



## **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 Kewstoke Parish Council Meeting held at Kewstoke Village Hall on Monday 6<sup>th</sup> January 2020, which commenced at 7pm.

**Present** Cllrs R. Adams, C. Bates, T Morris (Vice Chairman) K.Harper, R.Buckley, T. Horry , N.Whyte, G.Vearncombe, R.Cunningham, Cllr Jenkins &, Cllr MacDonald ( Chairman)

### **In attendance**

#### **Members of the Public**

**There were 12 members of the public present.**

#### **Unitary Members**

**Cllr Pilgrim**

**Cllr Willis**

**Parish Clerk**

**M.Hardwick**

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

The meeting opened at 7pm

## **2. Footpath/Easement Crooks Lane Kewstoke**

The Chairman addressed the meeting on the current position with regards the easement which had now lapsed after some 10 years and which had been negotiated with a previous owner of the land.

It had been decided that the Parish Council would not consider entering into renewal negotiations until after an appeal had been heard regarding the development of the land which may have allowed for a permanent footpath as part of the development.

The appeal had subsequently been dismissed.

The Parish Council had contacted NSDC with a concerns of safety should the footpath be closed who confirmed that subject to a safety audit they may pursue a Compulsory Purchase order to secure the right of way.

The stated aim of the Parish Council was to work with the landowner in achieving an agreement to renew the easement and reopen the footpath, which was hoped to be of benefit to all parties and the safety of the residents and visitors who use it.

A statement from the Parish Council indicating its position with regards the easement would be published on the Parish Council web page.

**Action:- Cllr MacDonald**

### **Public Participation**

The landowners of the Footpath Crookes Lane Kewstoke suggested that the Parish Council should come and talk with them with a view to renegotiating the easement over their land which had now lapsed. They agreed to present the Council with proposals/terms of agreement for renewing the easement and agreed to immediately reopen the footpath whilst the renewal process was progressing.

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## **3. Apologies for absence**

### **N.Richards (Liaison Officer)**

The Chairman referenced an e-mail received from the Liaison Officer offering her apologies for non attendance at this meeting but also that she would be unlikely to be able to attend future meetings due to family commitments.

She was however prepared to continue as Liaison Officer should the Council require her to do so.

This was put to the Council and was unanimously agreed that the Council wished her to continue.

Proposed Cllr Morris  
Seconded Cllr Bates.  
Agreed Unanimously.

#### **4. Declaration of interests**

None

#### **5. Adoption of the minutes of the Council meeting of 2<sup>nd</sup> December 2019**

These were adopted with no changes,

Proposed Cllr Whyte  
Seconded Cllr Cunningham

Vote was unanimous.

#### **6. Actions from previous meeting.**

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

Cllr MacDonald proposed that 2 initial magnetic signs are purchased for attaching to vehicles used by anyone on official Council business whilst working within the village, indicating that they are working for the Council.  
These signs would also incorporate warning chevrons.

Cost of signs £34 each

**Action:-**Cllr MacDonald ongoing

##### **Quote for maintenance work in respect of Toilet Block/Kiosk.**

An initial costing of £200 was suggested received in respect of installing a baby changing facility in the disabled toilet and £450 in respect of repairs to the doors.

**Action:-** Cllr Morris ongoing

##### **Street Lights.**

The current street lights are subject to an ongoing LED light replacement programme. Clarification was sought as to the current maintenance contract and in particular the responsibility of the Parish Council relating to the street lighting owned by the Council.

**Action:-**Cllrs Willis, Pilgrim and Harper to investigate

##### **Sheep Worrying**

**Action:-**Cllr Vearncombe – On going

## **7.Precept**

The clerk went through a precept report (see attached) summarising the pre precept meeting held as an agenda item at the recent Finance & Policy Committee meeting.

It was agreed to finance any rent payable in respect of the renegotiated easement would be met from the Councils reserve funds.

It was proposed to keep the precept at last year's rate of £46,000

Proposed Cllr Morris

Seconded Cllr Buckley

Agreed Unanimously

## **8. Police Report**

No report was available for the meeting.

**Action:-**Cllr Willis to follow up.

## **9.Unitary Members Report.**

### **Cllr Pilgrim**

Cllr Pilgrim provided an update on the application to develop land behind the Commodore Hotel ref 19/P/0063/FUL in so much that the applicant had been advised to withdraw the application due to insufficient information as the case officer would be minded to refuse the application.

See planning minutes. .

Cllr Pilgrim also reported that NSDC has published a consultation document with regards to collection of green waste which required an additional annual payment of £50 to cover green bin emptying and that they were currently seeking feedback. It was agreed to publish the link enabling feedback to NSDC on the Councils web site.

