



**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”**

**Clerk to the Council Mike Hardwick**

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**Chairman Councillor J.MacDonald**

Minutes of the of the Kewstoke Parish Council meeting held ‘Virtually’ via Zoom on Tuesday 6<sup>th</sup> April 2021, which commenced at 7.04 pm.

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

.

### **In attendance**

#### **Parish Clerk**

M.Hardwick.

#### **Unitary Member**

Cllr Willis

Cllr Pilgrim

#### **Public Participation**

None

### **1. Opening of the meeting**

The meeting opened at 7.04.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 Whyte**

**N.Richards    Liaison Officer**

**Cllr Bates**

**Cllr Vearncombe**

## **3. Declaration of interests**

Cllr Morris declared an interest in item 5 of the agenda, Damage to Allotment Wall.

## **4. Adoption of the minutes of the Parish Council meeting of 1<sup>st</sup> March 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 Morris

Seconded Cllr Cunningham

Agreed Unanimously

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

## **5. O/S Actions from previous meeting.**

### **Damage to Allotment Wall**

The Clerk reported that in accordance with the Financial Regulation two quotes had been received in respect of this work.

After some discussion it was proposed that a quote for £1875.00 from A.Morris would be accepted.

Proposed Cllr Buckley

Seconded Cllr Adams

Agreed Unanimously

### **Resurfacing Monks Hill**

The Clerk reported that an email had been received from NSDC indicating that the work was to commence on 1/6/2021 and last for 4 days.

### **Parking Issues Myrtle Tree Crescent/St Bridges Close.**

The Chairman reported that a resident had written to NSDC concerning yellow lineage around Myrtle Tree Crescent and had also requested a meeting with the Parish Council.

The Chairman had written to the resident and referenced the overall view of parking /traffic issues that was being undertaken by NSDC Head of Transport and Infrastructure.

**Action:** - Clerk to Chase NSDC via the Liaison Officer for an update.

### **6. Police Beat Report**

Period 01/3/2021-30/03/2021

64 Recorded Calls

8 Recorded Crimes

1 Theft

14 Concern for welfare

2 Road Related

7 Abandoned 999 calls

10 Suspicious Person/Vehicle

2 Assault

3 Covid Breach

1 Anti Social behaviour

1 Public Order

1 Criminal Damage

1 Burglary

Calls from Cygnet Hospital 21

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 Willis**

Cllr Willis reported a significant reaction to a recent Traffic Restriction Order (TRO) relating to the Nailsea, Yatton and Clevedon area, attempting to reduce the vehicle access to rural roads. Whilst this did not affect the Parish directly, Cllr Willis wanted to make Councillors aware.

### **Cllr Pilgrim**

Cllr Pilgrim reported that a resident of Beach Road had contacted the Local MP regarding drainage issues in Beach Road outside numbers 109-112 and also requesting double rather than single yellow lines along Beach Road. NSDC are addressing the issue of flooding although specialist equipment is required and won't be available until the end of May.

Cllr Adams raised the issue of the expansion of the BMX Park in Worlebury Woods and that a response was awaited from the NSDC Tree Officer.

**Action:** - Cllr Pilgrim

## **8. Other Issues**

### **Plant a Daffodil Day.**

In the absence of Cllr Whyte and Cllr Bates this item will remain of the agenda for next month's meeting.

### **Mirror Lower Norton Lane**

Cllr Adams raised the issue of whether a mirror could be purchased for motorists to use at the dangerous junction off Lower Norton Lane. After some discussion it was agreed to purchase a mirror up to the value of £100 to situate opposite the junction on Lower Norton Lane.

Proposed Cllr Morris

Seconded Cllr Horry

Agreed unanimously

Action : - Parish Clerk

### **Rights of Way Improvement Plan**

The Clerk reported that following the Parishes submission to NSDC regarding the Rights of Way Improvement Plan, an email had been received from NSDC requesting a one off contribution to the identified works. After some discussion a broad agreement was reached that in principle the Parish Council would consider financial assistance, although no amount was agreed.

The cost of the work identified in the Kewstoke area was requested to be identified before any amounts could be established.

**Action:** - Parish Clerk

### **Street Lights Beach Road**

The Clerk reported that a request had been received via the Web Site for the Parish Council to review the current Streetlight Policy of turning off the Street Lights along Beach Road at 12am to improve the safety of residents using Beach Road late at night, as well as providing CCTV.

A similar request had also been received objecting to this change as it would disturb wildlife, cause light pollution, effect sleep patterns, as well as there being little evidence to suggest it reduced crime.

After some discussion it was agreed to continue with the existing Policy of shutting off the lights at 12am.

### **.Toilet Doors replacement /New cash collection machines**

An order had now been raised with two contractors to provide replacement toilet doors linked to new cash collection devices including a card reader, in respect of the 3 toilets situated at the Bus Terminus Car Park.

A separate meeting of the working group open to all Councillors on 08/03/2021 had agreed the solution proposed by the nominated working group and expenditure of £12,575

The Chairman agreed to chase up the contractors

Action: - Cllr MacDonald

### **Annual Parish Meeting**

The Clerk confirmed that subject to any changes in current legislation the Annual Parish Meeting would be held on Wednesday 23/6/2021 in the Village Hall, and that the venue had been booked.

