

## **KENN PARISH COUNCIL**

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MINUTES of Kenn Parish Council meeting 27 April 2015 held in the Village Hall, Kenn St, Kenn  
Meeting commenced at 19:30 and concluded at 20:28

PRESENT Cllrs; S Naish (Chairman), W Bessant, S Brain, J-P Humberstone, C Quinn  
Clerk; Eleanor Wade

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19:30 **Items raised during Public Participation** North Somerset (NS) NS Cllr Jill Iles was in attendance. NS Liaison Officer Lorraine Bush had sent her apologies. 8 residents were in attendance.

1. Enquiry about Kenn Parish Council's Standing Orders on the web site.
2. Background information on The Big Lunch.
3. Cllr Iles confirmed, if re-elected, she would continue to follow up various concerns arising at the holiday caravan parks within the Kenn boundary.

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19:40 FORMAL BUSINESS

**15/55 Apologies for absence** Cllr Treble (illness)

**15/56 Declarations of interest** None

**15/57 Minutes** of the Council meeting held on the 2 March 2015

**Resolved:** The minutes were approved as correct.

**15/58 Minutes** of the Annual Parish meeting held on the 2 March 2015

**Agreed:** the minutes were correct – they will be approved and signed at the 2016 meeting

**15/59 Chairman's Communications** (min 15/36) the Chairman report on the following:

**59.1 The Big Lunch** – there had been a request at the March meetings that the Parish Council consider funding an aspect of this village event. A list of suggestions had been provided by the organisers and members considered these. It was proposed by Cllr Humberstone, seconded by Cllr Brain:

**Resolved:** To fund the competition prizes with £10 Amazon vouchers to the sum of £50.

**59.2 Broadband meeting with local MP** – it was felt that on the whole this had been a positive meeting and to await further information. (See also 15/64 below)

**15/60 Verges and hedges** (min 15/38)

**Fisherman's Car Park** – at the last meeting it had been observed that the hedge and verge on the boundary of this area, alongside Kenn Road, had become overgrown. Cllr Humberstone had followed this up with the Environment Agency and provided details of someone to contact. From this the local Environment Agency officer for the area had been requested to trim the overgrowth. He had replied that he would make some enquiries.

Prior to the meeting there seemed to be no progress, the officer had been contacted again and had replied: *Whilst I did indicate we would try to complete this work, unfortunately we had cleared site and this work was over looked. We are moving into our annual river weed cutting programme which will absorb all our resource however I will ask the field team leader to look at this should resources become available.*

**Agreed** to follow this up again after the river weed cutting programme had finished.

**15/61 Traffic speeds, noticeboard, parking on pavements, signage** (min 15/39)

- **Speeding Kenn Street** – The Chairman gave some information on possible contacts and funding to follow up to obtain some mph repeater signs along this street. It was also thought useful to enquire of Yatton Parish Council their contacts/information on initiatives.
- **Parking on pavements** – it was felt this dangerous practice is getting worse. The Local Neighbourhood Policing Team officer had agreed to make some checks.  
**Agreed** to try to obtain an update on the officer's checks etc.
- **Pavements by Drum & Monkey** – condition had deteriorated.
- **Noticeboard** – still in the process of being made. Await details when available.
- **Kenn Street sign (easterly end of the road)** – this needed repainting.  
**Agreed** to follow-up these last 3 issues with NSC's highways dept.

**15/62 Bridge update on designated footpath LA10/710 (min 15/40) Page 110**

The Clerk reported the work to the bridge surface and railing repairs had been completed. Pipe repairs under the bridge still to do if NSC funding is available. Noted.

**15/63 Dog Bins (min 15/42)**

Update on the recent offer from local resident Rob Wilcox to volunteer to carry out the emptying and perhaps provide some background information on usage. Consider in the future, whether to budget for the cost of bin liners and disposable gloves.

**Agreed** to monitor the situation and thank Rob for volunteering to carry out this task.

**15/64 Local Broadband (min 15/44)**

- Meeting with MP – Cllr Brain had provided an update on a meeting with the local MP, Dr Liam Fox, to discuss the broadband performance in the village. Overall it had been an extremely productive meeting, with Dr Fox being very aware of the broadband issues faced by rural communities such as Kenn – his home broadband is worse. He has had meetings with BT and the Devon and Somerset Rural Broadband initiative to push for improvements in his constituency.
- North Somerset Council – NSC's Liaison Officer for Kenn (as requested at the last meeting) had been asked to obtain some information, or contacts etc, on any assistance/initiatives that may be being progressed within NSC.

Lorraine had found out NSC have a shared Broadband Officer with BANES who is able to offer advice. From her initial contact with him he was happy to come along to a NSC Parish and Town Forum meeting. Lorraine had agreed to check with her colleagues who organise the event and see what they can arrange. She had also asked if there is any helpful advice she could share in the meantime.

Both the above were noted with interest and it was agreed to await further information.

**15/65 Neighbourhood Planning Workshop, 9 March (min 15/49)**

The Clerk reported on her attendance this workshop as an expression of interest had been discussed in past Kenn Parish Council meetings (see mins 14/65 and 14/81), however, at the time the relevance of this within Localism etc was unclear.

It seems a Neighbourhood Plan can be as large or as small as is necessary for the particular parish. Local, Parish Plans etc, produced in the past, can be reviewed and updated as long as the consultation and inquiry process of the Neighbourhood Plan is carried out. This last stage is completed with the assistance of NSC.

Noted, possible project for the next council, should they wish to do so.

**15/66 Well Aware Outreach**

The Parish council had been contact by a volunteer at the Care Forum, she was supporting the organisation to help promote social inclusion and wellbeing in rural communities and offered to come and talk to a meeting about how to use the Well Aware free online and telephone service.