**Action:-** Cllr Pilgrim to provide link

### **Cllr Willis**

Cllr Willis requested an update on the problems with rubbish outside the Cygnet hospital from clients using the area for smoking.

The Clerk confirmed that he had visited representatives of the hospital and was given assurances that the situation would be improved. It was hoped longer term that an area inside the grounds of the hospital may be designated to smokers.

One of the village orderlies was monitoring the situation.

Cllr Adams reported that there were still significant amounts of rubbish accumulating at the site.

**Action:-** Cllr Willis

## **10.Staffing Committee**

The Staffing Committee Chairman requested that the following draft Policies and Procedures be adopted by the Council.

Draft Health & Safety Policy  
Draft Health & Safety Procedure  
Draft Manual Lifting Procedures  
Draft Risk Management Policy

Proposed Cllr Morris  
Seconded Cllr Vearncombe  
These were unanimously agreed

It was suggested that a lifting procedures manual could be downloaded to compliment the lifting procedures including diagrams.

**Action:-** Cllr Cunningham

A meeting would now be arranged with all the Councils staff and registered volunteers to run through the Health & Safety Policy & Procedures.

## **11. Other Issues.**

### **Dog Bin Emptying**

The Clerk and Cllr Harper met with Weston Town Council with regards to possibly utilising the in house dog waste collection facility.

Based on a schedule of twice weekly collections in respect of 8 bins the cost would be between £5.30 & £5.50 per bin. It was noted that there were 9 bins in total and a revised price would be sought.

It was proposed that an indication was sent to Weston Town Council that the Parish Council wished to use their service w.e.f 1/4/2020 subject to contract.

Proposed Cllr Cunningham

Seconded Cllr Morris

Agreed unanimously.

**Action:-** Parish Clerk

### **Ipads/Tablets**

After some discussion it was agreed to set up a working group to define requirements and objectives and possible solutions in respect of utilising electronic devices and to report back to the full Council.

Member of the working group were agreed as Cllrs, Morris Horry Buckley (Chairman) Adams and MacDonald.

**Action:-** Cllr Buckley to set up meeting

### **Whippets Wake up Race.**

The race held on New Year's Day and hosted by the Village for many years, took on a new stance this year with a Traffic Restriction Order rather than the informal way in which the run has been organised in previous years.

This caused upset and confusion for the residents and visitors alike. The alternative routes would have appeared to have been planned by those that have little knowledge of the village.

The Parish Council will be in contact with North Somerset Council and will ask for a meeting with them and the organisers next year well in advance of any plans being made. This will ensure that if the race is to go ahead, there is a minimum of disturbance and that there is access to and from the village for residents & visitors alike during the two hours when the race takes place.

A statement to this effect will be posted on the Parish's web Site

**Action:-**Cllr MacDonald

### **Emergency Access to Beach**

It was reported by Cllr Harper that recently emergency services were unable to access the beach following an accident sustained by a horse rider.

It was proposed to obtain costing for replacement locks and signage with contact numbers to avoid a future occurrence.

**Action:-**Parish Clerk, Cllr Harper

Cllr. Adams suggested he may be able to obtain existing keys and would pursue this option.

**Action:-** Cllr Adams

### **Rewilding Project**

NSDC are undergoing a rewilding project and would welcome any feedback to their consultation process from the Parish Council..

It was agreed to circulate a link to Councillors detailing the project.

It was agreed to notify the Clerk if anyone would like to attend a meeting which has been arranged on 15<sup>th</sup> January at Weston town Hall 17.00 to 19.00.

It was also agreed to extend the invitation to our Volunteer co coordinator of the Bus Terminus Car Park who it was felt best placed to represent the Council.

### **NSDC Corporate Plan and Budget**

The Clerk had received an e-mail from NSDC requesting comments/feedback in relation to their Corporate Plan and draft 2020/21 Budget.

It was agreed to circulate the link to Councillors detailing the proposals and if anyone had suggestions about the vision, priorities or projects they could they respond accordingly.

### **Local Electricity Bill**

The Council has received a request to support the Local Electricity Bill empowering local communities to sell locally generated clean electricity to local customers by establishing a Statutory Right to local supply.

It was agreed that details of the bill would be circulated to Councillors to review and placed on the agenda for the next Parish Council meeting.

## **12. Clerks Report**

### **Council Insurance Photocopier.**

Confirmation was required as to whether the Parishes photocopier was covered by the Village Halls insurance policy in the event of damage.

If not a premium of £95 per annum would be required to insure the copier under the existing Parishes insurance Policy.

