



**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 Kewstoke Parish Council Meeting held at Kewstoke Village Hall on Monday 4<sup>th</sup> November 2019, which commenced at 7pm.

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

### **In attendance**

#### **Parish Clerk**

M.Hardwick

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

**There were no members of the public present.**

#### **Public Participation**

**None**

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

Meeting opened at 7pm

## **2. Apologies for absence**

**Cllr Jenkins**

**Cllr Pilgrim Unitary Member**

**Cllr Willis Unitary Member**

**Natalie Richards Liaison Officer**

## **3. Declaration of interests**

None

## **4. Adoption of the minutes of the Council meeting of 7<sup>th</sup> October 2019**

These were adopted with no changes,

Proposed Cllr Buckley

Seconded Cllr Morris

Vote was unanimous.

## **5. Police Report**

The Chairman read out the Police Beat report for 1/10/2019- 31/10/2019.

Resulting from 57 calls to the Police (26 were from the Cygnet Hospital) 34 crimes were recorded. Split 19 in respect of Cygnet and 15 in respect of Kewstoke.

### **Recorded Crimes**

Suspicious Person/Vehicle 5

Road Related 4

Concern for welfare 3

Abandoned 999 calls

Theft 2

Anti Social Behaviour 1

Assault 9

Arson Including Criminal damage

Public Order 1

Burglary including non Dwelling 3

It was agreed to revisit the monitoring of calls to review trends. This would only be possible if a split of crimes between the Cygnet and Kewstoke start to be identified.

**Action:-Parish Clerk to contact PSCO David Bennett.**

## **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**

### **Road Sweeping Vehicle- sand on Beach Road.**

Cllr Harper confirmed that the road sweeper had been deployed but required a further visit at no extra cost to complete the drain clearance work.

### **Action Cllr Harper: - ongoing**

## **7. Media Committee update**

Cllr MacDonald, in the Media Chairman's, absence, reported that the new Web Site was progressing with the target date ready for launch being Friday 8/11/2019.

At the last meeting of the Media Committee the Committee went through the contents of the Site in detail making ready for launch.

Cllr Vearncombe & Cllr Harper to complete the 100 word introduction.

**Action:-**Cllr Vearncombe & Cllr Harper

A photograph of the Council Meeting in progress was taken for inclusion on the new Site.

It was agreed that a shortened Christmas Newsletter would be produced for publication in early December, and would be used to publicise the new Web Site.

## **8. Finance & Policy Committee**

A draft copy of a Publication Policy was presented for adoption.

Proposed Cllr Morris

Seconded Cllr Buckley

Agreed unanimously with two amendments

*A spelling correction and reference to notice of meeting being displayed on notice boards.*

A draft copy of a Fixed Asset Policy & Fixed Asset Register was presented for adoption

Proposed Cllr Morris

Seconded Cllr Whyte

Agreed unanimously with one spelling amendment

A draft copy of an on line payments Policy was presented for adoption

Proposed Cllr Morris

Seconded Cllr Cunningham

Agreed unanimously with two amendments,

*Payments to be made monthly & cut off dates for invoices last Wednesday in the calendar month.*

Agreed unanimously with one amendment

*Plaques to be of an agreed standard size.*

A draft copy of a Charitable Donations Policy was presented for adoption

Proposed Cllr Morris

Seconded Cllr Cunningham

Agreed unanimously

## **9. Unitary members report**

### **Cllr Willis**

In Cllr Willis's absence the following e-mail was received and read out to the meeting by the Chairman.

Dear all, I am sorry but cannot now attend tonight as I have slipped a disc in my lower back and cannot get treatment until tomorrow earliest, I am not able to walk only couple steps and that is whilst looking like a duck!  
Update from me is Sun Valley issues, NSC housing officers are in contact with residents and are and have given relevant information and also advised that residents register already(in case of worst scenario) with Home Choice listings of NSC, Officers are also in contact with new owners legal team and have advised them of legal requirements etc, I am aware from the emails and phone calls I am getting that residents are feeling very worried and also that some practices are taking place which we are not happy with, and new owners are being asked to clarify actions, I also have been told by NSC officers that new owners still insist the redevelopment if it is going to take place, will not be before 2021 March, I do understand some residents have accepted monetary offers to leave, if asked please tell residents to speak with housing dept first before accepting any such offer, There is also an organisation involved which is willing to and is helping with issues, Roz

### **Cllr Pilgrim**

In the absence of Cllr Pilgrim, the Chairman confirmed that a response from the leader of NSDC relating to a number of questions raised by a parishioner in respect of amendments to the recent Traffic Restriction Order (TRO), had been received and subject to confirmation, this would be forwarded on.

## **10. Other Issues.**

## **Half Year Financial Review**

The Clerk circulated a report showing the financial position of the Council for the first 6 months of the year.

The report showed that the income and expenditure was on target and that the agreed budget would likely to be attained.

## **Dog Bin Emptying**

A meeting had taken place with NSDC and representatives from the Parish Council in October with a view to understanding the Dog Waste emptying arrangements for 2020/2021.

