



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 on Tuesday 6th May 2025, which commenced at 7.02 pm.

Present:- Cllrs, K.Harper, T.Morris, J.MacDonald (Chairman), R.Adams , G. Vearncombe, R. Cunningham, & A.Clapp (Part) & S.Baxter.

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In attendance

Parish Clerk

M.Hardwick

Unitary Members

Cllr L.Pilgrim **Unitary Member**

Public Participation

There were no members of the Public in attendance.

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.1.Opening of the meeting

The meeting opened at 7.02pm.

Election of Chairman

Nominations were sought for Chairman for the year 2025/2026.

The name of Cllr MacDonald was proposed by Cllr Cunningham and seconded by Cllr Vearncombe.

There were no other nominations.

Cllr MacDonald was unanimously elected as Chairman of the Council for 2025/2026

Election of Vice Chairman

Nominations were sought for Vice Chairman for the year 2025/2026.

The name of Cllr Morris was proposed by Cllr Cunningham and seconded by Cllr Vearncombe.

There were no other nominations

Cllr Morris was unanimously elected as Vice Chairman

Election of Chairman of Planning

Nominations were sought for Chairman for the year 2025/2026.

The name of Cllr Adams was proposed by Cllr Cunningham and seconded by Cllr Verancombe.

There were no other nominations

Cllr Adams was unanimously elected as Chairman of Planning for 2024/2025.

6. Election of Vice Chairman of Planning

It was agreed that the position of Vice Chairman of Planning for 2025/2026 was not required.

Proposed Cllr Morris

Seconded Cllr Vearncombe

Agreed unanimously

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Payment signatories

These were agreed as Cllr.Horry, Cllr.Adams & Cllr.Morris & Cllr Whyte and to include Internet Banking Authorisation.

Proposed Cllr Morris

Seconded Cllr Vearncombe

Agreed unanimously

Register of Interests

The Clerk requested that all Councillors update the Councillors Register of Interests if required.

This would then be published on the Parish Website.

Nominations in respect of various Committees (see Appendix 1 2025-26)

Nominations were sought for members of various Committees as detailed in Appendix1.

These were proposed and accepted unanimously.

Proposed Cllr Morris
Seconded Cllr Vearncombe

Agreed Unanimously

The Chairman request that the position of School Liaison was added to Junes agenda for further discussion.

2. Apologies for absence

N.Richards **Liaison Officer**

Cllr M,Williams **Unitary Member**

Cllr Horry

Cllr Jenkins

Cllr Whyte

3. Declaration of Interests

There were no declarations of Interest

4. Adoption of the minutes of the Parish Council meeting of 7th April 2025

Proposed Cllr Vearncombe
Seconded Cllr Cunningham

The Chairman called for a show of hands by the Councillors in attendance at the meeting on 3rd March 2025 to indicate their support for the adoption. This was indicated unanimously.

Agreed Unanimously

5. O/S Actions/Updates from previous meeting.

Document Storage

It was agreed to set up a steering group to look at scanning and indexing documents relating to the Parish Council and the Local History Group.

Due to illness the Steering Group was unable to meet, this is to be rearranged.

Action: - Cllr Baxter, Cllr Horry, & Cllr Jenkins.

A report with a recommendation has been produced. This will become an agenda item for debate subject to a review of whether the current cupboard area can be made fireproof and the current supporting floor accessed for suitability.

Action; - Cllr Morris ongoing

Birnbeck Pier

The Mayor Cllr John Crockford-Hawley who is also a local Historian and Trustee of Birnbeck Pier and sits on the Birnbeck redevelopment committee has agreed to come and undertake a presentation. It was agreed to invite the Mayor to one of the next Parish Council meetings with a 30 min slot made available.

The Clerk had emailed Cllr Williams with some proposed dates requesting that this be arranged.

Action: - Cllr Williams ongoing. This was anticipated to be prior to the next Parish Council Meeting 7th April 2025. – Ongoing

Village Green

Cllr Morris confirmed he is to purchase a replacement gate post and arrange installation as agreed. .

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Action; - Cllr Morris & Cllr Harper

Occupancy of the Dunes

The Clerk confirmed that a Land Agent is being sought to discuss the preparation of an implementation plan to put forward to the RPA (Regional Payment Agency.)

Action: - Parish Clerk- ongoing

Crookes Lane Parking Issues

Ongoing

Action: - Cllr Pilgrim

Public Place Protection Order

The Clerk reported that the PPPO that was requested last May by the Parish Council had, due to lack of resources, not been progressed by North Somerset Council.

Action; - Clerk to follow up

Cllr Pilgrim was requested to obtain an update from NSC and arrange a meeting with representatives of the control room and Community Response Officers to understand the process of dealing with calls of anti social behaviour.

Action: - Cllr Pilgrim

Defibrillator in Royal Oak Stores (Pink Shop)

Cllr Clapp confirmed that work was underway to find a suitable location for a defibrillator to be housed in the "Pink Shop".

The Clerk confirmed that it appeared new pads and a back up battery were required which was thought to be in the region of £280.

It was proposed that these items were to be purchased

Proposed Cllr Cunningham

Seconded Cllr Vearncombe

This was agreed unanimously.

It was further agreed that the Clerk and Cllr Clapp meet to progress.

Action: - Cllr Clapp & the Clerk – ongoing

Finger Posts

Cllr Vearncombe confirmed that he and Cllr Morris planned to paint the finger posts after the Easter Weekend.

