

KENN PARISH COUNCIL

MINUTES – Kenn Parish Council meeting 30 April 2018 held in the Church Room, Kenn St, Kenn
Meeting commenced at 19:30 and concluded at 21:15

PRESENT: Cllrs S Naish (Chairman), J-P Humberstone, C Quinn, H Staples, R Treble
Clerk; E Wade

IN ATTENDANCE: North Somerset Council (NSC) Cllr J Iles 2 Residents

APOLOGIES: NSC Cllr J James (Hadley) and NSC Liaison Officer M Lenny

Minute	BUSINESS
19:30 FORMAL BUSINESS	
18/42	<p>Chairman of Council for the year 2018/2019 Nominations were called for: Cllr Naish was nominated by Cllr Humberstone and seconded by Cllr Staples. Resolved: Cllr Naish elected Council Chairman for the Council Year 2018/2019 Declaration of Acceptance of Office signed.</p>
18/43	<p>Vice Chairman of Council for the year 2018/2019 Cllr Naish called for nominations: Cllr Brain was nominated by Cllr Treble and seconded by Cllr Humberstone Resolved: Cllr Brain elected Vice Chairman for the Council Year 2018/2019 in his absence – unless he expresses that he would not want this responsibility. Declaration of Acceptance of Office to be signed at the next meeting.</p>
19:35 INFORMAL BUSINESS Items raised during Public Participation	
<p><u>Speedwatch Signs</u> – A resident suggested locating these throughout the village. He had made enquiries and the signs were available for £20 each. Concern was expressed about whether these could be displayed if the village did not have a Speedwatch in place. The Clerk was requested to check the options available regarding this suggestion.</p> <p><u>NSC Councillor Jill Iles reported as follows:</u></p> <ul style="list-style-type: none"> • <i>Mill Farmhouse appeal</i> – the applicant’s appeal against NSC’s refusal for planning had been dismissed by the Planning Inspector. The Inspector decision was that the site was still needed for employment use. • <i>St Modwen</i> – the above decision may have an impact on the application to change this site’s use from employment to housing. • <i>Advertising signs on the grass verge by the Drum & Monkey</i> – she had requested the Response Officer checks these. • <i>Seating on the grass verge</i> – the Drum & Monkey had enquired and been advised they could remove these. • <i>B3133 verge/tree clearance</i> – this was still being followed up with the Area Officer who had advised the May cut would take place as usual. NSC considered that, in relation to the issues she was raising, these were the responsibility of the adjacent landowners. A local resident, who farmed nearby, gave the information that this understanding was incorrect and offered to provide NSC with details. He also reported that a highway sign located on this verge was being obscured by willow trees. 	
20:05 FORMAL BUSINESS	
18/44	Kenn Parish Councillors apologies for absence Cllrs W Bessant and S Brain
18/45	Declarations of interest none
18/46	<p>Cheque signatories for the Council Year 2018/2019 Resolved: Cheque signatories will be any two of the following; the Chairman, the Vice Chairman and Cllr Quinn.</p>
18/47	<p>Assets Review</p> <ul style="list-style-type: none"> • List of Assets – Members received the current assets and queried the valuation method. • Old Christmas Lights - should be removed from the list and their value deducted. <p>Resolved: To note that the review had been carried out.</p>

