



**Kewstoke Parish Council**

## **Kewstoke Parish Council**

**“Here to protect the Rural Character and Environment of the Village and to promote Kewstoke as a pleasant place to live”**

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**Chairman Councillor J.MacDonald**

Minutes of the Kewstoke Parish Council Meeting held at Kewstoke Village Hall on Monday 5<sup>th</sup> August, which commenced at 7.08pm.

Present R .Adams ,C Bates, T Morris (Vice Chairman) R.Cunningham K.Harper, N.Whyte (Part) Cllr Vearncombe Cllr MacDonald ( Chairman) Cllr Buckley

### **Unitary members**

Cllr Pilgrim

### **Members of the Public**

**There were ten (10) members of the Public  
and 2 Police Community Support Officers Present.**

### **Public participation**

A representative of the residents of Ardnave Caravan Park thanked the Parish Council for the support with the ongoing issue of entering and exiting the Caravan Park, in particular Cllr MacDonald and Cllr Pilgrim

The representative confirmed that an agreement to put up signage outside the entrance had now been agreed with NSDC, although this was Subject to the landowners consent.

Further discussions with NSDC had resulted in an agreement that a single yellow line could be positioned opposite the entrance to the Park, although this recommendation by NSDC was subject to ratification from the current Traffic Restriction Consultation process.

## **1 Opening of the meeting**

Meeting opened at 7.08 pm

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## **2. Apologies for absence**

Cllr Horry

Cllr Jenkins

Cllr Willis Unitary Member

Natalie Richards (liaison Officer)

## **3. Declaration of interests**

None

## **4. Adoption of the minutes of the Council meeting of 1<sup>st</sup> July 2019**

These were adopted with no changes

Proposed Cllr Vearncombe

Seconded Cllr.Morris

Vote was unanimous.

## **5. Adoption of the minutes of the extraordinary Council meeting of 23rd July 2019**

These were adopted with one change: - In accordance with the Parish Councils Publication Policy only those items of the minutes of the extraordinary meeting not considered private would be published.

Proposed Cllr Harper

Seconded Cllr.Whyte

Vote was unanimous.

## **6. Police Report**

PCSO Sophie Henley and Aisha Mitchell have joined the Worle Beat Team as permanent, members as of 1<sup>st</sup> August, replacing Kemo Jarju who has moved onto another area.

PCSO's Henley and Mitchell introduced themselves to the Councillors, and confirmed that they would endeavour to attend as many Council meetings as possible.

PCSO Henley notified the meeting of the Bike Register Scheme which was currently in operation whereby bikes could be registered free of charge. It was agreed to promote the scheme on the Councils Web Site and possibly the Village Face Book page. The scheme was particularly relevant due to a recent increase in thefts from sheds and outhouses around the Worle area, where a number of bikes had been stolen.

It was suggested that a link from the Parishes Web Site to the Avon& Somerset Web Site be implemented to allow Parishioners to view current Police Activities and Priorities.

**Action:- Cllr Jenkins**

Cllr Adams Reported the homeless person previously residing on the beach had now moved to the bushes opposite Swallow Point Holiday Park. The PCSO's agreed to follow this up.

Cllr Adams also reported a abandoned car on the beach, again the PCSO's were asked to follow this up.

### **Police Beat Report July 2019**

Written report received and presented to Councillors

Criminal Damage 2  
Non Burglary 1  
Drug Offences 1  
Public Order Offences-1  
Theft- 1  
Violence against person -10

It was confirmed that these figures included the Cygnet Hospital; PCSO Henley agreed to have these amended for future reporting..

### **7. Actions from previous meeting.**

#### **Signage for staff vehicles**

Cllr MacDonald reported that a revised signage specification has now been agreed with NSDC noting that a lighting strip would be also required; details have been agreed with NSDC.

**Action:- Cllr MacDonald to obtain revised prices.**

**Dog Bins**

Clarification of the funding position w.e.f. 1/4/2020 was to be obtained from the leader of North Somerset District Council.

To date no reply to e-mail has been received.

**Action:-Cllr Pilgrim to chase  
Archiving**

A request had been received in relation to the joint storage area in the Village Hall containing Parish and Village Hall documentation with a view to making the area secure and fireproof.

