



**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 on Tuesday 9th May 2023, which commenced at 7pm.

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

### **In attendance**

#### **Parish Clerk**

M.Hardwick

#### **Unitary Members**

Cllr L. Pilgrim

Cllr M. Williams

### **Public Participation**

There was one member the Public in attendance.

A resident of Beach Road reported that the Broadband speeds in parts of the Village, particularly the Sand Point end of Beach Road and parts of Sand Road were extremely slow and asked for advice on tackling the Issue.

The Clerk referred to a letter received from the Local MP which suggested that affected residents should contact a company "Cityfibre" who are currently installing fibre cables in W-S-M and register an interest. If sufficient Interest was generated this may prompt the company to extend installation to the affected parts of Kewstoke.

It was agreed to initiate a mailshot around the Village informing residents of the situation and details of how to register an Interest, and apply for a grant.

**Action:-** Cllr MacDonald

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

The meeting opened at 7.07pm

The current Chairman welcomed the two newly elected District Councillors Cllr Pilgrim and Cllr Williams

### **2. Election of Chairman**

Nominations were sought for Chairman for the year 2023/2024.

The name of Cllr MacDonald was proposed by Cllr Morris and seconded by Cllr Harper.

There were no other nominations

Cllr MacDonald was unanimously elected as Chairman of the Council for 2023/2024

### **3. Election of Vice Chairman**

Nominations were sought for Vice Chairman for the year 2022/2023.

The name of Cllr Morris was proposed by Cllr Buckley and seconded by Cllr Whyte.

There were no other nominations

Cllr Morris was unanimously elected as Vice Chairman of the Council for 2023/2024

### **4. Apologies for absence**

N.Richards    **Liaison Officer**

Cllr Vearncombe

Cllr Horry

### **5. Election of Chairman of Planning**

Nominations were sought for Chairman for the year 2023/2024.

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

There were no other nominations

Cllr Adams was unanimously elected as Chairman of Planning for 2023/2024.

### **6. Election of Vice Chairman of Planning**

Nominations were sought for Vice Chairman of Planning for the year 2023/2024. The name of Cllr Buckley was proposed by Cllr Morris and seconded by Cllr Adams. There were no other nominations

Cllr Buckley was unanimously elected as Vice Chairman of Planning for 2023/2024

#### **7. Declaration of Interests**

There were no declarations of Interest

#### **8. Payment signatories**

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

Proposed Cllr Cunningham  
Seconded Cllr Morris  
Agreed unanimously

#### **9.Declaration of Acceptance of Office.**

All Councillors present duly completed the acceptance of Office Register.

#### **10. Register of Interests**

The Clerk requested that all Councillors complete a Councillors Register of Interests. This would then be published on the Parishes Website.

#### **11 .Nominations in respect of various Committees (see Appendix 1 2023-24)**

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

These were proposed and accepted unanimously.

Proposed Cllr Morris  
Seconded Cllr Cunningham

Agreed Unanimously

It was suggested that Cllr MacDonald contact the current Parish Council representative as Governor of Kewstoke School to establish if they would be willing to continue in the role and if they were would they be prepared to attend a Parish Council Meeting at least 4 times a year to give a short report.

**Action :-** Cllr MacDonald

## **12. Adoption of the minutes of the Parish Council meeting of 3<sup>rd</sup> April 2023**

Proposed Cllr Morris  
Seconded Cllr Buckley

The Chairman called for a show of hands by the Councillors in attendance at the meeting on 3<sup>rd</sup> April 2023 to indicate their support for the adoption. This was indicated unanimously.

Agreed Unanimously

## **13. O/S Actions/Updates from previous meeting.**

### **a. Public Place Protection Order (Open Fires on the Beach)**

After some discussion it was agreed to request that North Somerset Council include the banning of open fires on the beach/dunes at Sand Bay in a Public Place Protection Order. This was requested and outlined in Public Participation by a resident of Beach Road.

The only amendment to the original request was to allow organised camp fires agreed in advance with NSC.

Details have now been received from NSC indicating that the matter has now been raised and will be subject to public consultation following the up and coming Elections.

**[Cllr Pilgrim reported that the consultation had now been brought forward](#)**

### **b. Dune Erosion**

The Clerk confirmed that a quote had been received for £3,500 for the post and rail fencing, required for opposite the junction of Crookes Lane and Beach Road.