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	Page 175																
18/48	<p>Standing Orders Review</p> <p>The Clerk had provided a draft copy of the recently updated standing orders, amended as appropriate to Kenn PC's previous standing orders except for the new additions.</p> <p>Resolved: To approve the amended Standing Orders to replace the previous ones.</p>																
18/49	<p>Financial Regulations Review</p> <p>Members considered the amendments required as identified by the Clerk.</p> <p>Resolved: To approve the amendments to the Financial Regulations.</p>																
18/50	<p>Risk Assessment</p> <p>The Clerk had prepared a draft Risk Assessment document using the model pro forma amended as appropriate for Kenn PC's requirements.</p> <p>Resolved: To approve the Risk Assessment as prepared by the Clerk.</p>																
18/51	<p>Computer Security</p> <p>Recommended in the risk assessment that a copy of passwords etc is given to the Chairman in a sealed envelope for access if needed. Prepare for next meeting.</p>																
18/52	<p>Member's Register of Interests</p> <p>Members were reminded it is their responsibility to keep these up to date. Copies of the all members current documents are on the Kenn PC website and if new documents are needed these are available on request to the Clerk. Noted</p>																
18/53	<p>Councillors with Special Responsibilities</p> <table border="0"> <tr> <td>Defibrillator inspection and reporting</td> <td>Cllrs W Bessant & H Staples + S Naish to assist</td> </tr> <tr> <td>Upkeep of Planters</td> <td>Cllr C Quinn & R Treble</td> </tr> <tr> <td>Litter Clearing Co-ordination and Village Welcome Letter</td> <td>Remove from the list</td> </tr> <tr> <td>Community Resilience</td> <td>Cllr S Brain</td> </tr> <tr> <td>Cllr on Broadband Working Group</td> <td>Cllr S Brain</td> </tr> <tr> <td>Tree Warden</td> <td>Cllr C Quinn</td> </tr> <tr> <td>Flood Warden</td> <td>Cllr R Treble</td> </tr> <tr> <td>Vehicle Activated Speed Sign</td> <td>Cllrs Bessant & J-P Humberside</td> </tr> </table>	Defibrillator inspection and reporting	Cllrs W Bessant & H Staples + S Naish to assist	Upkeep of Planters	Cllr C Quinn & R Treble	Litter Clearing Co-ordination and Village Welcome Letter	Remove from the list	Community Resilience	Cllr S Brain	Cllr on Broadband Working Group	Cllr S Brain	Tree Warden	Cllr C Quinn	Flood Warden	Cllr R Treble	Vehicle Activated Speed Sign	Cllrs Bessant & J-P Humberside
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18/54	<p>Minutes of the Annual Parish meeting held on the 7 March 2018</p> <p>Agreed: The minutes were correct – to be approved and signed at the 2019 meeting</p>																
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Items from those minutes																	
18/56	Broadband (min 18/28) no update reported, refer to next meeting																
18/57	Highways, Verges & Hedges (min 18/29)																
.1	Overhanging trees on Kennmoor Road – it was reported that a highways' officer had contacted Cllr Treble and advised him not to carry out this work.																
	Agreed: the Tree Warden to follow this up with the highways and tree officers.																
.2	B3133 verge/tree clearance – See public participation above. Noted																
18/58	Speeding & Traffic Issues (min 18/30)																
.1	30mph Road Markings – the highways' officer had enquired if Kenn PC would be willing to fund the installation of these. He had advised the cost would be £200-£300 to do both ends of Kenn Street. It was recalled that in the past Kenn PC had been advised there was not enough evidence to support any changes in the current situation.																
	Agreed: try to invite a highways' officer to a future meeting to discuss the issues and options available.																
.2	Alternative Location for the mobile VASS																
	Enquiries had been made to NSC's Highways Dept about the possibility of using the 30pmh sign on Kenn Street, between the Village Hall and Duck Lane, as second location to alternate between there and its current location: (1) So drivers do not become complacent about the location and (2) more residents benefit from the sign purchased with the precept. NSC had advise the location would be okay subject to some provisos.																
	Agreed: to a trial period at the new location to see if it is suitable.																

18/59	General Data Protection Regulations (min 18/31) Defer to next meeting.	Page 176
18/60	Barns Ground Pond (min 18/33) <ul style="list-style-type: none"> The Clerk to the Internal Drainage Board (IDB) had been contacted and had passed the information on to their Development Control Officer who would be in contact with Kenn Parish Council and the landowner. The Development Control Officer had advised the IDB are aware of the issue with the pond. He would discuss this with their Rhyne Supervisor and Engineer for the area to see what the best course of action was. After which he would let Kenn Parish Council know how they think the IDB would be able to assist with this matter. Note: information was provided the pond under review was the one on the corner of Davis Lane and Kenn Road – not the ones located adjacent to the M5.	
Planning Items		
18/61	Planning Decisions APPROVED 17/P/5055/OUT – Mill Farm, Davis Lane, Kenn – Erection of an agricultural workers dwelling and access; all other matters reserved for subsequent approval APPROVED 18/P/2176/FUH – 6 Kenn Estate, Kenn Rd – 2 storey side/rear extension	
18/62	Planning Application 18/P/2582/FUL – Edwards Kenn Business Park, Barns Ground, Kenn, Alteration to storage area turning area to allow space for extension Resolved: No objections	
18/63	Planning Application 18/P/5382/OUT – Little Mead, Kenn Rd, Kenn, Outline Permission for a new dwelling. All matters reserved for subsequent approval except access which is to be determined. It was noted the Highways Dept had no objections as the existing site access would be used. The NSC Councillor observed it was considered unsustainable because it was outside the village fence/settlement boundary. Resolved: No objections to an individual dwelling, also want the existing hedge retained.	
18/64	Planning Enforcement – details provided by NSC were received. Noted: no change.	
18/65	NSC Town/Parish Planning Workshop, 10 May 17 Cllr Quinn may be able to attend.	
18/66	Adoption of the North Somerset Sites and Policies Plan Part 2: Site Allocations Plan This looks ahead to 2026 and allocates sufficient residential and employment land to meet the Core Strategy requirements. It also identifies the settlement boundaries and land for community facilities, local green spaces and strategic gaps. The plan replaces the remaining policies of the Replacement Local Plan. Resolved: No comment	
18/67	Setting up for roadworks email alerts Step by step guide for anyone who wants to receive regular updates about roadworks going on in the local area, or indeed, any manner of issue on the highway. Agreed: to put this information in the Kenn News & Views	
18/68	Modification Consultation – Order 63 Claverham Drove to Kenn Moor Members reviewed this and considered local knowledge provided on these 2 consultations Resolved: The comments of KPC are; <ul style="list-style-type: none"> This should be retained as a footpath and not recorded on NSC's Rights of Way mapping as a bridleway, due to the possible conflict of walkers and horses at locations along the route Access is required to parts of the path to enable watercourse dredging to be carried out The area the path runs through is designated a triple SSI which may therefore require to be fenced to prevent access It is hoped all landowners adjacent to this have been advised of the proposals. 	
18/69	Modification Consultation– Order 61 Lilypool Drove Resolved: The comments of KPC are; this is a farm track created for access to fields. It should be noted it is very wet in places and if designated a Byway Open to All Traffic could be damaged by overuse/misuse by recreational off-road vehicles.	

