**KILVE PARISH COUNCIL**

**Draft Minutes of the Zoom meeting held on**

**26th January 2021**

**Present:**

**Kilve Parish Councillors:** E. Grigg, S. Collins, B. Eyley,

G. Glendell, S. Blackley

**County Councillor:** H. Davies

**Clerk:** S. Rushent

**Parishioners:** P. Heyward, K. Scott, M. Walton, P. Woolley, Mr & Mrs Keating

**1286/21:** **Apologies for Absence:** None

**1287/21: Declarations of Interest:** None given

**1288/21**: **Members of the Public representations on non-agenda items:** Mr Walton stated that the Minutes of Parish Council (PC) Meeting held on 22/05/18 minute ref: 1084/18 “states that it was agreed that the PC would contribute up to £1000 towards (Lychgate) repairs”. The Chair asked Cllr Blackley to follow up with the Parochial Church Council with regard to whether it was still required and if so the funds would be earmarked for this future use.

Mr Keating reported that there are a large number of “dog poo bags” in the Beach/Beach Carpark areas. He suggested perhaps it could be mentioned in the Kilve News.

**1289/21**: **Approval of the minutes of Zoom meeting held on 22nd December 2020:** Proposed by Cllr Eyley seconded Cllr Glendell

**1290/21: Matters Arising: 1278/20** Electric car chargingpoint-Cllr Collins is still awaiting leasehold details from District

Council.

Cllr Collins has reminded Holford Chair regarding a joint Parish Councils meeting in February 2021, awaiting a reply.

**1282/20**

The Chair asked the Clerk to confirm that the annual Governance and Accountability return had been submitted, she confirmed that it had been over the weekend of 23/24 January.

**Approval and Adoption of PC procedural documents**

**Standing Orders** approved

**Complaints Procedure** approved

**Training Policy** approved

**Staff Committee Terms of Reference** approved

**Performance Review** **Policy** approved

**Financial Regulations**

Cllr Collins had developed this policy and explained that it was a comprehensive set of financial standards that the Parish Council had not had previously and would need to be followed by all Cllrs and the Clerk. A few elements were expanded with regard to the requirement for any expenditure to be supported by an official receipt and that VAT would now be recorded for subsequent refunding.

Mr Walton raised the issue of staff costs with regard to statutory deductions. Cllr Collins explained that this was now included as part of the Financial Regulations.

Cllr Collins also raised an issue with regard to Internal Audit arrangements as the policy indicated that there could be a conflict of interest as the current Internal Auditor was Mrs Collins (Sheila). He therefore required that all members of the Council members were in agreement with this arrangement and if not a different Internal Auditor would be sought. The Cllrs unanimously agreed to endorse Sheila Collins as internal auditor for Kilve Parish Council.

**Financial Regulations** Approved

Cllr Eyley explained that the Health and Safety Policy had recently been completed so was available for approval.

**Health and Safety Policy** Approved

The Councillors thanked Cllr Eyley for developing and managing the above procedures.

**1291/21**: **Report from County Cllr: Hugh Davies:** Cllr Davis reported that there were currently major road works on A358 near Combe Flory to repair erosion and the road is expected to be closed for a few weeks and a long diversion in place.

Temporary COVID related schemes introduced in Bridgwater and Yeovil which featured pedestrianised zones and one-way systems have now ended as have similar schemes in other Towns across Somerset.

He also reported that “Domestic Abuse” cases had escalated during lock down and that there is to be a Press Release this evening “Growing old with Domestic Abuse, it is never too late to get help.”

**West Somerset Car Scheme Partnership AGM**: Parking at Musgrove Hospital: A reminder has been given that Car Scheme Drivers are not to park in the Beacon Centre car park as these spaces are only for patients receiving Radiotherapy treatment. If the facility continues to be misused the parking concessions for the whole of the Musgrove parking complex will be removed.

He asked if our Car Scheme is still in operation to please make sure they have the information. Cllr Collins confirmed that the Kilve/Holford scheme was still operational and that he will make contact with Brian House who manages the process.

He also reported that the New Road is another key milestone for Junction 25.

It had also been a frantic festive period for the Somerset Gritters.

There are new “Testing Sites for Covid”.

The Chairman thanked him for his report and joining the Zoom meeting.

**1292/21: Report from District Councillor: None available**

**1293/21: Updates from Parish Councillors:**

**Cllr Collins: Finance and Political**

Reporting on Finance Cllr Collins reported that he and the Clerk had recently attended (through Zoom) a training session facilitated by Somerset Association of Local Councils (SALC) on financial software for Parish and Town councils. The software appeared to offer a suitable solution that would provide all Cllrs with a window on the Council’s financial position at any time, plus automatically providing the required reconciliations, audit reports and statutory returns. After discussion it was agreed that Cllr Collins would provide a report outlining the benefits and costs for endorsement to the next meeting.

Reporting on Political, Cllr Collins had previously provided a summary document to all Cllrs in relation to the County and District council’s proposals for a Unitary Local Authority in Somerset. Following a discussion, it was agreed to follow the SALC initiatives going forward and Cllr Collins would advise SALC accordingly.