**[It was agreed to set up a working group of Cllr Harper, Cllr Morris, Cllr MacDonald, Cllr Adams and the Parish Clerk to look at options and progress. .](#)**

**[Action: - Cllr Adams - ongoing](#)**

### **c. Chevron**

Cllr Harper raised the issue of the chevron on the corner of Elmsley Lane which had still to be reinstated.

**[Action: - Cllr Pilgrim ongoing](#)**

#### **e. Groundworks at the Village Green**

The Clerk reported that a quote of £960 plus Vat had been received for the proposed work at the Village Green, as previously reported.

After some discussion it was agreed that Cllr Adams would seek an alternative quote, and based on this a decision would be made as to whether to undertake the work and to what extent.

**It was agreed that Cllr Adams would obtain a quote from a new contractor to cut the trees at the top of the Village green by 2-3 feet.**

**Action: - Cllr Adams-ongoing**

#### **Traffic Parking Issues**

It was agreed that a request should be put forward to NSC by the Parish Council in an attempt to alleviate the parking issues still experienced in Crookes Lane, this despite the provision of double yellow lines in part.

It was agreed that Cllr MacDonald would monitor the situation over the Easter period and acquire photographic evidence to pass to NSC.

**Action: - Cllr MacDonald**

**Cllr MacDonald reported that the situation didn't appear to be a problem over the Easter w/e, however, he reported that NSC were to install cameras outside the Village Hall for 48 hours over a perceived busy period to monitor the situation.**

#### **14. Police Beat Report**

Cllr Pilgrim reported that the Police Beat report had only recently be forwarded and therefore, was not available for presentation to the meeting, although her observations were that no improvement had been made.

Cllr Pilgrim agreed to follow the matter up with the Avon & Somerset Police Commissionaire.

**Action:** - Cllr Pilgrim

#### **15. Unitary Members Report**

Cllr Pilgrim reported that she had been in contact with A&S Police and that setting up a Speed Watch Group would require an application via the A& S Police Website.

The Clerk confirmed that the minimum number of Volunteers had indicated their interest in joining a Speed Watch Group.

**Action:** - Cllr Pilgrim & Parish Clerk.

## **16. Other Issues**

### **Approval of AGAR Return for 2022/23**

Details of the draft figures and documents had been reviewed at the recent Finance and Policy meeting.

Documents were presented for approval:-

- A)** Annual Governance and Accountability Return 2022/23 Part 3 P3 Annual Internal audit report.
- B)** Annual Bank reconciliation for the 2022/23 financial year.
- C)** Section 1 Annual Governance and Accountability Statement 2021/22 Box1-8 of the Annual Governance Statement is recommended for completion as 'yes' with Box 9 completed as N/A.
- D)** Section 2 –Accounting Statement for 2022/23.

These were proposed for acceptance by the Chairman of the Finance and Policy Committee.

Proposed Cllr Morris

Seconded Cllr Whyte

Agreed Unanimously

The Clerk read out a prepared report summarising the financial position of the Council for 2022/23

### **Conflict of Interests**

The Clerk reported that the new External auditors had requested completion and submission of a form confirming if there were any Councillors had a conflict of interest with the audit company BDO LLP.

It was agreed that there were no conflicts of Interest and the form was duly signed by the Chairman.

### **PPO Orders/Byelaws**

The Clerk reported that he had been contacted by a resident of Sand Farm Lane with regards to loose dogs harassing horses on the Beach and wished it to be noted at this meeting. The resident also asked if the Parish Council would request that NSC instigate a Public Protection Order ensuring all dogs must be on a lead whilst on the Beach.

After some discussion this request was not felt to be supported.

A further request by the same resident requested that the Parish Council encourage NSC to instigate a further PPO prohibiting all motor vehicles entering the Dunes or the Beach.

After some discussion it was felt that bye laws already exist covering this request, although signage would be useful reminding people of them and also to act responsibly whilst on the Beach. Cllr Pilgrim was requested to contact NSC to establish if signs could be erected.

**Action:-** Cllr Pilgrim

**PIR in Toilets.**

It had been suggested at the recent Policy & Finance Committee meeting that installing a P.I.R. light in the toilets at the Bus Terminus Car Park may be effective in saving energy and reducing energy costs.

It was agreed to get a quote for the work.

**Action:** - Cllr Harper

**Election Expenses returns**

It was understood that Councillors were required to return Election expenses forms even if it was a nil return.