**Action Parish Clerk:- Ongoing**

**Road Sweeping Vehicle- sand on Beach Road.**

Cllr Harper confirmed that the road sweeper had been deployed but required a further visit at no extra cost to complete the drain clearance work.

**Action Cllr Harper: - ongoing**

**Fixed Asset Register**

A land surveyor had now visited the Village Green, Allotments and the Kiosk to value all 3 sites for the Fixed Asset Register. A response is currently awaited.

**Action Parish Clerk: -Ongoing**

**8. Media Committee update**

Cllr MacDonald reported that the new Web Site was taking shape, although slightly slower than anticipated. A suggestion was put to the meeting that all the Councillors had their photographs taken professionally for publishing on the new site. The cost was in the region of £50-£60.

Proposed Cllr Whyte

Seconded Cllr Vearncombe

This was agreed unanimously

A draft copy of a Social Media Policy (KPC004) was presented for adoption.

Proposed Cllr Buckley

Seconded Cllr Vearncombe

Agreed Unanimously

A draft copy of a Press and Social Policy (KPC002) was presented for adoption.

Proposed Cllr Buckley

Seconded Cllr Whyte

Agreed unanimously with one amendment 'Town' to be replaced by the word 'Parish'

### **9. Policy and Finance Committee update**

A report outlining the year to date figures for the first 3 months against Budget was presented to the Councillors by the Clerk, This indicated a projected surplus of around £2K at year end due mainly to additional grants secured since the budget and a reduction in the cost of Dog bin emptying charges to be levied by NSDC.

A draft copy of a Cash Handling Policy was presented for adoption

Proposed Cllr Buckley

Seconded Cllr Whyte

Agreed Unanimously

The Parish Clerk also gave an update on progress to set online Internet Banking. An online application had been prepared and would be forwarded this week.

An initial transfer of funds by cheque of £500 was required to set up the account.

Proposed Cllr Morris

Seconded Cllr Vearncombe

Agreed Unanimously

### **10. Unitary members report**

#### **Cllr Pilgrim**

Cllr Pilgrim made reference to a number of people camping in Worlebury woods, NSDC were aware and had visited the site although there appeared to be some difficulty in legally moving them on.

Cllr pilgrim also confirmed NSDC agreement to forward a recommendation of a single yellow line opposite Ardnave Caravan Park to the TRO Consultation process.

### **11. Other Issues.**

#### **Memorial Plaque**

It was agreed that a request for a memorial plaque for residents who had lived in the Village could be displayed in the Shelter providing it conformed to an agreed size and layout similar to the one already in place and was paid for by the relatives.

#### **Action:- Cllr MacDonald to progress**

.It was also confirmed that a request for a plaque on an existing NSDC bench could be displayed providing funding was received both in respect of the plaque and ongoing maintenance of the bench.

#### **Action: - Parish Clerk to progress**

### **VAS Vehicle Activated Signs.**

The Clerk reported that the loaned VAS has been moved to a new location outside Kewstoke Church from the Village Green.

NSDC have agreed to extend the loan period through August.

Two VAS signs are currently on order.

### **Children's Play Area**

Cllr Adams and Cllr Morris have made good the remedial repairs referenced in the annual inspection.

It was recommended that a replacement seat will be purchased subject to a site visit confirming it could be fitted by Cllr Adams and Cllr Morris,

Proposed Cllr Buckley

Seconded Cllr Vearncombe

Agreed Unanimously

### **Beach Boards**

Cllr MacDonald reported that a request for providing Beach Boards to be placed on the dunes requesting the public to use litter bins had been received. After some discussion it was decided that this request is declined on the basis that enough signage already existed and that orderlies were currently employed to pick up litter.

Cllr Adams raised the issue of signage requesting only authorised persons cut any vegetation on the Dunes .

**Action: - Parish Clerk to chase up Environment Agency.**

### **Coastal Path- Natural England Report**

The Parish Clerk reported receiving an e-mail including a link to a site detailing a report produced by Natural England containing proposals for improved access to the coast and in particular between Aust and Brean Down. These formed part of a programme to establish a continuous walking route around England's Coast line.