**Cllr Eyley: Planning, Policies & Procedures**

**Procedures**

Since the December meeting there has been great progress in developing policies and procedures to support the operation of Kilve Parish Council. There are 53 Documents required, some of these will be consolidated into a single document. The Code of Conduct was endorsed at the December meeting, 11 documents are prepared as draft versions, 10 are for endorsement at the January meeting thanks to the efforts of councillors and 2 members of the public, Dianne Keating and Karen Scott have grasped the nettle and are doing a great job. Thank you.

**Planning**

There was one planning application to consider in this period. The Council were advised not to do site visits during lockdown so we carried out a virtual review. The Council is neutral (neither supports nor objects) Planning Application 3/18/20/008 Pardlestone Farm conversion of an outbuilding.

**Kilve Lanes Traffic Committee**

The committee met via Zoom on 13th January 2021. One person from Holford Working Group attended. A traffic survey is required in Sea Lane which is being targeted for the Easter period. It requires Highways support. A public opinion survey of every household in Kilve is planned. The questionnaire is prepared with the intention of including it in the March Kilve News. The Council is requested to fund an incentive to encourage parishioners to fill it in. Three vouchers of £30 each for a draw from entrants is suggested. Work is ongoing to gain traction with Somerset County Council. Next meeting 10th February 2021.

**Staff Committee**

From the December meeting the Staff Committee Chaired by Cllr Eyley, with Cllrs Grigg and Gill has been established with terms of reference. Preparations are in place to complete the Parish Clerk’s annual appraisal.

**HPC Community Forum**

The forum was attended on 21st January 2021. Public Health England have a weekly meeting to monitor COVID arrangements and infection details. The Office for Nuclear Regulation has also visited site to confirm that arrangements are being observed. A team of COVID Champions patrol pinch-points and queuing areas to coach people on best practice. 18 out of the 20 goals for 2020 were completed despite the COVID restrictions. The 382t reactor containment liner ring was installed and the structures are progressing. The target is to lift the dome into place in 2022. Over £4M has been allocated to Community Funding and the coordinators are still considering local projects that need money.

There is a Zoom briefing on 28th January to explain the increase in numbers of people on site above that originally planned. EDF do not consider it to be a material change to the planning consent, a number of forum attendees do.

**Cllr Grigg: Well Being**:

**Foodbank:**

Cllr Grigg took £105 worth of supplies from Kilve Stores to the Quantock Foodbank on Wednesday 13th January. This was money raised by the generosity of Kilve Parishioners and yet again Matt supplied them all at cost price. Matt is going to ask for monitary donations from parishioners and Cllr Grigg will (hopefully) use some Parish Council funds to supply Easter treats to those children who live in poverty in our area.

As of Monday 25th January, Matt has accrued over £200, yet again from the generosity of Kilve parishioners. Some of this will be used for food supplies for February (Cllr Grigg is awaiting orders from Marlene Mason (foodbank), the rest will be put towards Easter treats for the children as above.

**Defibrillator**:

As ever checked daily and a report sent in monthly to South West Ambulance NHS Trust (SWAST). Cllr Grigg is still waiting for an invoice for the electrical repair (she has reminded Tracey Cuff).

For interest an update from SWAST:

Cllr Grigg attended a Clinical Commissioning Group (CCG) Zoom meeting on Tuesday 12th January. Agenda items included a presentation from SWAST about poor ambulance response times for people in West Somerset (including Kilve). SWAST are very aware that their service is one of the worst in the country and are addressing it. SWAST covers 20% of England with approximately 30000 calls a day. Issues especially in Somerset are its rurality. Recently £12 million has been awarded for Somerset to provide extra resources.

Part of our lease contract with SWAST is for them to provide an annual user update, obviously this could not take place in 2020 (postponed twice). Hopefully SWAST will be able to provide one this year, although the paramedic who provided this has not, to date, been replaced.

**Good Neighbour Scheme (GNS**)

Cllr Grigg is not having much success with Zurich Insurance. So in discussions with other GNS co-ordinators- who have also had problems – have decided to carry on without it at present. However, Stogursey GNS are investigating an insurance scheme: Specialist Insurance & Financial Services/Ecclesiastical. They will keep me informed of progress.

**GNS and COVID-19**

Cllr Grigg is organising the medication pickup and delivery to those in Kilve who need it from Cannington Health Centre, Quantock Medical Centre (Nether Stowey), Lloyds Pharmacy, Williton and Watchet Pharmacy.

COVID-19 vaccinations are steadily being rolled out, venues include North Petherton and Bridgwater Rugby Clubs, Taunton Racecourse, the Church Centre in Nether Stowey and some GP surgeries.

At the (CCG) Zoom meeting Tuesday 12th January the slow initial roll out of the COVID-19 in Somerset was explained. Apparently the Government sent out equal amounts of the first batch of vaccine to every County, not taking into account that Somerset has the highest number of people over 80, per head of population, than any other region in the UK. Burnham upon Sea and Minehead being amongst the highest.

According to the CCG the Government has now adjusted the issue and is taking into account County age disparities.

