being reserved has reduced from that seen 12-18 months ago and that most of the interments are

taking place in plots which have already been reserved. Future availability of grave spaces is still a concern and the council will continue to look into possible options for additional space.

- g. Lock-up: The Clerk received correspondence from Highways which indicated it would be unlikely that transfer of the land at the Triangle would be acceptable, but that they would be accommodating to the land directly underneath the building being transferred to the parish council with a gardening licence granted to maintain the area around. Councillors felt this could be an acceptable compromise with the responsibility for any structural maintenance remaining with highways. The Clerk will seek confirmation that there would be no fees applicable with regards to transfer of the land directly beneath the building or in connection with a gardening licence to plant and/or maintain the remaining land of the triangle.
 - h. SID: Data has Recently been downloaded from the device having been located at near the recreation ground. Recorded speeds of vehicles remain consistent with previous data.
 - 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: None raised.
- 284. Items for the next meeting**
Any additional motions for inclusion on the next agenda should be received from councillors by the Clerk as per standing orders.
- 285. Date and time of next meeting**
Wednesday 2nd April 2025, 7.30pm. To be held at Kingsbury Episcopi Primary School

Exempt Business: The Parish Council resolves that in view of the confidential nature of the business about to be transacted (legal, personal or commercial), the press and public be excluded in accordance with the Public Bodies (Admission to Meetings) Act 1960, and they are instructed to withdraw.

286. Cemetery and Churchyard grounds maintenance Fine

Councillor Hall and the Clerk met with the existing ground maintenance contractor to discuss ongoing requirements. Following the meeting, quotation for 2025/26 was submitted by the contractor with an increase from 2024/25 of £500 to £6100. Additional cuts would be at a cost of £350. Councillors felt that the work completed in the previous year had been good and believed it would be beneficial to carry on with the same contractor who has become familiar with the grounds. RESOLVED to renew the contract with Simon Wright at the new annual cost of £6100. Also RESOLVED to instruct the contractor to carry out an initial tidy up of both the churchyard and active area of the cemetery in advance an internment in March.

The Chair closed the meeting at 8.40pm

Signed*David Hall, Chairman*.....

Date*2nd April 2025*.....

Initial ...*DL*.....