Of particular interest is the section from Huckers Bow to Birnbeck Pier. Councillors were encouraged to read the extract of the report.

Responses to the proposals were required by 19<sup>th</sup> September 2019.

**Action :- Parish Clerk to circulate link and raise as an agenda item for the Septembers Parish meeting**

### **Kiosk concession and Lease**

Cllr MacDonald reported that a Lease would be drawn up in respect of the new tenancy of the Kiosk. This would include the provision of the tenants providing DBS checks, rent reviews, and a possible contribution to utility bills,

### **Action Cllr MacDonald**

Cllr MacDonald also proposed a refund of £108 in respect of the previous tenants contribution to one of the benches.

Proposed Cllr Cunningham

Seconded Cllr Morris

This was unanimously agreed.

### **Action :- Parish Clerk**

#### **Eric Moore**

It was with sadness that the Clerk reported the death of a Eric Moore aged 92, a previous Parish Clerk who had served the Parish for 28 years from 1957 to 1985. A thanksgiving service was held on 31<sup>st</sup> July in Kewstoke Church.

### **12. Clerks Report**

The Parish Clerk confirmed that he was on Annual Leave from 26<sup>th</sup> -30<sup>th</sup> August .

The refurbishment of the Seats within the Village was ongoing although slower than anticipated. It was confirmed that the work was on a fixed price basis.

A data backup of the Parish Councils documents currently held on the Clerks Laptop had been successfully tested. A full backup will now be undertaken in accordance with the Financial Controls Policy and passed to the Chairman for Safe Keeping.

The Electricity Contract in respect of the Toilet Block and Kiosk is due to expire on 1/10/2019. A revised price had been agreed with SEE.

A half yearly review meeting with the Groundwork's contractors was scheduled for Thursday 8<sup>th</sup> August.

### **13. Financial Update**

#### ***Cheques for Approval***

Staff Salaries & Expenses	£1134.89
HM Revenue & Customs	£86.60
Weston Support Services	£130.97
K.Harper	£39.99
A.Ham	£440.00
J.Mortimer	£183.98
T.H.Baker	£1943.55
The DefibPad	£112.80
PMG Services	£411.48

Kewstoke Parish Council	£500.00
Kewstoke Village Hall	£150.00
Foremost Signs	£24.00
Mike Skinner	£438.00

Proposed Cllr Vearncombe

Seconded Cllr Buckley

These were unanimously agreed for payment

### **Christmas Parties**

Cllr Whyte reported that as of yet no Children's entertainer had been found for the children's Christmas Party, Scheduled for 21<sup>st</sup> December.

**Action:- Parish Clerk to contact agency that provided last year's entertainer.**

Cllr Bates requested that the booking of the Commodore Hotel be cancelled and a new venue found.

This was agreed by a majority of Councillors, 6 in favour of cancelling, 2 continuing with the original booking and 1 abstention.

Cllr Bates requested that Councillors contact her with any recommendations and suitable dates.

**Action:- Cllr Bates to obtain new venue and dates for agreement..**

## **14. Councillors Report**

### **Cllr Vearncombe**

Cllr Vearncombe reported that the cast iron posts around the village required a repaint and was looking for volunteers to assist.

### **Cllr Bates**

Cllr Bates reported that a member of the Public had complained that a gate on the footpath from Sand Farm to the Priory was locked. Following some discussion it was felt that the location was not on the official footpath, however the Clerk would be asked to raise the matter with NSDC.

**Action;- Parish Clerk to raise with NSDC**

### **Cllr Harper**

Cllr Harper reported that a meeting would be held at the Bus Terminus Car Park on Thursday 9.30am with the local volunteers and the groundwork's contractors to discuss the maintenance of the area.



Cllr Harper also reported that the new bins in the Car Park were not being emptied by NSDC

**Action:- Parish Clerk to contact NSDC**

**Cllr Adams**

Cllr Adams requested that the Clerk contacted NSDC with a view to raising the question of ideas to prevent cyclists using Public Rights of way.

**Action:- Parish Clerk to contact NSDC.**

**Meeting Closed 8.57pm**

**15. Date of Next Meeting Monday 2<sup>nd</sup> September 2019**

