

# Kewstoke Parish Council

“Here to protect the Rural Character and Environment of the Village and to promote Kewstoke as a pleasant place to live”

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**Chairman Councillor J.MacDonald**

Minutes of Kewstoke Annual Parish Council Meeting held at Kewstoke village Hall on Tuesday 7<sup>th</sup> May 2019 which commenced at 7pm.

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

## **Unitary members**

Cllr.Willis

Cllr Pilgrim

## **Members of the Public**

**There was one member of the Public Present**

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

Meeting opened at 7.05 pm

#### **Public Participation**

None

The Chairman thanked everyone for attending and welcomed the new councillor Richard Buckley.

The Chairman then went on to emphasize what a difference the Council can make to the local community and referred to the Purchase and development of the village green in 2000 which was still being utilised and enjoyed by the community today.

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

Nominations were sought for Chairman for the year 2019/2020.

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

There were no other nominations

Cllr MacDonald was unanimously elected as Chairman of the Council for 2019/2020

### **3. Election of vice Chairman**

Nominations were sought for Vice Chairman for the year 2019/2020.

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

There were no other nominations

Cllr Morris was unanimously elected as Vice Chairman of the Council for 2019/2020

### **4. Election of Planning Chairman**

Nominations were sought for Planning Chairman for the year 2019/2020.

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

There were no other nominations

Cllr Adams was unanimously elected as Planning Chairman of the Council for 2019/2020

### **5. Confirmation of Cheque Signatories**

**These are to remain as Cllr Horry, Cllr Harper, Cllr Adams & Cllr Morris**

### **6 Apologies for Absence**

Natalie Richards (Liaison Officer)

Cllr Jenkins.

Cllr Whyte

### **7. Nominations in respect of various committees as Appendix 1**

### **8. Declaration of interests**

None

### **9. Adoption of the minutes of the Annual Council meeting of 8<sup>th</sup> May 2018**

These were adopted with no changes.

Proposed Cllr Cunningham

Seconded Cllr.Bates

Vote was unanimous.

### **10. Adoption of the minutes of the Parish Council meeting of 1<sup>st</sup> April 2019**

These were adopted with no changes.

Proposed Cllr Cunningham

Seconded Cllr.Bates

Vote was unanimous.

## **11. Actions from previous meeting.**

### **Party for Cedric**

Cllr Morris suggested the Blitz tea rooms for the presentation of Cedrics present which was unanimously agreed.

*This has now been booked for 8<sup>th</sup> June at 3.30pm to include cream tea and cake. Cost £10 per person.*

### **Local Parish Plan**

Meeting held on Wednesday 10/4/2019

*Following a meeting held on Wednesday 10/4/2019 at the Village Hall 7.30pm it was decided that there would be no further action on redefining the Parish Fence*

*It was also agreed to proceed with a village questionnaire on matters other than planning and to include questions relating to the recent presentation by Bill Wallace of Community Connect.*

*A number of planning workshops are available dates to be confirmed.*

### **Parking Review Survey**

A response is required to Cllr Nigel Ashton re Parking Review Survey identifying any local parking issues. –

*Ongoing- awaiting outcome of NSDC meeting following the recent elections*

**Action: Cllr Horry**

### **Drainage Ditch Near Bus Terminus**

Cllr Adams reported that a 50m stretch of Drainage ditch near Bus Terminus car park not maintained by NSDC required clearing. A meeting had been arranged with Internal Drainage Board to review. – *Awaiting Meeting to take place*

**Action: Cllr Adams**

### **Tyres in ditch near Sand Road junction**

Cllr Adams & Cllr Vearncombe to remove although it is proving to be a complicated exercise.

**Action: Cllr Vearncombe & Cllr Adams – Ongoing although some tyres have been removed.**

### **Children's play area**

An e-mail has been received from Rebecca Knowles a concerned mother whose daughter was recently hit by one of the swings in the children's play area.

A request was made to have a safety fence placed around the swings

*An recent inspection undertaken by GB Sports and Leisure had indicated that providing additional barriers would cost in the region of £2000 The company also assessed the risk of not installing barriers as low.*

*It was, therefore, agreed not to go ahead with additional barriers.*

**Action: Parish Clerk to e-mail Mrs Knowles with this conclusion.**

### **VAS**

*A specification had been sent to NSDC of the Parish Councils intended purchase of Vehicle activated signage, this had now been agreed.*

*A date of a site meeting was awaited from NSDC hopefully early May to agree location.*

*It was agreed to work closely with NSDC on the installation and location.*

**Action: Parish Clerk to chase up meeting date.**

### **12. Police Report**

6 Abandoned 999 calls  
3 Missing Persons  
1 Theft  
6 ASB  
10 Assaults  
5 Threats /Harassment  
4 Public Order  
7 Concern for welfare  
7 Suspicious

9 Road Related incidents  
2 Animal

### **13. Highways issues**

There are still outstanding a number of issues relating to the recently upgraded car parks and the traffic restrictions, It was agreed to meet with Ian Wilson, David Murphy and Allan Taylor( NSDC) to attempt to resolve and clarify.

Main Issues

- 1, Yellow lines require reapplying in parts of Beach Road.
- 2, Potential parking tickets for Parish Council staff and others on Council business.
3. Combination codes for car park barriers
4. Issues with parking around Myrtle Crescent
5. Highways training for Parish Council staff

It was also noted that a donation of a number of trees had been received from a resident to help screen the Bus Terminus car park from local householders.

It was agreed to take up the offer.

Action:Cllr MacDonald

### **14. Unitary members report**

#### **Cllr Willis**

Cllr Willis confirmed that the Planning decision in respect of Rose Tree Caravan Park had been delayed.