**Action:** - Cllr Horry.

### **Seat Maintenance**

The contractor employed to undertake the seat maintenance work appears no longer to be available to complete the work. A stop is to be placed on any uncashed cheques payable to the contractor.

A new contractor will be sought to complete the work probably in early spring.

### **Beach Volunteers**

As requested a note was posted on our FaceBook page requesting volunteers to assist the Beach Orderly with rubbish collection from the beach. Responses have been passed to our orderly to co ordinate.

Notice of corporate /volunteer groups beach cleans are also now being received and passed to the Orderly to co ordinate.

### **Car Park Wilding**

The Parishes volunteer representative responsible for the Bus Terminus Car Park maintenance /wilding has expressed his disappointment to a recent request for volunteers to assist with the recent tree planting exercise and requested that if Councillors could find time to help with future requests it would be appreciated.

A letter would be sent thanking him and the other volunteers for their current efforts.

**Action:-** Parish Clerk

### **Sign at Toilets – Emergency call number**

To be added to next month's agenda

### **Amendments to Cash Handling Policy**

It was proposed to amend the existing cash handling Policy to allow cash to be banked when the value was greater than £100 to avoid bank charges.

Propsoed Cllr Morris

Seconded Cllr Buckley

Agreed Unanimously

**Action:-** Parish Clerk to amend.

### **Amendments to Internet Banking Policy.**

It was proposed that the existing Internet Banking Policy be amended to allow the authorisers to use the “payments for approval” schedule for verifying payments.

Proposed Cllr Morris

Seconded Cllr Buckley

Agreed Unanimously

**Action:-** Parish Clerk to amend.

### **Groundwork’s Schedule 2020/21**

It was agreed to set up a meeting with our current contractor to discuss schedules and prices for 2020/21. This would be attended by Cllr Adams and the Clerk

**Action:-** Parish Clerk to set up meeting.

### **Kiosk**

A request had been received to place a sign at the Bus Terminus Car Park securing a parking spot for the tenants outside the Kiosk. It was agreed that the Parish Council could not sanction this request as it did not own the car park but that it should be referred to NSDC.

A further request that the 4 parking spaces outside the Tea Rooms be made available for Blue Badge holders only was agreed by the Council and an email supporting this request had been sent to NSDC requesting it be included in the amendments to the current TRO.

Payments towards electricity usage had now commenced.

## **13. Financial Update**

### **Financial Update November**

#### ***Payments for Approval***

### **Financial Update December**

#### ***Payments for Approval***

Staff Salaries & Expenses	£1643.55
HM Revenue & Customs	£216.29
J.Mortimer	£199.00



B.Banwell	£75.00
Rapide System Supplies	£27.00
Rapide System Supplies	£33.30
Weston support Services	£35.74
Elmsley Nursery	£769,00
N.Whyte	£325.00
Village Hall	£150.00
K.Harper	£19.71
J.Sayer	£188.81
Total	<u>£3682.40</u>

Proposed Cllr Vearncombe

Seconded Cllr Whyte

These were agreed unanimously for payment

#### **14. Councillors Report**

##### **Cllr Bates**

Cllr Bates requested proposed dates for the Councils belated Christmas Party, It was agreed to invite the Parish Staff & partners.

**Action:-** Cllr Bates to confirm dates and book of the Commodore Hotel

##### **Cllr Whyte**

Cllr Whyte requested some assistance repairing the Church notice board. Cllr Morris volunteered his services.

In order to reduce printing costs Cllr Whyte requested that minutes and agendas were printed in black and white.

**Action:-**Parish Clerk

##### **Cllr Adams**

Cllr Adams reported a case of two dogs loose on the beach causing a nuisance to horse riders. It was agreed to put a statement on the web site requesting dogs are exercised under control when on the beach.

**Action:-** Parish Clerk Cllr Adams to word statement.

Cllr Adams also reported concerns of speeding traffic along the bend opposite Elmsley Lane,

Cllr Vearncombe agreed to contact NSDC to see what could be done

**Action:-** Cllr Vearncombe

### **Cllr Harper**

Cllr Harper reported that it was felt by some that the printing of the newsletter was in too small a print, noting that the next newsletter was proposed to be published on the web site except where specific requests for paper copies had been made.

**Action:-**Cllr Jenkins to review when next newsletter due.

### **Cllr Morris**

Cllr Morris requested that a safety mirror be installed in the Chapel car park'

**Action:-**Cllr Willis to confirm

**Meeting Closed 9.07pm**

**15. Date of Next Meeting Monday 3<sup>rd</sup> February 2020**

