



## 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 a virtual “on-line” meeting attended by representatives of the Kewstoke Parish Council held on Monday 4<sup>th</sup> May 2020, which commenced at 7pm.

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

Due to some communications issues not all Councillors were able to be “on line” for the entire meeting.

### **In attendance**

#### **Unitary Members**

Cllr Pilgrim

#### **Parish Clerk**

M.Hardwick

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

The meeting opened at 7pm.

The Chairman asked the Clerk to update the Councillors on the current position regarding 'Virtual' meetings,

Subject to some technical challenges, the way the meetings were being run was in line with official advice received. In order to make the meetings officially recognised Parish Meetings, the council would need to update its Standing Orders and ensure a way the Press and Public could attend the virtual meetings.

It was suggested that Government advice, expected shortly, would determine if the Council would proceed with these changes.

## **2. Apologies for absence**

**N.Richards (Liaison Officer)**

**Cllr Willis Unitary Member**

**Cllr Harper**

## **3. Declaration of interests**

None

## **4. Adoption of the minutes of the Council meeting of 6<sup>th</sup> April 2020**

The Chairman called by a show of hands and verbal confirmation whether the Councillors could indicate their support for the adoption. This was indicated unanimously with one amendment. Item 5 Actions from previous meetings. – Signage for staff vehicles to read.

'Signs for the Vehicles had been purchased and were operational.

The minutes along with those of the March Parish Meeting would now be signed when appropriate.

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Proposed Cllr Cunningham

Seconded Cllr Morris

Indicative vote was unanimous.

## **5. Actions from previous meeting.**

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### **Crime Statistics**

*It was suggested that the database of meaningful statistics in respect of reported crimes over a period of time would be revisited.*

**Action:** - Cllr Jenkins ongoing

### **Cutting back of trees on Monks Hill**

*Cllr Vearncombe reported that trees adjacent to Monks Hill required cutting back.*

**Action:** - Cllr Vearncombe had contacted NSDC and the situation was being monitored,

### **Allotment Contracts**

*Allotment contracts are due to be signed this month. The Clerk has provided Cllr Vearncombe with contracts and covering letters for distribution. .*

**Action:** - Cllr Vearncombe - Payments and Signed Contracts now available and will be passed to the Clerk in due course

### **Warning signs**

*Cllr Adams reported that large vehicles were turning into Elmsley Lane and then finding themselves stuck and struggling to turn around and wondered if warning signs could be erected at the entrance*

**Action:** - Cllr Vearncombe to raise the matter with NSDC. – ongoing

### **Streetlight**

*Cllr Morris reported a failing street light in Kewside.*

**Action:** - Cllr Harper- ongoing.

### **Council Christmas Party**

*Cllr Bates raised the issue of the Councils Christmas Party 2020, and requested deposits of £20 from each of the Councillors.*

**Action:** - All- ongoing

## **6. Police Beat Report**

The Clerk reported that the April report had not been received.

**Action:-** Cllr Pilgrim to chase

## **7. Unitary Members report**

Cllr Pilgrim

Cllr Pilgrim reported that NSDC had requested the Parish Council to comment on its decision to dispose of one of its assets namely the Small Car Park on Beach Road. – See Planning Meeting notes under Correspondence.

Cllr Pilgrim also confirmed that an electric charging point had now been installed at the Bus Terminus Car Park by NSDC and it was currently waiting for Western Power to connect and commission.

Cllr Pilgrim updated the meeting that Cllr Willis has liaised with a resident regarding the dangerous state of the Toll Road and a petition has been put together which she will present at Council when current Covid-19 restrictions are lifted.

NSDC has also reaffirmed the boundaries of the bike park in Weston woods to its original size.

## **8. Other Issues**

### **Footpath Agreement**

Cllr MacDonald confirmed that he had recently been in touch with the land owner who confirmed all was progressing well.

The land owner's Solicitors had been in contact and had confirmed a draft Agreement was with the landowners for review. It was noted that there was one amendment requested to the original Contract in that the land owner didn't require the land to be reinstated at the termination of the Agreement, if it was not to be extended after 10 years, although the intention would be to extend.

Once the Contract had been received it would be reviewed and details made available to the Councillors.

### **WCAG2.1**

Cllr Jenkins outlined the details of a draft Statement of Accessibility KPC13 which had been circulated for review. This was required to ensure the Council's Web Site was compliant with accessibility legislation.

This was proposed by Cllr Whyte and seconded by Cllr Vearncombe.

The Chairman called by a show of hands and verbal confirmation whether the Councillors could indicate their support for the adoption. This was indicated unanimously.

### **Quote for Kiosk/Toilet Block**

It was agreed to set up a working group to discuss the two quotes received. This would take the form of a virtual meeting.

The Working group would consist of Cllrs Morris, Vearncombe, Buckley and MacDonald and may be incorporated in the next Policy and Finance meeting. .

**Action:** - Parish Clerk

### **Dog fouling at Sand Bay**

Cllr. Bates reported an unusual amount of Dog fouling had been noticed on the beach in the early part of the Government lockdown period.