It had been noted that work on the site had appeared to have commenced and was currently being reviewed by NSDC,

#### **Cllr Pilgrim**

Cllr Pilgrim reported that parking over the Easter bank holiday by the Commodore Hotel had been reported to NSDC and the possibility of extending the double yellow lines to both sides of the road was under review.

## **15. Approval of Annual accounts 2017/2018**

The Annual accounts forming the AGAR return were presented to the Council for approval

These were agreed unanimously

Proposed Cllr Vearncombe

Seconded Cllr Morris

## **16. Other Issues.**

### **Mission Statement**

A draft Mission statement along with aims and objectives of the Council was presented by the Clerk for approval and adoption.

These were agreed unanimously.

Proposed Cllr Morris

Seconded Cllr Bates

See attached

### **Adoption of Standing Orders**

A draft Copy of Model standing orders were presented to the council for adoption.

These were agreed unanimously

Proposed Cllr Morris

Seconded Cllr Bates

See attached

### **Finance Committee**

It was agreed that the next meeting would be on at 7,30 pm on 21<sup>st</sup> May at the Village Hall.

It was also agreed to rename the Committee as the Policy and Finance Committee.

**Action: Parish Clerk to prepare agenda in particular to review draft Financial Regulations for adoption at the June Parish Council meeting.**

### **Communication of Future Annual Parish Meetings.**

It was agreed to review the communication of the Parish Annual meeting to increase public attendance.

One idea suggested was the use of a banner, or publication on the updated/improved Village Website,

**Action: Parish Clerk to book date for next year's meeting and place on a Parish Council agenda nearer the date.**

### **Minimum Wage Increase**

The minimum wage has now increased w.e.f 1/4/2019 to £8.21. It was unanimously agreed to increase staff salaries to £8.50 to ensure it is above the new minimum wage level.

Proposed Cllr Vearncombe

Seconded Cllr Buckley.

### **Signage Kiosk**

It was reported by Cllr MacDonald that there was an increase in the signage displayed at the Bus Terminus kiosk and the Tea rooms, particularly over the Easter Period.

This coincided with a number of complaints from Parishioners in the form of letters and e-mails..

It was agreed for the Clerk to contact both proprietors in the first instance to make them aware of the complaints and to request that no additional signage is displayed. As well as it being helpful if any signage could be agreed with the Parish Council before being displayed, noting a possible effect on insurance cover of large signage.

The Tea Rooms have submitted a plan of a sign to be displayed at the Bus Terminus car park publicising the Tea Rooms, It was felt that the sign was too large and should be reduced to 500mm by 250mm, with the removal of reference to hot and cold food.

**Action: Parish Clerk to e-mail Occupants on both issues.**

### **Media Committee**

It was recommended by Cllr MacDonald that a Media committee be established mainly with the aim of improving the current Parish Council page on the Village web site.

This would then be the "go to" place for information provided by the Parish Council, and where residents could be referred to if questions and comments appeared on the village Face Book page, negating the need to constantly respond to individual questions.

Questions could be raised on the web page without others being able to see or comment unlike Face Book.

Nominations were sought for this committee and names put forward were Cllr Cunningham Cllr Buckley Cllr MacDonald Cllr Jenkins and the Parish Clerk.

The Media committee would elect a Chairman at its first meeting who would then provide the appropriate governance of entries on the Web Page.

An initial budget of £300 was sought to allow for editing software to be purchased. It was anticipated that additional revenue streams could be generated for the Parish Council from this new site as it was hoped the web site could become self Financing.

Proposed Cllr Cunningham

Seconded Cllr Harper

## **11. Correspondence**

None

## **12. Financial Update**

It was agreed that staff Salaries would appear in the minutes in summary form as they were being published on the Village Website, although a full breakdown would be made available at the Parish Meeting.

**See attached for detailed breakdown**

**Annual Bank Reconciliation statement attached,**

### ***Cheques for Approval***

*Staff Salaries & Expenses* £1452.82

*R,Palmer (Village Hall)* £344.82

*Inland Revenue* £86.60

*Western Support Services* £39.41

*R.Adams* £40.45

*K.Harper* £21.31

*M.Skinner* £600.00

*K.Jenkins* £48.81

*Great Western Air Ambulance* £200.00

**These were Unanimously agreed for payment**

**Proposed Cllr Cunningham**

**Seconded Cllr Vearncombe.**

## **13. Councillors Report**

**Cllr Adams**



Reported residents had been cutting back shrubs along the dunes and requested that a meeting be set up with Daryl Parker from the Environment Agency and a representative from Natural England to review what action could be taken.

Action: Parish Clerk to arrange meeting

**Cllr. Cunningham**

Cllr Cunningham reported the drain is still blocked opposite Owls Crest

Action: Cllr. Vearncombe to contact NSDC.

**Cllr Horry**

Cllr Horry reminded all councillors that a return for election expenses was required to be forwarded to NSDC even if the return was nil.

This was required by 31/5/2019.

Action : Parish Clerk to e-mail with a link to the appropriate form to all Councillors.

**Cllr. Harper**

Reported there was a need to repair the door at the disabled toilet.

**Action: Cllr Harper**

**Cllr. MacDonald**

Noted the use of Plastic bottles used to dispense Dog Poo Bags along the dunes was proving very successful, and requested that the cost of proper dispensers be sought with a view to purchasing by the Council. .

Action: Parish Clerk to obtain costing.

**Cllr Buckley**

Cllr Buckley reported Tents appearing along the Toll road. Cllr Bates confirmed that this had been reported to NSDC.

Cllr Vearncombe reported that a caravan had been parked up along Kewstoke road.

Meeting Closed 9.05pm

14. Date of Next Meeting Monday 3<sup>rd</sup> June 2019