### **It was agreed**

1. To Map the current positions of the existing bins, both dog bins and normal waste.
2. Look to rationalise the existing dog bins to at least 8 by moving some of the underused normal bins. NSDC to arrange movement of bins when agreed between all parties.
3. A price per dog waste bin emptying to be obtained from NSDC based on current emptying schedule and rationalised numbers. .
4. Signs to be placed on all normal bins indicating they could be used for both types of waste.
5. Clerk to make contact with other local Parish Councils to understand how they currently operated their own waste collection, either by external contractors or in house.

### **Action :- Parish Clerk**

It was agreed unanimously that the Dog Bin emptying commencing 1/4/2020 would preferably be undertaken by a contractor most probably NSDC (Subject to Price). A written contract or agreement would be required.

## **Membership of ALCA**

Cllr Horry outlined his findings on the pros and cons of possibly joining ALCA/NALC.

(Avon Local Councils Association – National Association of Local Councils)

It was agreed to make contact with Clerks and Councils Direct to understand what this organisation offered in comparison to ALCA/NALC, and to request the free newsletter. The position would then be reviewed.

### **Action:- Parish Clerk**

## **Maintenance of Kiosk/Toilet Block**

It was generally felt that some maintenance work was required to the buildings.

There was also a request to install some baby changing facilities

**Action:- Cllr Morris to visit and provide a quote and assessment and confirm if there was a location where baby changing facilities might be installed.**

### **Local Car Scheme**

A request had been received for the village agent of WREN requesting that a local Voluntary Car Scheme be publicised on the Village FaceBook page. This was agreed albeit not necessarily seen to be directly supported by the Parish Council.

**Action:- Cllr Jenkins**

### **Newsletter**

The Chairman confirmed the plan to issue a newsletter in December, including the promotion of the New Web Site.

Articles would include reference to,

Vehicle Activated Signage

Planting of Trees/Shrubs in the Bus Terminus Car Park

Publicising the new owners of the Kiosk

Introduction to Cllr Buckley

There would also be a tear off tab included allowing residents to request a hard copy of future newsletters, as copies are to be posted electronically in future on the new Web Site.

### **11. Clerks Report**

#### **Council Insurance Photocopier.**

Following a meeting with the sales executive of Zerographic, it had been established that the Councils photocopier was procured on a 5 year finance agreement currently with 3 years to run. As at no time would it be owned by the Council it would not be registered as a Fixed Asset or appear in the Councils Fixed Asset Register.

The finance payments amounted to approx £2400 per annum so provision was required, as it was not currently insured under the finance agreement, for payment of the remainder of the lease should the copier be damaged beyond repair. It was agreed that an amount of £7200 would be ring fenced from the Councils reserves for such an eventuality.

A Tax Certificate indicating VAT invoiced was also requested allowing the backdated recovery of VAT in the region of £400.

A question was raised, if as the photocopier was situated in the Village Hall, whether the Village Hall insurance would cover any insured loss.

**Action:- Cllr Horry to confirm**

A further question was raised, if the photocopier itself was found to have caused any loss to the village Hall or other items in the building, due to perhaps a fault, which insurance company would be liable?

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

### **C.I.L – Community Infrastructure Levy.**

The Clerk confirmed that an amount of approx £1200 had been received in respect of a Community Infrastructure Levy relating to land adjacent to 66 Kewstoke Road.

### **Staff Training Street works certificate**

The Clerk confirmed that after investigation this was not required by the Councils orderlies or staff.

### **Pre Precept meeting**

Confirmed meeting date as 10<sup>th</sup> December 2019 in village hall 7.30pm..

### **Seat maintenance**

A number of seats ( 20) have now been repaired varnished and painted.

Councillors were requested to give feedback on the standard of work and whether the remainder of the seats /benches should be continued to be renovated by the current contractor.

## **12. Financial Update**

### **Financial Update October**

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

|                            |                  |
|----------------------------|------------------|
| Salaries and Expenses      | £1962,42         |
| HM Revenue & Customs       | £220.05          |
| J.Mortimer                 | £181.00          |
| Western Support Services   | £43.84           |
| A.Ham                      | £327.00          |
| Rapide System supplies ltd | £ 18.29          |
| T.W.Maintenance Srvices    | £570.00          |
| David Kenneford            | £50.00           |
| Village Hall               | £150.00          |
| D G Board                  | £1320.00         |
| T H Baker                  | £1727.05         |
| Total                      | <u>£ 6569.65</u> |

Proposed Cllr Vearncombe

Seconded Cllr Harper

These were unanimously agreed for payment

#### **14. Christmas Party**

It was confirmed that an entertainer other than Bobby the Clown had been booked for the Children's Christmas party on 21<sup>st</sup> December 2019.

Subject to confirmation of the details of the booking by Cllr Whyte a deposit of £50 would be now be made to secure the booking.

#### **15. Councillors Report**

##### **Cllr Vearncombe**

Cllr Vearncombe requested that 20 bags of salt were purchased to top up the grit bins ready for winter.

This was agreed by a majority decision.

Cllr Vearncombe also agreed to contact NSDC to chase up the repairs requested to Monks Hill.

##### **Cllr Harper**

Cllr Harper confirmed that new contractors had been appointed to service the Street lights both those owned by NSDC and the Parish Council.

##### **Cllr MacDonald**

Cllr MacDonald reported a speed sign in Lower Norton lane had become twisted.

**Action :- Clerk to contact NSDC Highways Department.**

**Meeting Closed 8.50pm**

**15. Date of Next Meeting Monday 2<sup>nd</sup> December 2019**