### **Grass cutting Policy**

Natural England has granted consent to cut the grass for a year as per the draft Sea Bank maintenance Policy KPC14 recently circulated for review. The original consent ceased in 2017/18 when the current Sand Bay Management Plan came to an end.

This policy was proposed for adoption by Cllr Buckley and seconded by Cllr Vearncombe.

The Chairman called by a show of hands and verbal confirmation whether the Councillors could indicate their support for the adoption. This was indicated unanimously.

### **Beach Clean- Role of the Orderly**

The Clerk confirmed that a draft Job Description had been drawn up and subject to one amendment agreed with the Beach Orderly.

The orderly is to confirm whether they wish to become an employee and join the payroll. Subject to that decision a Contract would be drawn up.

**Action:** - Parish Clerk

### **Traffic Restriction Orders**

Cllr MacDonald confirmed that two Traffic Restriction orders have now been published,

1. Coach Restrictions along Kewstoke Road and Norton Lane.
2. Amendments to parking restrictions in Kewstoke

The Clerk reported an e-mail had been received from NSDC indicating a resident of St Bridges Close had requested that St Bridges Close was included in the parking restrictions.

It was agreed that the Council wished NSDC to continue with the existing amended parking restriction order and to revisit the request to include St Bridges Close at a later date.

The Chairman called by a show of hands and verbal confirmation whether the Councillors could indicate their support for the adoption. This was indicated unanimously.

### **Policies and Procedures - re adoption.**

It was agreed that each Councillor would be responsible for reviewing one or more Policy and Procedure with a view to agreeing re adoption at the next Parish Council Meeting.

**Action:-** Parish Clerk , All.

## **9.. Clerks Report**

### **Dune Erosion**

The Clerk recently contacted the Environment Agency for an update on the Sea Defence work which had to be halted due to Covid-19. It was confirmed that approx 1/3<sup>rd</sup> of the work had been completed prior to lockdown and that there was every intention to complete the work once restrictions had been lifted.

A manual survey of the sea defences by the Environment Agency was also agreed to be undertaken.

### **Date of Policy & Finance meeting**

It was agreed that this meeting would be held virtually, w/c 4//5/2020. To include discussion on the annual AGAR return.

The Clerk also reported that it was expected that the Internal Audit report would be completed by 5/5/2020.

## **10. Financial Update**

### **Payments for Approval**

**Salaries and Expenses £1782.18**

**JH&AE MacDonald            £106.98**

**HMRC                                £205.74**

****Total                            £2094.90****

The Chairman called by a show of hands and verbal confirmation whether the Councillors could indicate their support for the adoption of a motion to approve the payment of the itemised transactions.. This was indicated unanimously

## **11. Councillors Report**

### **Cllr Buckley**

Cllr Buckley requested an update on when a licence for the Councils Web Site could be obtained; this would then be used to allow e-mails addresses to be set up for Councillors distinct from their private e-mail addresses.

**Action:- Cllr Jenkins**

**Cllr Vearncombe**

Cllr Vearncombe reported a 20 mph illuminated sign on Kewstoke Road was potentially in a dangerous condition.

**Action:** - Cllr Vearncome to report issue to NSDC.

Cllr Vearncombe also indicated that the paint required to paint the Village signs was available and this exercise could now commence.

**Cllr Bates**

Cllr Bates wished to place on record thanking Cllr Jenkins for her efforts in setting up the Volunteers to help local residents during the current period of restrictions due to Covid-19.

**Cllr MacDonald**

Cllr MacDonald reported that he had been requested to raise the issue of potential illegal dumping and burning of Rubbish on land off Elmsley Lane.

It was agreed to report the issue to NSDC

**Action:** - Parish Clerk

Cllr MacDonald also reported that a tree on the Village Green was in a precarious state and that he would obtain a quote for any remedial work required to make it safe. Provided any expenditure was incurred within the financial control guidelines it was requested that the work was undertaken.

The Chairman called by a show of hands and verbal confirmation whether the Councillors could indicate their support for this approach. This was indicated unanimously.

Cllr MacDonald reported that he was going to decorate his property with bunting to celebrate VE day on 8/5/2020 and that a post should be placed on the Village FaceBook site encouraging others to join in .

**Action:- Cllr Jenkins**

It was agreed to also fly the Union Flag on the Village Green as part of the celebrations

**Action:-** Cllr Morris

**Cllr Cunningham**

Cllr Cunningham reported that bunting could be downloaded from an internet site and that details of the Site would be made available if required. .

**Cllr Adams**

Cllr Adams reported that the one of the orderly's had requested that they return to work. After a brief discussion it was agreed that any decision would be best agreed after a statement by the Government expected on Sunday 10/5/2020.

**Action:-** Parish Clerk to notify orderly.

**Cllr Jenkins**

Cllr Jenkins reported a build up of rubbish, mainly a crate of glass bottles near the Pill Box on Sand Bay beach.

**Action:-** Cllr Adams to visit and assess feasibility of removal.

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**Meeting Closed 8.25 pm**

**16. Date of Next Meeting Monday 1<sup>st</sup> June 2020**