As previously, Cllr Grigg is sending website addresses for the latest information on COVID-19 from Somerset County Council to Pat Woolley’s Neighbourhood Watch email add list and via Facebook. These websites are refreshed throughout the day every day: <https://coronavirus.data.gov.uk/details/interactive-map/>

<http://www.somerset.gov.uk/coronaviris/covid-19-latest-advice>

Also the Somerset Dashboard which tracks our local epidemic from March 2020 to present:

<https://www.somerset.gov.uk/covid-19-dashboard/>

Cllr Grigg has received a letter from the High Sheriff of Somerset, Mary-Clare Rodwell, via SPARK Somerset, thanking volunteers for all the supportive work they have been and are doing during the COVID-19 crisis. Cllr Grigg has forwarded this letter to Kilve’s SOS, the prescription pickup and delivery volunteers, members of the GNS and Brian House (KHARS).

**Village Hall**:

Ailsa Robbins (treasurer) has managed to get £6239 in grants through West Somerset and Taunton Council. We will pursue the grants available for Village Halls through the Community Council for Somerset (CCS).

Cllr Grigg has heard back from the Police about the use of the Village Hall as a Police Hub. At present they do not want to use this facility due to the COVID-19 risk.

**Cllr Glendell: Environment**

**Permissive Path Fingerposts:**

He reported that the 2 posts have now been installed at the entrances to the Permissive Path off Kilve Court Land. He also stated that he has ordered 10 “Permissive Path” way marker discs

from Metrosigns, at least two of these will be attached to the finger posts when they arrive.

**Benches:**

Cllr Glendell stated that he needs confirmation of the number of benches that the Parish Council own; especially the dug - in fixed one on the sea front. He reported that all the benches have been inspected re their condition. Most are sound, one is damaged which he will repair, two have screw auger/anchors which have never been installed. Is a special tool required? Does KPC have one? Mark Walton said he would provide the information requested.

**Assets Register**: Cllr Glendell stated that when he knows how many benches are KPC’s responsibility the Assets Register can be completed.

**Car Parking ‘P’ sign**. Despite reminding SCC highways about this many times, the sign has still not been delivered to Highways depot; highways have said they will pay for it at a cost of approx. £180.

**Quiet Lanes**: Cllr Glendell reported that he had written to SCC Highways regarding an initial automated traffic survey to be done in Sea Lane and Hilltop Lane. He stated he had the formal support of County Cllr Hugh Davies and District Cllr Chris Morgan and is sure it helped. Highways have replied saying that they have Radar equipment that can record both numbers of vehicles and their speed. This equipment can be installed (on existing highways posts) and left in place for at least a week in each location. There may be costs incurred; waiting for confirmation of costs. He also reported that he started writing the “Quiet Lanes” report using the format agreed earlier. This will be a Public Document when Cllrs have agreed a final version. It will, in effect be our ‘application’ for QL status (assuming that is what we go for!).

**JACQ AONB**: He also reported that he had attended an online meeting of the Joint Advisory Comm of the Quantocks AONB.

He informed them that Kilve PC (and Holford PC) were examining the case for Quiet Lanes status for some of our minor roads. He also asked about rhododendron control on the hills, Chris Evans will contact him re: these issues.

**Cllr Blackley: Public Engagement & Training**

Reported that recent SALC courses Cllrs had applied for have all been full, not always notified that their application hasn’t been successful. Hopefully there will be more courses soon.

**Kilve Beach Car Park update**

The Chair provided an update on the latest position:

The District Council Planning department had requested that he provide pictures of the area, which he had done from images provided by villagers along with a video that Mr Keating had previously produced.

The Planning department had subsequently advised the Chair that Hugh Luttrell had contacted them apologising for the lateness of his retrospective planning consents which he put down to Covid issues with key staff. He also stated that the Planning department would be in receipt of the required documentation by Friday of that week (22 January 2021). The Chair had not been advised by

26 January so contacted the Planning department who advised that no proposals had been submitted and that they were preparing a report for the Chair of the Planning committee so that an agreed way forward could be decided upon. The meeting asked the (Kilve PC) Chair to inquire as to whether the village could be represented at this meeting with the Planning Chair.

After further discussion it was agreed that Kilve Cllrs and some Villagers would work together in order to formulate a joint approach to this Planning challenge.

**Clerk Update:** The Clerk reported that she had met PC Pete Wills at the Beach Carpark, he was following a report that some people had recently been seen removing a very large Fossil and carried it on a stretcher to their car. He was looking for witnesses. He did say that if anyone is seen taking away Fossils or trying to remove them call 999 it is a Criminal offence and they will be prosecuted.

She also stated that it was time to set the Parish Precept for 2021/22. She explained that the Precept is money given back to the Parish from the District Council after it has been taken in the Council Tax, it is based on “Band D Equivalent”. After discussion it was agreed to apply for a 2.5% increase, proposed by Cllr Grigg seconded by Cllr Eyley, the Clerk will send the request Wednesday 27th January 2021.

Date of next meeting 23rd February 2021 at 6pm.

The Chairman thanked Cllr Eyley for organising the meeting and thanked everyone who attended the Zoom meeting.

Meeting closed at 20.00 hrs