**Agreed** to provide her with some dates of forthcoming meetings and await her reply.

**15/67 NS Citizens Advice Trends**

Members received information on the launch of the North Somerset Citizen's Advice Bureau quarterly statistical bulletin designed for the use of local government departments, regional agencies; voluntary sector organisations concerned with advice or social policy, and social policy researchers. It summarises their advice statistics, and provides a quarterly time series of bureau statistics, according to the codes used by bureau advisers to categorise the problems on which they advised clients. Noted.

**15/68 War Memorials**

It is estimated there are 100,000 war memorials throughout the UK. Civic Voice, in partnership with English Heritage, Imperial War Museums and War Memorials Trust, is asking for volunteers to carry out condition surveys of their local war memorials, to ensure that they are a fitting tribute to those who gave their lives in the First World War and subsequent conflicts. Information noted, but not felt to be necessary for Kenn.

The Village Agent for Kenn had written to introduce herself. Kenn is one of 8 villages she is working with as part of the West of England's Rural Network (WERN) under Community Connect, her role is to support and signpost services for people in rural communities. She was looking forward to coming to Kenn market to meet some villagers soon and asked that her details were passed on to the parish councillors if she can be of help. Noted

### Planning Items

**15/70 NSC Delegated Reports & Planning Decisions** on recent applications were noted.

15/P/0128/LB, Yew Tree Farm, Kenn St – window replacements – refused

14/P/1937/F, Land adjacent to Riverside Cottage, Kenn Pier – new entrance – approved

**15/71 NSC Planning Enforcement** – report on issues relating to the parish of Kenn were noted. Warrens Holiday Park – enquire if the annual visit to check if the register of permanent home addresses had taken place, to gauge how many people were now living on this site.

**15/72 NSC Planning Application Requirements 2015 Consultation**

The Government requires the local planning authority to regularly review and update their list of information requirements for planning applications. The purpose of the review is to make sure they are only asking for information that is necessary and proportionate to describe applications received. Once adopted the updated version will be used to help applicants and the authority to understand what is required in order for a planning application to be considered valid when submitted.

**Resolved:** No comments to the above consultation.

### Review of Kenn Parish Council Documents & Statutory Requirements/Regulations

**15/73 New Financial Regulations**

**15/74 New Standing Orders**

Both of the above amended documents had been distributed well in advance of the meeting to allow Members time to read them. They were based on the National Association of Local Councils (NALC) model documents.

**Resolved:** To adopt both of the reviewed and amended documents.

**15/75 Smaller Authorities (Transparency Requirements) Regulations 2015/16**

Members had been provided with NALC's summary document. Kenn Parish Council already complies in some respects, with only some minor adjustments to be made. However, the following would be the new requirements that needed to be met:

- Items of expenditure above £100 annual publication no later than 1 July in the year immediately following the accounting year to which it relates. Publish details of each individual item of expenditure. Copies of all books, deeds, contracts, bills, vouchers, receipts and other related documents do not need to be published but should remain available for inspection. For each individual item of expenditure the following information must be published: (a) date the expenditure was incurred, (b) summary of the purpose of the expenditure, (c) amount, and (d) Value Added Tax that cannot be recovered.
- List of councillors responsibilities:
  - Committee or board membership and function (chairman/vice chairman)
  - Representation on external local public bodies (if nominated as Council representative)
- Annual publication of assets no later than 1 July in the year immediately following the accounting year to which it relates. Parish councils to publish details of all public land and building assets – either in its full asset and liabilities register or as an edited version. The following information must be published: (a) description (what it is, including size/acreage), (b) location (address or description of location), (c) owner/custodian, e.g. the authority manages the land or asset on behalf of a local charity, (d) date of acquisition (if known), (e) cost of acquisition (or proxy value), and present use.

**Resolved:** Clerk to take the appropriate action in order to comply.

**15/76 Grant Request – St John’s Ambulance**

Consideration was given to a request to support the work of the St John Ambulance. This organisation is a charity which is working to build a nation of life savers and relies on donations to teach lifesaving skills, deliver first aid in the community and to campaign to raise awareness of the importance of first aid.

**Resolved:** to make a grant of £30, this will enable the St John’s Ambulance to train 1 person to take a 3hr Essential First Aid course.

**15/77 Accounts for Payment** Members considered the details in the Clerk’s Report.

**Resolved:** To approve the accounts for payment as detailed.

**15/78 Annual Audit for the Financial Year 2014/15**

The date deadlines as required by the auditors Grant Thornton are as follows;

- Kenn Parish Council must approve the Annual Return on the 31 May 2015
- Grant Thornton require the Annual Return to be sent to them by the 8 June 2015

Council reviewed Section 1 ‘Accounts Statement’ and

**Resolved:** this to be completed and signed by the Chairman & Clerk

Council went through each question in Section 2 ‘Annual Governance Statement’ and

**Resolved:** this to be completed and signed by the Chairman & Clerk

Members received: (1) the Financial Report and Bank Reconciliation, (2) noted with thanks that the Internal Audit had been carried by the Parish Clerk of Barrow Gurney PC who had completed Section 4 ‘Internal Audit’.

**15/79 Additional Planters for free Summer Plants (min15/37)**

It was recalled that there was still an unspent sum in the Village Enhancement Earmarked Reserves (£315). Also 3 more locations around the village had been identified where planters could be located.

**Resolved:** To purchase from the Village Enhancement Earmarked Reserves another set of 3 wooden barrels – approximate cost of £55

APPROVED AS A TRUE RECORD

**Signed by the Chairman** .....

**Date**.....

**DRAFT MINUTES to be approved at the next meeting on the 18 May 2015**