



## 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 2<sup>nd</sup> December 2019, 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

### **In attendance**

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

**There were 3 members of the public present.**

#### **Unitary Members**

**Cllr Pilgrim**

**Cllr Willis**

#### **Public Participation**

**A local resident expressed concerns over speeding vehicles along Beach Road**

Meeting opened at 7pm

**2. Apologies for absence**

**Cllr MacDonald**

**M.Hardwick Parish Clerk**

**N.Richards Liaison Officer**

**3. Declaration of interests**

None

**4. Adoption of the minutes of the Council meeting of 6<sup>th</sup> November 2019**

These were adopted with no changes,

Proposed Cllr Cunningham

Seconded Cllr Buckley

Vote was unanimous.

**5. 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**

Quote for maintenance upgrade of Kiosk/Toilet block and siting of baby Changing facilities.

**Action:-** Cllr Morris ongoing

**6. Police Report**

Police Beat report for 1/11/2019- 31/11/2019.

Resulting from 64 calls to the Police (38 were from the Cygnet Hospital) 15 crimes were recorded..

## **Recorded Crimes**

Harassment 1  
Suspicious 4  
Road Related 4  
Abandoned 999 calls 2  
Anti Social Behaviour 1  
Public Order 1  
Burglary Dwelling 2

## **7. Media Committee update**

Cllr Jenkins reported that the site has now gone live and was being widely used

The link to the Village Hall had been adjusted to direct queries directly to the booking officer rather than the Parish Clerk.

The contact facility was working well with the Clerk receiving numerous e-mail queries.

Feedback from parishioners was generally very positive.

## **8. Staffing Committee**

Cllr Cunningham referred to a number of staff related Draft Policies & Procedures that were requested to be adopted at the next Parish Council meeting.

Health & Safety Policy

Health & Safety Procedure

Handling Procedures

These drafts would be circulated with this month's minutes.

The Parish Clerk is currently in the process of drawing up Contracts and Job Descriptions for Council staff.

A risk register and accident book is also being created.

## **9. Unitary members report**

### **Cllr Willis**

Cllr Willis distributed Christmas refuse collection dates and confirmed Kewstoke Chapel has a candlelight service on 22<sup>nd</sup> December at 6pm.

These items would be published on the new Village web site,

**Action:-** Cllr. Jenkins

Cllr Willis also confirmed that Weston Town Council were looking to bring their dog waste emptying function 'in house', and would not in future be using external contractors.

Ongoing discussions and meetings were continuing to take place regarding Sun Valley Caravan site.

### **Cllr Pilgrim**

Cllr Pilgrim confirmed current position regarding the planning application 18/83275/FUL which related to land off Sand Road which was that it was still under review.

## **10. Other Issues.**

### **Dog Bin Emptying**

The Clerk reported that the mapping of all bins in the village had been completed and forwarded to NSDC.

The cost of Emptying dog bins by contractors employed by NSDC based on the rationalisation and relocation of normal waste bins was quoted at £6 per bin.

The Clerk is currently in discussion with Weston Town Council with regards to possibly utilising their in house dog waste collection facility.

**Action:-** Parish Clerk

### **Membership of ALCA**

Clerk has contacted Clerks and Council direct to obtain free subscription to magazine, and confirmed that the purpose of the organisation is to provide information with articles about what is happening in other Councils as well as a lot of advertising.

It is not an association as such.

Item to be remain on agenda.

### **Newsletter**

Cllr Jenkins has now produced a hardcopy which was now ready for the main print run.

There was one minor amendment required Wills to read Cllr Willis.

## **11. Clerks Report**

### **Council Insurance Photocopier.**

The Parish Clerk is currently in discussion with the Councils insurance company and the Finance Company regarding the replacement of the photocopier in the event of destruction to ensure the Parish Council is fully covered.