### **Minimum Wage**

The Clerk reported that the minimum wage was increasing from £8.72 to £8.91 per hour from 1/4/2021. After some discussion it was proposed that as the Council currently paid above the minimum wage rate no change was necessary and that current salary rates would be frozen.

Proposed Cllr Horry

Seconded Cllr Buckley

Agreed unanimously

### **Draft Allotment Policy**

This had be circulated prior to this meeting and recently scrutinised by the Finance & Policy Committee. This was now proposed for adoption.

Proposed Cllr Morris

Seconded Cllr Buckley

Agreed unanimously for adoption

### **Draft Complaints Policy and Procedures**

This had be circulated prior to this meeting and recently scrutinised by the Finance & Policy Committee. This was now proposed for adoption.

Proposed Cllr Morris

Seconded Cllr Buckley

Agreed unanimously for adoption

### **Amendments to Financial Regulations**

Two amendments were proposed both previously circulated to Councillors and scrutinised by the Policy & Finance Committee

1. To include the word buildings in section 11.1.a iii and to include the sentence

To ensure two quotes were received wherever possible if existing Councillors were quoting for work required by the Parish Council, except in the case of emergency safety work.

#### **Section 6.18**

2. To confirm the requirement for a valid VAT Invoice or self certification form to allow the Council to claim back the VAT on expenditure incurred by councillors and others in respect of Council business.

Proposed Cllr Morris

Seconded Cllr Cunningham

Agreed unanimously

### **Amendment to Standing Orders**

An amendment, circulated to all Councillors prior to the meeting ,was proposed to confirm "that subject to legislation Parish Council Meetings, Annual Parish Meetings and Meetings of Sub Committee and working group meeting could be held virtually".

Proposed Cllr Morris

Seconded Cllr Cunningham

Agreed unanimously

## **9. Clerks Report**

### **Notice Board Replacement**

The Clerk confirmed that Cllr Horry had identified a replacement Notice Board made from recycled material which was virtually maintenance free in the region of £990.

It was proposed that the existing Notice Board opposite the New Inn was to be replaced

Proposed Cllr Morris

Seconded Cllr Adams

Agreed Unanimously

It was proposed that the purchase could go ahead to the sum up to £1000

Proposed Cllr Morris

Seconded Cllr Adams

Agreed by Majority of 7-1

**Action:** - Parish Clerk & Cllr Horry

### **Social Gatherings**

The Clerk reported a notification had been received via the Web Site by a resident concerned with the gatherings around the Commodore Hotel when free drinks were being provided at weekends in contravention of current Covid-19 restrictions.

After some discussion it was agreed that the matter was not for the Parish Council but for the Police and Hotel Proprietors to manage.

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## **10. Financial Update**

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

### **Payments for March 2021**

K.Harper Reimbursement	£5.98
Salaries & Expenses	£1,972.89
HM Revenue and Customs	£205.74
Weston Town Council (Dog Bins)	£237.60
Weston Support Services	£75.54
A.Ham	£334.00

J.Sayer Reimbursement

£234.64

**Total**     **£3,060.41**

The Clerk raised the matter of expenditure incurred by the Project Manager at the Bus Terminus Car Park and whether the type of expenditure should be independently verified prior to payment .The Clerk also noted that a claim for a large part of the 2021/22 budget had already been submitted and was concerned sufficient funds would be available for the rest of the year.

The total claim amounted to £1048.31 and is broken down as follows

Decking Project £282.31- Reimbursement 2020/21 Budget

Elmsley Nursery (Direct) £87.50 2021/22 Budget

Works at Bus terminus Car Park £678.50 – Reimbursement 2021/22 Budget

These were proposed for payment.

Proposed Cllr Morris

Seconded Cllr MacDonald

Agreed Unanimously

It was agreed that Cllr Morris and Cllr MacDonald would meet with the Project Manager and discuss both matters.

Action: - Cllr Morris Cllr MacDonald

The Clerk also referred to a supplementary quote totalling £2,288 for maintenance to the Sea front Memorial Benches; this was an increase of £881 over the first initial quote.

It was generally agreed that the work was to a high standard and it was proposed that this additional request for payment should be met.

Proposed Cllr Morris

Seconded Cllr Buckley

Agreed Unanimously

Cllr Cunningham reported that seat number 20 required an additional coat of varnish.

It was noted that in similar instances any additional expenditure over and above the original quote must in future be agreed before work continues.



## **10. Councillors Report**

### **Cllr Cunningham**

Cllr Cunningham wished to place on record thanks to Cllr Morris for unblocking the surface water drain and repairing the drain cover on the Village Green.

### **Cllr Morris**

Cllr Morris outlined the work he undertook as referred to by Cllr Cunningham. Vandals had lifted up the manhole cover on the Village Green and filled up the manhole with rubbish causing a blockage. Cllr Morris unblocked the drain secured and replaced the manhole.

The cost of replacing the manhole came to £170. This expenditure had been agreed outside the meeting and in accordance with the Financial Regulations

**Meeting closed at 8.35pm**

**11. Date of next meeting Tuesday 4<sup>th</sup> May 2021.**