Action; - Cllr Morris & Cllr Vearncombe- ongoing

6. Police Beat Report

There was no beat report for April

Cllr Cunningham confirmed that the PCSO responsible for producing the reports for the Parish Council had moved on to a new position with British Transport Police.

7. Unitary Members Report

Items had been covered earlier in the meeting

8. Other Issues

Approval of Financial Accounts for 2024/25 AGAR Return

Details of the draft figures and documents had been reviewed at the recent Finance and Policy meeting. Documents were presented for approval by Cllr Morris:-

1.

- A)** Annual Governance and Accountability Return 2024/25 Part 3 P3 Annual Internal Audit Report was presented to the Council.
- B)** Annual Bank reconciliation for the 2024/25 financial year was presented to the Council for approval.
- C)** Section 1 Annual Governance and Accountability Statement 2024/25 Box1-8 of the Annual Governance Statement was recommended for completion as 'yes' with Box 9 completed as N/A.
- D)** Section 2 –Accounting Statement for 2024/25 .The completed Accounting Statement was recommended for approval

Proposed Cllr Morris (Chairman of the Finance & Policy Committee)

Seconded Cllr Adams

Agreed Unanimously

2. Memorial Bench replacement

The Clerk confirmed that two new benches had been installed, although one had the incorrect coloured slats. The Clerk had contacted the supplier who confirmed the error and agreed to replace the bench.

3. Date of Annual Parish Meeting

This was confirmed as Tuesday 13th May 7pm at the Village Hall.

Ex Parish Councillor Cedric Thomas was expected to attend. The Agenda would include an item to acknowledge Cllr Thomas's forthcoming 100th Birthday.

It was agreed to publicise the meeting on the Village Face Book page as well as the usual platforms.

4. Re adoption of KPC008 Memorial Bench Plaque Policy

Following a review at the Finance & Policy Meeting Cllr Morris proposed that the Policy be re adopted, subject to a minor amendment.

Proposed Cllr Morris

Seconded Cllr Vearncombe

Agreed Unanimously.

5. Appointment of Internal Auditor for 2025/26 Letter of Engagement & Agreement of terms.

The Clerk presented a letter of Engagement from our current internal auditor.

This was proposed for acceptance by Cllr Morris.

Proposed Cllr Morris

Seconded Cllr Vearncombe

Agreed Unanimously

9.Clerks Report

Allotments

The Clerk referenced a small outstanding sum due from one of the allotment holders. It was agreed Cllr Morris would follow up.

9.Financial Update

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

Payments for Approval April 2025

Salaries And Reimbursements	£2,633.54
HM Revenue and Customs	£572.15
J.K.Gardening	£640.50
Weston Town Council	£308.88
Glasdon	£1,478.89
K.Harper reimbursement	£212.51
Total	£5,846.47

Additional Payments for April paid by DD

Water2Business	£13.00
Water2 Business	£95.50
British Gas	£28.33
EDF	£425.94
Service Charge	£6.00

10. **Councillors Report**

Cllr Morris

Cllr Morris confirmed that he would raise the flag on the Village Green in readiness for the VE celebrations.

Cllr Vearncombe

Cllr Vearncombe raised the issues of Coaches using Kewstoke Road on route to Sand Bay Holiday Centre (Pontins) rather than the Queensway and Lower Norton Lane, causing considerable traffic issues. It was requested that North Somerset Councils Lead Engineer (Neighbourhood traffic) be contacted to see if signs could be erected at the entrance to the Village indicating the correct Route, and if so perhaps further contact the Owners of Sand Bay Holiday Centre to see if they might contribute to the costs of the signs.

Action: - Parish Clerk

Cllr Vearncombe also raised the issues of Pot Holes on the Toll Road.

Action; - Parish Clerk

Cllr Cunningham

Cllr Cunningham reported that both the Church and the Sand Bay Fish & Chip shop & Cosy Cafe had successfully engaged in VE day celebrations.

Cllr Clapp

Cllr Clapp reported Electricity Poles were being replaced on 27th May resulting in the closure Upper Kewstoke Road.

Cllr Harper

Cllr Harper reported a number of incorrect coins had been used at the toilets in the Bus Terminus Car Park causing the coin machines to fail. Cllr Harper had however, managed to resolve the issues.

Cllr Harper also reported that the tenants of the Kiosk adjacent to the toilet block were being inundated with requests for help when the coin machines failed. It was suggested that a sign with a number to call in such situations, might alleviate this issue.

Action; - Parish Clerk

Cllr Adams

Cllr Adams reported that the weeds on the steps leading to the Sea Front Path were in need of attention. It was agreed that Cllr Harper and the Volunteers would address.

Action:- Cllr Harper & Cllr Adams

Cllr MacDonald

Cllr MacDonald reported that part of the fence adjacent to the footpath in Crookes Lane had been damaged by a horse in the adjacent field.

It was agreed that Cllr Harper would inspect the fence and if necessary request that the Clerk obtain a quote for repairs.

Action: - Cllr Harper & the Clerk

It was further agreed that Cllr MacDonald would speak with the owner of the field highlighting the damage and requesting action to prevent a reoccurrence.

Cllr MacDonald also reported that several cars had been parking on the double yellow lines at the entrance to the Village Green and suggested that NSC Parking Enforcement Officers should include this area as part of their regular route.

Action:- Parish Clerk

Meeting closed at 8.22pm

11. Date of next meeting Monday 2nd June 2025.