**Action:** - Parish Clerk

### **Pre Precept meeting**

Confirmed meeting date as 10<sup>th</sup> December 2019 in village hall 7.30pm. All councillors to make known what spend is required for 20/21,

The Policy and Finance meeting is to follow the Pre Precept meeting

### **Seat maintenance**

The seat maintenance work has now temporarily ceased due to poor weather.

Numbers were scheduled to be added to seats w/c 2<sup>nd</sup> December.

The general feedback was that the work was to a satisfactory level but further maintenance to the wooded panels may be required within the next two years.

### **Water Bills**

It was reported that a refund for both the Kiosks and Allotments had been negotiated by the Clerk in the Sum of £2000 and that future instalment payments had now been adjusted accordingly.

### **Dog Poo Bag Dispensers**

The Vice Chairman gave a demonstration of a poo bag holder produced by one of the orderlies. This was well received and agreed that a further 5 (6 in total) would be commissioned at a cost of £15 per item and located around the Village.

Proposed Cllr Morris

Seconded Cllr Buckley

Agreed Unanimously.

### **Electoral Role**

Publication of the new Electoral Role had been deferred by NSDC until February due to the current elections..

### **Meeting with Environment Agency**

The Clerk and Cllr Adams met with the Environment Agency and discussed maintenance work required to the dunes.

The Environmental Agency has agreed repairs to the dunes this winter and have a budget of £5000 to complete.

The Parish Council will still receive a grant next year of £1200 towards dune management.

A letter was requested from the Environment Agency requesting members of the public do not cut back the buckthorn, this is to be published on the web Site and Village Face Book page.

### **Speed Signs**

An e-mail has been received from a Parishioner requesting the extension of the distance between speed signs along Kewstoke Road, this was discussed and agreed that it should be referred to NSDC Highways Department.

**Action:-** Parish Clerk

## **12. Financial Update**

### **Financial Update November**

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

Staff Salaries and expenses	£1642.24
HM Revenue & Customs	£216.29
J.Mortimer	£184.00
B.Banwell	£75.00
All signs	£30.00
G.Vearncombe	£98.64
Total	<u>£ 2246.17</u>

Proposed Cllr Morris

Seconded Cllr Buckley

These were agreed unanimously for payment

It was also agreed to Transfer a further £10,000 to Unity Trust Bank

Proposed Cllr Morris

Seconded Cllr Buckley

Agreed Unanimously

**Action:-** Parish Clerk

## **15. Councillors Report**

### **Cllr Adams**

Cllr Adams reported a problem of surface water on the road in the vicinity of Norton Court Farm. Cllr Vearncombe confirmed that NSDC highways had been contacted and were organising work to be undertaken on the drains.

Cllr Adams also reported that the Parish Orderly had reported large amounts of rubbish outside the entrance to the Cygnet Hospital.

**Action:-** Cllr Willis to contact Cygnet Hospital

Cllr Adams also reported the build up of rubbish in Column Lane which appeared to result from vehicles exiting from Manor Farm business Park.

**Action:-** Clerk to contact owner of Column Farm highlighting the issue.

### **Cllr Harper**

Cllr Harper reported that one of the village street lights was not working.

**Action:-** Cllr Harper

### **Cllr Vearncombe**

Cllr Vearncombe reported that he had met with a representative of NSDC to discuss outstanding work on Monks Hill which is scheduled to commence W/C 9<sup>th</sup> December.

Cllr Vearncombe also reported that the 4 Grit bins are now full, and that the padlocks would shortly be removed.

It was also reported to Cllr Vearncombe by the owner of the farm close to the Priory, that dogs had been worrying sheep on the National Trust land over which they have the grazing rights.

**Action:-** Clerk to liaise with Cllr Vearncombe and contact National Trust

### **Cllr Whyte**

Cllr Whyte reported that leaflets advertising the Children's Christmas party had been distributed at the local school and Pink Shop. A notice would also appear on the web Site.

Cllr Whyte also reported that subject to no objections the Church will be illuminated during the festive period.

**Meeting Closed 8.10pm**

**15. Date of Next Meeting Monday 6<sup>th</sup> January 2020**