18/70	<p>Preparation for National Events 'Protocol for Marking the Death of a Senior National Figure or Local Holder of High Office.' North Somerset Council's document sets out what they will do in the event of the death of senior members of the Royal Family, certain national figures and local holders of high office. It also specifies the actions undertake in the event of the death of the Sovereign.</p> <p>They enquired what measures town/parish councils would put in place in the event of the death of the Sovereign, so local residents know where they can go to pay their respects. Resolved: To advise NSC, subject to the vicar's approval, possibly the Church in Kenn would an acceptable location for this. The Village Hall Ctte would make their own plans.</p>
18/71	<p>Flowers / Village Planters As it had not been possible to access the limited number of this year's NSC free flowers a discussion took place on various options available for the village planters. Resolved: Cllr Treble to purchase flowers to fill planters at various locations as identified and to present his invoice for refunding from the earmarked reserves for this project.</p>
18/72	<p>Somerset Village of the Year – agreed: not to enter this competition. Education Provision in North Somerset – agreed: no comments. Calor Rural Community Fund – agreed: not to progress an application to this fund.</p>
18/73	<p>Insurance Renewal 2018/19 The Council's insurance is due for renewal annually on 1st June each year. The 3-year agreement made with Ecclesiastical Ins still had one year to run – expiry 31 May 19. Resolved: To pay the renewal sum of £352.58</p>
18/74	<p>Appointment of External Auditor for next 5 years The Smaller Authorities' Audit Appointments Ltd (SAAA) has appointed PKF Littlejohn as the external auditor of Kenn Parish Council as a smaller authority for 5 years from 2017/18. Noted</p>
18/75	<p>Internal Audit of Kenn Parish Council's Accounts for 2017/18 The Clerk reported that under the local Audit Panel initiative, setup and administered by a group of Parish Council Clerks for councils of a similar size, Flax Bourton Parish Council Clerk had internally audited the accounts and had completed and signed the Internal Audit Report page (page 4) of Annual Return. Noted with thanks.</p>
18/76	<p>Qualification for Exemption for 2017/18 – page 3 of the return The Clerk had provided a scanned copy of this page, also information supplied by the External Auditors relating to the eligibility to exempt themselves from review.</p> <p>Members had read and studied the information provided and Resolved: Kenn Parish Council, having reviewed the requirements, confirms it meets the qualifying criteria to certify it as exempt from an external limited assurance review. Resolved: This to be correct for completion and signature by the Chairman & Clerk</p>
18/77	<p>Annual Governance Statement for 2017/18 – Section 1 Members when through the list of statements and responded appropriately. Resolved: This to be correct for completion and signature by the Chairman & Clerk</p>
18/78	<p>Accounting Statement for 2017/18 – Section 2 Resolved: This to be correct for completion and signature by the Chairman & RFO</p>
18/79	<p>Payment of Accounts & Budget Control Members reviewed the details provided in the RFO/Clerk's report. Resolved: To approve the accounts for payment as detailed. Resolved: To increase the Clerk's salary in line with NALC notification of National Salary Award 2018/19 = increase from £9.23 per hour to £9.70 per hour</p>

APPROVED AS A TRUE RECORD

Signed by the Chairman

Date.....