

MINUTES of the meeting of Kenn Parish Council, Monday, 3 June 2013 held in the Village Hall, Kenn St, Kenn
Meeting commenced at 19:30 and concluded at 21:20

PRESENT Cllr Sheila Naish (Chairman in the Chair)

Cllrs Kate Hatcher; Wilf Bessant, Stephen Brain, Cheryl Quinn, Robert Treble

IN ATTENDANCE Clerk; Eleanor Wade

19:30 Items raised during Public Participation

In attendance were 4 local residents, also North Somerset Cllr T Moulin.

North Somerset Cllr Jill Iles and Jane Smith (Liaison Officer) had sent their apologies.

The Hand License Music Festival

- A resident thanked those whose efforts had ensured this event had not impacted on the village too much
- Also thanks and acknowledgement of the efforts put in by the Parish Council and North Somerset Council to limit its effects and monitor the organisers compliance with the licence
- A resident also report on various aspects of the actual event and concluded with the observation that if any future events were similar to this in organisation/controls etc they may be acceptable locally.

Fencing by the Drum & Monkey public house

- An enquiry was made about this. It was noted it was an agenda item for later in the meeting.

19:35 formal business

13/78 Election of Chairman of Council 2013/2014

Moved by Cllr Hatcher and seconded by Cllr Quinn and on a vote of 5 For,

Resolved: Cllr Naish is appointed Council Chairman for the Council Year 2013/2014.

19:36 Cllr Naish in the CHAIR

13/79 Apologies for Absence none

13/80 Declarations of Interest The Clerk declared an interest in agenda item 28 (min 13/108 below)

13/81 Vice Chairman of Council 2013/2014

Moved by Cllr Treble and seconded by Cllr Bessant on a vote of 5 For,

Resolved: Cllr Hatcher is appointed Vice Chairman for the Council Year 2013/2014.

13/82 Cheque signatories for the Council Year 2013/2014

Resolved: Cheque signatories will be two of the following;

Cllr Naish as Chairman of Council, Cllr Hatcher as Vice Chairman, Cllr C Quinn

13/83 Minutes of the Annual Parish Meeting – 8 April 2013

Resolved: that the minutes of the meeting be approved as a correct record

13/84 (1) Minutes of the Council Meeting – 8 & 17 April 2013

Resolved: that the minutes of these meetings be approved as a correct record

(2) Minutes of the Special Council Meeting – 7 May 2013

Resolved: that the minutes of the meeting be approved as a correct record.

13/85 Consider requests made at the Annual Parish Meeting

Agreed: to follow up the request for dog bins to be located at Kenn Pier and near the bus shelter.

It was also recalled litter bins (eg by the bus shelter) could also be used to dispose dog waste bags.

13/86 Co-option to fill Vacancy (min 13/36)

Formal notification had been received from North Somerset Council (NSC) that no by-election had been requested by 10 residents; therefore the Parish Council could proceed to co-option.

Agreed: to advertise the vacancy and hold a meeting in July 2013 to consider applications.

13/87 Music Festival event – The Hand (mins 13/39 & 13/62)

Members had received a copy of the Licensing Sub Committee's decisions for information.

The Chairman gave details of the Parish Council representatives visit to The Hand on the day of the event and particularly highlighted that; the organisers had allowed access into all areas and aspects of the organisation, the health cover and safety provision had been excellent, the managed entry had

