

KINGSBURY EPISCOPI PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council

held on WEDNESDAY 2ND APRIL 2025, 7.30PM at Kingsbury Episcopi Primary School

287. Attendance and Apologies

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

Apologies for absence: Cllrs Herridge & Baldock; Somerset Council Cllr Stanton

288. Declarations of Interest: None.

289. 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.

290. Approve and sign minutes of the previous meeting

RESOLVED that the minutes of the Parish Council meeting held on the 5th March 2025 were an accurate record of the meeting and duly signed by the Chair.

291. Planning Applications

- a. 25/00350/HOU: Withywind Silver Street Kingsbury Episcopi TA12 6AZ - Demolition and Replacement of Existing Conservatory with Larger, Thermally Efficient, Timber Framed Garden Room. RESOLVED to submit a no objection response.

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

292. Financial Matters

- a. **Financial report:** The clerk advised that latest bank statements to 31/3/2025 had not yet been received so an up-to-date report and reconciliation had not been produced.
- b. **Payments:** RESOLVED to authorise the following payments

| | | |
|-----------|-----------------------------------------|---------|
| K Larsson | Clerk Salary incl. PAYE (March)* | |
| K Larsson | Admin expenses (print, phone, filing) | £ 14.28 |
| S Irvine | Wildlife Group – Churchyard planting | £ 39.85 |
| P Loxston | Wildlife Group – Churchyard maintenance | £200.00 |

**Salary information protected under GDPR.*

- c. **Asset Register:** The Clerk circulated the current asset register, which remains unchanged from the previous year. Some amendments were noted, along with the need to identify ownership of the milestones which have not previously been included on the register. It was agreed that while there have not been any additions or disposals since last year, it would be good practice to conduct a full review to include an inspection of the assets to identify exact locations, a photograph and condition check.
- d. **Financial Risk Assessment:** The clerk had circulated an updated risk assessment. It was agreed to DEFER formal consideration to May to allow councillors time to review in detail.

293. Councillor and general updates

- a. **Highways:** Somerset Council Cllr Richard Wilkins was in attendance at the meeting and the issues of poor road repairs, including the recent top dressing and lack of resolution to long-term issues at Little Lane were raised. The concerns of payments to the contractor for poor and/or incomplete works was raised, although Cllr Wilkins assured the council that contractors would not be paid again where they were required to re-visit works. Cllr Wilkins was invited to undertake a walk-round of the problem areas in the parish, and this will be arranged. In addition, the council agreed to formally write to Cllr Wilkins outlining the concerns raised.
Stockditch bridge has been damaged again and has been reported to highways by a resident. They will provide the report reference number so the Clerk can follow up with Highways as there is concern over safety due to a drop from the edge of the road.
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:
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: Progress is being made with regards to maintaining and planting of the churchyard. An owl box is now in place and there have been reports of initial interest from an owl.
- e. Cemetery & Churchyard:
- f. Lock-up: No updates to report.
- g. SID: No updates to report.
- h. Local Community Networks: Cllr Spree will endeavour to attend an upcoming meeting and provide an update. It was commented that the meetings are open to members of the public and that 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/>
- i. Any other matters for information only: None raised.

294. 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.

295. Date and time of next meeting

Annual Meeting of the Parish Council: Wednesday 7th May 2025, 7.30pm.

Annual Parish Meeting: Thursday 15th May 2025, 7.30pm

Both meetings to be held at Kingsbury Episcopi Primary School.

The Chair closed the meeting at 8.54pm

Signed

Date

Initial