**Action:** - All

**Review of KPC019 Bus terminus Maintenance Policy**

This was proposed to be readopted without amendment

Proposed Cllr Buckley

Seconded Cllr Adams

Agreed Unanimously

**Review of KPC012 Risk Management Policy & Plan**

This was proposed to be readopted without amendment

Proposed Cllr Morris

Seconded Cllr Whyte

Agreed Unanimously

**Review of Fixed Asset Register**

This was proposed to be readopted without amendment

Proposed Cllr Morris

Seconded Cllr Buckley

Agreed Unanimously

### **First Aid Course**

The Clerk that following publishing the course on Social Media 5 Volunteers had come forward.

It was agreed to go ahead with the training Course at a cost of £250 and to include a number of the Parish Council.

Proposed Cllr Morris

Seconded Cllr MacDonald

**Action:** - Cllr Parish Clerk

### **Anti Social Behaviour in Car park**

Cllr Pilgrim agreed to request a site visit with representatives of NSC to discuss all the issues.

**Action:** - Cllr Pilgrim

### **Dog Bin Emptying contract**

The Clerk reported that the contract was up for renewal at an increased cost of £6.60 per bin,

It was proposed that this be accepted

Proposed Cllr Morris

Seconded Cllr Cunningham

Agreed Unanimously

### **Date of Annual Parish Meeting**

This was agreed to be changed to 5<sup>th</sup> June at 7pm in the Village Hall as maintenance work at the Village Hall prevented it being held on the previously proposed date of 17<sup>th</sup> May.

## **17.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 2023

Salaries & Reimbursements	£2,606.65
K.Harper reimbursements	£371.74
HM Revenue and Customs	£216.32
MH Electricals	£192.00



Weston Town Council	£237.60
J.K.Gardening	£885.00
Total	<b>£4,509.31</b>

Additional Payments for April paid by DD

Water2Business	£40.50
Water2 Business	£86.50
British Gas	£25.42
EDF energy	£455.34

## **18. Councillors Report**

### **Cllr Jenkins**

Cllr Whyte reported that the Coronation Celebrations proved to be a great success and requested that the purchase of a Marquee by the Parish council would be more cost effective for hosting future similar events rather than renting

It was agreed that the Village Fete Committee should prepare a fully costed proposal to present to the Parish Council.

### **Cllr Cunningham**

Cllr Cunningham reported that the Pot hole near to the Owls Nest had still to be repaired. It was reported that the work should be completed once the work currently being undertaken by Wales and West Utilities had finished.

Cllr Cunningham also reported that she had been approached by a resident with regards setting up a "Repair Shop" as part of the Coronation Legacy and that they were looking for some funding from the Parish Council. It was agreed that they should prepare a fully costed proposal to present to the Parish Council.

### **Cllr Buckley**

Cllr Buckley raised the question as to who was policing/enforcing the parking restrictions around the Village as their appeared little activity with regards this issue.

It was confirmed as North Somerset Council and it was agreed Cllr Pilgrim would follow up.

**Action:-** Cllr Pilgrim

### **Cllr Morris**

Cllr Morris also reported that the sign adjacent to green outside of the boundary of the Village Green was leaning and possibly unsafe & dangerous.

**Action: -** Parish Clerk

Cllr Morris also raised the possibility of purchasing Coronation Commemorative Mugs for the in respect of the recent coronation for the Children at Kewstoke School.

Cllr Cunningham reported that this was being looked into by the Kewstoke Relief in need Committee and that perhaps the Parish Council could contribute 50% of the cost.

Details were awaited.

**Cllr Harper**

Cllr Harper reported that some electrical work required at the Kiosk had been completed and an EICR report (Electrical Installation Condition Report) had also been undertaken, which indicated further required work.

Cllr Harper also reported that there had been some issues with the coin pay machines at the toilets, although he had successfully managed to repair them.

The Clerk was requested to see if a maintenance contract could be set up to cover future breakdowns.

Cllr Williams agreed to provide a contact and pass the details to the Clerk.

**Action:** - Cllr Williams

**Cllr MacDonald**

Cllr MacDonald reported that the Vicar's assistant had requested the printing of some leaflets using the Councils photocopier, which he did on their behalf. He requested that the Village Hall Committee provide a key to the Church to allow them access to the photocopier and print their own leaflets.

**Action :-** Cllr Harper

**Meeting closed at 8.35pm**

**19. Date of next meeting including (Annual Parish Meeting) Monday 5<sup>th</sup> June 2023.**