- 13/87 been thorough, also amnesty bins had been provided prior to the managed entry onto the site.
cont Follow up after the event;
- Organisers – disappointed there had been under 3000 in attendance, as this was a lot less than they had hoped for. Also the feedback from the people attending had been negative.
 - North Somerset Council – had monitored the event and reported the conditions required under the license had been adhered to. A full review meeting will be held between NSC and organisers.
 - Parish Councillors – observed the village and surrounding area had been well supported and monitored by NSC. On-site litter had been cleared up immediately afterwards but there had been a slight delay on clearing litter from surrounding roads etc. Also it was reported that The Hand would like to liaise with the Parish Council on any future events they may plan.
- Resolved:** To ask North Somerset Council for copies of any reports that may be publicly available on discussions/reviews of this event. It was felt there was no need to make an appeal against the license granted by the deadline of the 7 June 13.
- 13/88 Electoral Review of North Somerset Ward Boundaries (min 13/44)**
Standing orders were suspended to allow Cllr Moulin to provide the information; Local Government Boundary Commission (LGBC) are working to an average of 3500 electors per councillor, proposed reductions are money saving. Also it is important both Kenn's parish council and residents put in their comments if they wish to remain identified with the Yatton Ward.
Members again expressed a strong preference to remain in Yatton Ward and agreed they should contact Kenn residents to urge them to also make their comments to the LGBC.
Resolved: reiterate the observations of Kenn Parish Council as recorded in minute number 13/44.
- 13/89 Free Plants (min13/50)**
Noted that NSC had been advised the team working on The Green were requesting 100 plants and another 500 were being requested for sharing out around the rest of the village.
- 13/90 Bus Shelter Repairs (min 13/65)**
An update was provided that the build-up of soil and vegetation had been cleared from around the base, arrangements were being made to replace the timber that had deteriorated because of this.
- 19/91 Defibrillator Funds (min 13/72)**
Various other possible methods of fund raising were detailed. Apart from the sum raised by the pub raffle (reported in 13/72) a further £45 had been raised by the Market Café's collection tin and another £54 raised in the Drum & Monkey's collection tin = total to date £669 (including KPC's £500). The Chairman reported on information she had been given on various alternative types of defibrillators. **Agreed:** follow these up after some further fundraising, ie nearer the time of purchase.
- 13/92 Community Resilience (min 13/63)**
Members received the details of a forthcoming workshop. No one was able to attend.
- 13/93 North Somerset Council Town/Parish Development Workshop (min 13/74)**
A report was provided by the councillor who had attended the workshop that he had found it very useful and gave some background on the information he had received; organisation chart provided, presentation on various guidance and consultation documents, the paperless office will be implemented by NSC with regard to Town/Parishes in April 2014 (eg no more paper planning applications provided), details on various aspects of planning issues.
- 13/94 Planning and Enforcement (min 13/69) regular agenda item; Fence erected by Drum & Monkey public house.** Members provided information on various researches/discussions; the fence would require planning permission to be retained otherwise it would have to be removed, the land was not in the ownership of the public house and is NSC's highway land, concern about the now restricted visibility when exiting onto the B3133, introduction of people into an area so close to a busy road.
Resolved: not to comment until such time as the views of the Parish Council are requested by either the planning authority, highways authority or licensing authority.
- 13/95 Current Planning Enforcement Cases (Min 13/47)**
NSC's list of current enforcement cases sent to Town/Parish Councils. **Noted** Warrens included.

- 13/96 Planning Decision Notices**
 Details provided on the Planning Authority’s decision regarding application; 13/P/0555/LB West and East Wing Kenn Court to remove and reposition gas boxes – permission granted.
- 13/97 Parish Voice – NSC’s Central Area Planning Committee**
 Details of future meeting dates and of how to take part in the Parish Voice part of the meeting.
- 13/98 NSC’s Affordable Housing Supplementary Planning Document**
Resolved: No comments would be made to this document.
- 13/99 Section 1 (Accounting Statement) Audit of Accounts for Financial Year 2012/2013 (min 13/52)**
 The key dates agreed with Grant Thornton were as follows;
- Deadline by which the Council must approve the Annual Return; 3 June 2013
 - Date by which Grant Thornton require the Annual Return to be submitted to them; 10 June 2013
 - Period for public inspection was from 9 May to 7 June – this had been advertised as required.
- The Clerk had already; completed Section 1 of the Annual Return (Accounts Statement) for Council to consider, arranged for the Internal Auditor to be carried out with the completion of Section 4 (Internal Audit), provided a completed Financial Report and Bank Reconciliation.
 Council required to check, consider and, if acceptable, approve the Section 1 (Accounts Statement).
Resolved: To accept the Clerk’s actions and approve Section 1 for the Chairman and RFO to sign.
- 13/100 Section 2 (Annual Governance) Audit of Accounts for Financial Year 2012/2013 (min 13/52)**
 Council went through each statement and responded as appropriate.
Resolved: Section 2 (Annual Governance Statement) reviewed and responded and the Chairman and Clerk to sign it for forwarding to the Auditors.
- 13/101 Accounts for Payment and Annual Internal Audit**
 Members considered the details provided in the Clerk’s Report.
Resolved: to approve the accounts for payment as detailed and to agree payment of the invoice for travel expenses submitted by the Clerk of Barrow Gurney who had carried out the Internal Audit.
- 13/102 Schools Admission Arrangements 2014/15**
Resolved: No comments would be made to this document.
- 13/103 National Grid Community Forum** information noted.
- 13/104 Hinkley C Connection Group** information noted.
- 13/105 Highways, Yatton 2013/14 work programme** details on scheduled works and its impact on Kenn.
- 13/106 Correspondence received** and a request was made for details of the Broadband document listed.
- 13/107 Exempt Business – Exclusion of Public & Press**
Resolved: in view of the exempt nature of the business about to be transacted the press and public be temporarily excluded from the meeting (minute 13/108) for the following reasons;
1. Para 1, Section 2 Public Bodies (Admission to Meetings) Act 1960
 2. Para 1 of Part 1 of Schedule 12A of Local Government Act 1972.
- 21:00 the Clerk declared an interest and left the meeting.
- 13/108 Clerk’s Salary Scale (min 13/57)**
 The Clerk’s written report was considered. It was agreed to request the Clerk carries out a survey and keeps a record of the weekly number of hours taken to complete the works required as it may be necessary to increase the hours. Review this at the October 2013 meeting.
Resolved: for the purpose of Audit recording; the salary of the Clerk will be Spinal column scale 17, pro rata 5/37 hrs per week for the period August 2013 to May 2014. This will be review annually at the Statutory Annual Meeting of Council.

Chairman

Date.....