



KILVE PARISH COUNCIL

**DRAFT Minutes of the Full Council Meeting held on
28th November 2023 at 18300hrs
in Kilve Village Hall**

Present:

Kilve Parish Council	Initials	Present	Other	Initials	Present
Steve Collins (Chair)	SC	Y	Somerset County Councillor Hugh Davies	HD	Y
Bruce Eyley (Vice Chair)	BE	Y	Somerset County Councillor Rosemary Woods	RW	N
Elizabeth Grigg	EG	Y			
David Conneely	DC	N	Members of the Public	MOP	1
Pat Hayward	PH	Y	Greg Glendell	GG	Y
Steve Skinner	SS	Y	Clerk – Karen Scott	KS	Y

Key: Proposed P:XX, Seconded S:XX (XX = initials)

- 102/23 To receive apologies for absence and approve reasons given.** Cllr DC sends his apologies due work commitments. Agreed to accept the apologies.
- 103/23 Declaration of Interests.** None.
- 104/23 To approve and sign as a correct record of the minutes of the Parish Council meeting held on 19th September 2023.** Approved and signed.
- 105/23 Update on outstanding actions:** See action list.
- 106/23 Public Participation:** None.
- 107/23 Receive Report from Cllr H Davies:** See under Reports for November 2023 meeting.
- 108/23 Receive report from Cllr R Woods:** See under Reports for November 2023 meeting.
- 109/23 Finance – Clerk**
- i. **To Review budget spend to date:** Reviewed
 - ii. **To report income received and invoices paid since last meeting:**
 - Income
 - Interest September - £9.47
 - Interest October - £5.56
 - Expenditure
 - Clerk Salary – September and October
 - PAYE (Clerk Salary) – September and October
 - Homeworking Allowance – September and October
 - Kilve Village Hall 19201197 - £35.50
 - J Down Fencing - £3,457.58
 - Printer Ink - £26.00
 - ICO registration - £35.00
 - iii. **To approve invoices still to be paid:**

- a. SALC affiliation fee – inv 2510 £106.08
 - b. Scribe annual fee – inv 4848 £414.72
- iv. **To review and agree account balances as at 31st October 2023:** Reviewed, agreed. Bank Statements and Scribe Summary signed by SS.
- v. **To note ‘clerk pay award 2023/2024 backdated to 1st April 2023:** £1 per hour - noted.
- vi. **To agree spend/action for Kilve Christmas Tree:** Following discussion, *it was resolved that EG will ask the Village Hall Committee whether they could get a suitable electrical socket installed* (from Kilve PC funds) and attach lights to the tree in front of the hall and then if time, arrange a tree light event. **Action 281123/1: EG to take to the Village Hall Committee.**
- vii. **Training Update:** BE has completed ‘Carbon Literacy for Somerset Councils and KS has completed the Data Protection Training, updated Setting Budgets Training and completed and passed the ILCA training course. KS will continue with the FILCA training course in 2024.
- viii. **HMRC update:** The penalties have all been reversed. KS now has to submit a monthly return going back a number of years to remove the monthly amounts to cover PAYE and NI estimated by HMRC. HMRC have advised how this can be achieved. This should reduce the balance to zero. ***Agreed to pay KS for a further day’s work if needed.***
- ix. **GDPR Update:** See attached.
- x. **Review options for a ‘.gov.uk’ email address and dedicated website:** Following the Data Protection training undertaken by KS, and the subsequent changes to the JPAG Practitioners Guide 2023, ***it was resolved that a new website will not be purchased and that we will not proceed with a dedicated email system.*** The current website is shared with the Village, was built and hosted by Somerset West and Taunton. Hosting costs are zero. Using personal emails also does not incur any costs. It was felt that that the cost/benefit does not make sense and we should not be passing these costs onto the residents at this time.
- xi. **To review draft budget and precept requirement for 2024/2025:** carried forward.
- xii. **To approve a dedicated laptop for the clerk:** ***Approved.*** KS to purchase.
- xiii. **To review and agree a response/action for Somerset Asset Devolution:** Kilve does not have any Somerset Council Assets apart from the Car Park; the current position is not clear. ***Resolved that we are not taking any action at the present time.***
- xiv. **Grant for Jubilee Hilltop Path:** The claim process was started, the figures agreed (we have to claim the funds in 2 separate applications).
- xv. **Internal Auditor:** SC signed the agreement form.

110/23 Updates from Parish Councillors as at 31st October 2023

- i. **Cllr Collins: Finance and Political.**
 - a. **Crisis contingency Plan Update:** The grant funds have been received and SC will arrange the purchase of the items included in the funding.
- ii. **Cllr Eyley: Planning, Policies and Procedures.**
 - a. **Planning –**
 - i. Cedar Barn – just some minor interior changes.

- ii. Moorhouse Farm – the planning for temporary caravans for Hinkley workers was approved.
 - b. **Hinkley Point C** – The dome should be installed before the end of the year. Predicted dates for fuel load in 2027.
 - c. **Kilve Traffic Committee** – Highways are now available for a meeting and a date will be arranged as soon as possible.
 - i. The kissing gate by the beach car park was removed by the estate to enable access of mobility scooters
 - d. **Review of Policies and Procedures** – None.
 - e. **Introduction/review of zero carbon future and determine next steps:**
Agreed to publish the papers to the website
 - iii. **Steve Skinner: Environment.**
 - a. **LCN** – The focus is still Highways but no actions have yet been agreed
 - b. **Bus Shelter** – The insurance will cover the costs of removal. Claim is in progress.
 - c. **Hilltop Jubilee Footpath:** Following robust discussions regarding whether the gate is held open or closed, Kilve PC maintained that it needs to adhere to the agreement with the tenant and if the landowner considers that the gate should stay open unless required to be closed to move stock, then they should write to their tenant accordingly. If the landowner does not write then the pc will review the situation in 6 months. It should be noted that the pc do not have any authority over the tenant in respect of the gate.
 - iv. **Cllr Grigg: Well-Being** – See attached.
 - a. Fun dog show – The village hall committee would like to hold a fun dog show in 2024. *The Parish Council agreed that the Christopher Robin Park could be used for the event.*
 - b. LCN not aligned to the Williton Health Boundary. KS to investigate whether we can change it.
- 111/23 Matters of Report.**
- i. **EV charging point at Kilve Village Hall** – The car park is owned by Somerset Council and they have a plan to install points in all their car parks so no action required by Kilve pc.
- 112/23 Correspondence.**
- i. **Support for Williton Allotments** – Agreed no action required.
- 113/23 Date of next meeting: Tuesday 16th January 2024 at 18:30hrs – venue Kilve Village Hall.**