



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 of the Kewstoke Parish Council meeting held ‘Virtually’ via Zoom on Monday 1st February 2021, which commenced at 7. pm.

Present:- Cllrs R. Adams, T Morris (Vice Chairman) , R.Cunningham, J.MacDonald, (Chairman) K.Harper, K.Jenkins, T.Horry, R.Buckley, N.Whyte, & C.Bates.

In attendance

Parish Clerk

M.Hardwick.

Unitary Member

None

Public Participation

None

1. Opening of the meeting

The meeting opened at 7.pm.

The Chairman opened the meeting and confirmed that the meeting was being held 'online'. It was also noted that the public and press had been invited to attend this 'online' meeting via Zoom.

2. Apologies for absence

Cllr Willis Unitary Member

Cllr. Pilgrim Unitary Member

N.Richards Liaison Officer

Cllr Vearncombe

3. Declaration of interests

None

4. Adoption of the minutes of the Parish Council meeting of 4th January 2021

The Chairman called for a show of hands by the Councillors to indicate their support for the adoption. This was indicated unanimously.

Proposed Cllr Buckley

Seconded Cllr Morris

Agreed Unanimously

The minutes would now be signed by the Chairman in due course

5. O/S Actions from previous meeting.

Staff Contract - Maintenance Manager

Cllr Cunningham as Chairman of the Staffing Committee proposed that a draft contract, which had been circulated to the Councillors prior to the meeting, be formally agreed and offered to the Maintenance Manager, subject to 3 minor grammatical amendments.

Proposed Cllr Cunningham

Seconded Cllr Whyte

Agreed unanimously

Damage to Allotment Wall

Cllr Morris has agreed to provide a quote

The Clerk confirmed that under the current Financial Regulations two quotes would be required for this work, as it was below £5000 and not exempt.

It was also agreed to review this regulation at the next Policy and Finance meeting to see if this was still a relevant requirement or whether this type of work could be exempted from the two quote rule.

An amount to cover this work had been identified and included in the 2021/22 budget.

Action: - Cllr Morris – Parish Clerk

Parish Boundary

Cllr Adams raised the matter of clarity of the current Parish Boundary as there appeared to be some concern over the recent planning application 20/P/1579/OUT for 75 houses near Wick St Lawrence of which 30 appeared to be within the Kewstoke Parish Boundary.

Cllr Pilgrim had provided confirmation via email of the Parish Boundary in 2015 and at the present day, which was the same. Cllr Adams requested that the date of any change was identified as it now appeared to be before 2015.

It was requested that Cllr Pilgrim contact the Planning Department of NSDC to see if the date in question could be established.

Cllr Horry agreed to search through the minute books to see if the date of change could be established and whether the Parish Council had been consulted.

Action: - Parish Clerk to request Cllr Pilgrim provides further information.

Cllr Horry to investigate

6. Police Beat Report

The Clerk reported that a revised Police Beat report had been received for December but not for January.

Period 1/12/2020-31/12/2020

51 Recorded Calls

Recorded Crimes

1 Harassment

1 Theft

1 Concern for welfare

6 Road Related

4 Abandoned 999 calls

7 Suspicious

1 Assault

1 Covid Breach

Calls from Cygnet Hospital 28

It was agreed that the report should be published on the Parish Web Site

A response on the improvement in the content of the report was still awaited from the Police and Crime Commissionaire.

Action: - Cllr Pilgrim

7. Unitary Members Report

Cllr Pilgrim

An email was read out from Cllr Pilgrim by the Clerk; - See Attached

8. Other Issues

Bus Terminus Car Park Rewilding /Tree Planting

The Clerk confirmed the current position.

A request from the Volunteer Project Manager for additional spending of £1500 for 2021/22 had been received along with a proposed planting plan, which has been circulated to Councillors.

There was a meeting arranged with NSDC Tree Officer on 10/2/2021 to discuss a possible contribution of trees and shrubs from NSDC.

In addition there is an option of applying to the Woodland Trust for a contribution of trees, although these would not be available if approved, until November 2021. This could not only be for the Car Park area but possibly for additional planting around the village.

It was agreed to await the outcome of the meeting with the Tree Officer and then revisit at the next Parish Council meeting.

Action :- Parish Clerk add to next meeting agenda

Parking Issues Myrtle Tree Crescent/St Bridges Close.

Cllr MacDonald confirmed that a small number of traffic cones had been provided by the Parish Council to a resident of Myrtle Tree Crescent for temporary deployment until the double yellow lines had been extended into the entrance of the Crescent.

A resident from St Bridges Close has also requested Traffic Cones, again as a temporary measure, until a clear agreed approach to the traffic issues has been agreed by the residents and could be recommended to NSDC by the Parish Council.

It was noted that the restrictions implied by the traffic cones are not enforceable by either NSDC or the Parish Council and that overall responsibility of deployment of traffic parking cones was the responsibility of NSDC.

It was proposed that 10 additional cones were purchased at a cost of around £90 to be made available for use in St Bridges Close.

Proposed Cllr Cunningham.

Seconded Cllr Morris.

Agreed unanimously

Census

The Clerk reported that a Census was to take place on March 21st 2021 and that NSDC had requested this be publicised locally.

Action; - Parish Clerk to arrange to post details on the Parish Web Site. Cllr Jenkins to publish on the Village Facebook page.

Printer/Photocopier

Cllr MacDonald reported that a meeting had taken place with the account manager of the company currently supplying our printer/photocopier, with a view to providing a printer more relevant to our current and future operational needs.

The result was a proposal to switch to a further 5 year contract in respect of a laser printer at approx £400 per year cheaper than our current arrangement, and allowing us to change mid contract without penalty. Whilst this appeared to provide a significant saving it was noted that investigations undertaken with other companies indicated even better savings could be achieved.

Noting we still have 18 months of our current lease outstanding, it was agreed to:-

1. Establish the cost of possibly buying out our current contract
2. Not to initially go ahead with the revised proposal
3. Approach our current supplier to see if a better or matching offer could be achieved.

The matter would then be reviewed at the next Parish Council meeting

It was also reported that the Parish Council had been overcharged for printed copies and was due to receive a refund/credit of £430.

Action: - Parish Clerk

Toilet Doors Replacement

Cllr MacDonald outlined the outcome of a number of recent meetings and contacts with suppliers of replacement toilet doors and cash collection devices.

A paper outlining the proposals and costing, based on replacement wooden doors and a combination of coin operated and card operated cash collection machines, had been initially drawn up.

This was in the region of £8.5K for two doors and two cash collections devices, (one being a card reader) and £11.5K for 3 doors. (Two cash collection devices and one card reader)

The paper required finalisation with regards to the cost of providing site access to WI FI to operate a card reader. Cllr MacDonald agreed to investigate.

Action: - Cllr MacDonald

Some discussion regarding a possible price increase for the toilets was undertaken with a view to offsetting the cost of the work and keeping the operating costs of the toilets in line with income.

It was agreed to add as an agenda item for the next meeting.

Action: - Parish Clerk to add as an agenda item for the next Parish Council meeting.

Christmas Party - Childrens

Cllr Whyte requested that the entertainer for the 2019 Christmas party be contacted with a view to confirming availability for this year's party booked for 18/12/2021.

Action: - Parish Clerk

Laptops/Tablets for School

Cllr MacDonald reported that consideration should be given to loaning the local school with the Councillors Tablets, during the current Covid-19 lockdown period, to assist with home schooling.

Informal discussions had taken place and the Clerk was tasked with contacting the school and offering them the Tablets, if there was an identified need.

Proposed Cllr Whyte

Seconded Cllr Morris

Agreed unanimously

Cllr Cunningham reported that 'Kewstoke Relief in Need' would be willing to purchase Laptops (with more processing power) for the school, if there was an identified need, and that the school to be made aware of this offer.

Action: - Parish Clerk to contact the School in respect of both issues..

Allotment Policy

Cllr Vearncombe had asked the Clerk to write to an allotment holder who held more than one allotment, to explain that the Council's policy was, from 1st April and in the pursuit of fairness, only to allocate one allotment per applicant.

The Councillors were asked to verify this policy and the sending of the letter.

Proposed Cllr Cunningham

Seconded Cllr Buckley

Agreed unanimously

The Clerk agreed to write up a formal Allotment Policy with a view to the Council adopting for future reference. .

Action: - Parish Clerk

9. Clerks Report

Sea Front Seat maintenance

The Clerk reported that work was still ongoing although had been hampered by the weather and the Contractor having to self isolate, as his wife had contracted Covid-19.

Notice Board Replacement

Cllr MacDonald suggested that the damaged notice board opposite the New Inn could be replaced and located on the side of the Bus Shelter near the pink shop. It was agreed that measurements be obtained and the cost of a new notice board be established for discussion at the next Parish Council meeting.

Action: - Parish Clerk

Junction Collum lane/Lyefield Road.

A site meeting has been agreed with NSDC although could not take place until revised NSDC Covid-19 guidelines allowed for it to take place.

10. Financial Update

Payments for January had been approved outside of this meeting to allow payment in the appropriate calendar month. See attached.

11. Councillors Report

Cllr Adams

Cllr Adams reported an overhanging/leaning tree situated on Lower Norton Lane opposite Ash Tree Caravan Park, was of concern with regards to traffic safety

Action: - Clerk to report to NSDC

Cllr Adams also reported that a 50m section of a water filled ditch running from the pumping station in Sand Road to the Kewstoke Rhyne, which accommodates surface water from Myrtle Tree Crescent, appeared to be overgrown and in need of some maintenance.

It was thought that this stretch of the ditch has never been taken 'into view' by the appropriate authority and as such ownership and responsibility for maintenance was not clear.

Action: - Parish Clerk to contact NSDC Flood Risk Management Team with a view to establishing ownership and getting remedial work undertaken.

Cllr MacDonald

Cllr MacDonald reported that a footpath sign on Beach Road was damaged,

The Clerk confirmed that this was known and had been reported to NSDC.

Cllr Harper

Cllr Harper reported that hedges along the footpath opposite the New Inn and around the green at Myrtle Tree Crescent required cutting back.

Action: - Parish Clerk

Cllr Horry

Cllr Horry raised the question as to when the scheme to resurface Monks Hill was scheduled.

Action: - Parish Clerk to investigate

Meeting closed at 8.30pm

12. Date of next meeting Monday 1st March 2021.

Payments for January 2021

Salaries and Expenses	£1,818.57
HM Revenue and Customs	£205.74
MH Electrical	£126.00
Foremostsigns	£195.60
Weston Town Council (Dog Bins)	£297.00
Village Hall	£60.00
Weston Support Services	£150.54
K.Harper reimbursement	£272.36
	<u>£2,853.45</u>

