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**Chairman Councillor J.MacDonald**

Minutes of Kewstoke Parish Council Meeting held at Kewstoke village Hall on Monday 1st April 2019 which commenced at 7pm.

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

### **Unitary members**

Cllr.Willis

Cllr Pilgrim

### **Members of the Public**

**Mr.C Rogers Myrtle Tree Crescent**

### **Public Participation**

Mr Rogers requested that consideration be given to changing the seasons of the allotment year to either October to October or December to December. This would allow new tenants to make plans and preparations before the growing season starts in March.

It was agreed for this suggestion to be added as an agenda item for the next Parish Council meeting for discussion,

**Action: Parish Clerk to add as Agenda Item.**

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

Meeting opened at 7.12 pm

#### **2. Apologies for Absence**

Natalie Richards (Liaison Officer)

Karen Jenkins.

### **3. Declaration of interests**

None

### **4. Adoption of the minutes of the Council meeting of 4<sup>th</sup> March 2019**

These were adopted with no changes. Proposed Cllr Vearncombe  
Seconded Cllr.Morris

Vote was unanimous.

### **5. Presentation by Bill Wallace and Dick Whittington from Community Connect**

Community Connect is a group looking to provide support and help to the over 50s in the local community who in particular may experience isolation and loneliness.

They would like to develop community based activities such as transport to doctors surgeries and lunch clubs and would like the Parish Council to offer up ideas and possible volunteers.

It was agreed to add appropriate questions to the forthcoming proposed village survey.

**Acion: Cllr MacDonald to ensure appropriate questions are included in questionnaire and feed back any responses to Mr. Wallace. .**

### **6. Actions from previous meeting.**

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

**Action: Cllr Morris to obtain costing – Ongoing**

### **Dog Bins**

The Parish Clerk confirmed that a written agreement from NSDC has been received with an agreed subsidised price for emptying the bins of £4680 from 1/4/2019-31/3/2020. This was subject to an agreed reduction in the number of bins to 12, with the frequency of emptying changed to 3 times a week in the summer and twice a week in the winter,

### **Local Parish Plan**

Following the meeting held on 21/3/2019 it was agreed undertake a review of the current village fence.

It was also agreed to proceed with a village questionnaire on matters other than planning.

**Action: Further meeting arranged to discuss & review on Wednesday 10/4/2019 at the Village Hall 7.30pm.**

### **Parking Review Survey**

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

**Action: Cllr MacDonald Cllr Horry**

### **Outstanding Grants Sea Defences**

The Parish Clerk confirmed that the O/S grant of £1200 had now been received from the Environment Agency following the completion of work undertaken, in the main, by Cllr Adams,

### **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**

### **Grit Bins**

Two bins have now been delivered and been located on Anson Road and Lower Norton Lane. Salt /Grit has also been purchased along with padlocks and keys.

**Action: Parish Clerk to notify NSDC the Locations so that could be added to their refilling Schedule for ongoing refilling. – Outstanding**

### **Mirror Monks Hill**

A New mirror has now been successfully installed.

### **Allotment Letters and Contracts**

A majority of the Contracts (Tenancy Agreements ) have been returned.

**Action:Cllr Vearncombe**

## **Police Report**

*Confirmation has been received that the figures last month excluded those relating to the Cygnet*

## **7. Police Report**

There was no Police report or PSCO representation.

**Action: Parish Clerk to contact Leanne Pook District Commander to register the Councils disappointment**

## **8. Highways issues**

**There was a meeting at the Bus Terminus on 18/3/2019 where the following was agreed with Allan Taylor from NSDC**

1. No CCTV available to enforce illegal parking along the Beach Road
2. A contribution of several hundred pounds could be made available by NSDC towards shrub planting at the site.
3. A contribution of up to £2000 may be available to the Parish Council, depending on income received by NSDC from the car parks, towards the maintenance of the site by the Parish Council
4. No charging Point for cars now available, due to issues with earthing.
5. Height restriction barriers will be locked by a combination lock with the details of the combination made available to the Parish Council.

**Action: Cllr Parish Clerk to ensure these items are documented for future reference**

A further e-mail has also been received today confirming the latest dates for key actions

Friday 12 April 2019 Machines will be switched on,  
Monday 15 April 2019 Enforcement of Beach road and car parks.  
Closure of middle Car park and all height barriers in place.  
Car parks will remain open from the evening on the 15<sup>th</sup>

Confirmation has also been received indicating the car parks will not be locked at night once height barriers have been installed.

There seemed to be also some confusion over 'sweeping of sand' causing issues with sand on the road. The position is that Cllr Adams has a contact who has a street cleaning machine and if NSDC Contractor 'Larry' wishes to utilise then he can put him in touch.

There has been currently no sweeping of Sand from the beach.

Cllr Adams raised the suggestion of utilising tree bark to prevent the sand blowing onto the road, as this had been successfully deployed previously.

**Action: Parish Clerk to raise with Daryl Parker of the Environment agency.**

Local Parishioner, John Sayer has with the agreement of the Chairman, planted 2 trees at the terminus car park and had agreed to be a 'volunteer gardener'.

## **9. Unitary members report**

### **Cllr Willis**

Recently visited Mrs Jones at 18 Beach Road who claimed to have had a fence blown down.

**Action: Cllr Willis to contact with David Bailey.**

Cllr Willis also confirmed two further applications had been received in respect of Rose Tree Caravan Park. Please refer Planning notes.

### **Cllr Pilgrim**

Cllr Pilgrim confirmed that the car parks Bus Terminus and Commadore would not be locked at night

Cllr Pilgrim also confirmed that action to address the extension of the BMX paths is currently being addressed by NSDC with a view to it becoming self regulating.

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## **10. Other Issues.**

### **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

**Action: Parish Clerk to seek advice from company that undertake the annual inspection of the play area and report back.**

### **Adoption of Standing Orders**

The Parish Clerk recommended that a mission statement, Standing Orders and Financial Regulations were to be agreed and adopted at the next Parish Council meeting.

A set of model Standing Orders produced by NALC would be used as templates although this would require the Council joining the Association of Local Councils. ALCA

This was unanimously agreed including joining the ALC.

Further Policies and Procedures covering all other aspects of Council business would be drawn up over a period of time at the various Finance Committee meetings.

### **Finance Committee**

It was agreed that the next meeting would be arranged towards the middle of May.

Action: Parish Clerk to arrange meeting

The Clerk also reported the lack of a Fixed Asset Register required for the Internal Audit. A request was made to the councillors requesting details of assets owned by the Council, these were identified as Village Green, Television and Laptop.

It was noted that the declaration of the Councils fixed assets in the AGAR statement for 2017/2018 was £92,941

**Action Parish Clerk to create asset register based on this information.**

***Action: Cllr MacDonald to obtain the deeds and current valuation of the Village Green***

### **Community Response**

Simon Andrews has requested attendance at a future Parish Council meeting to further discuss his role. This was agreed,

### **VAS**

It was agreed to proceed with the purchase and implementation of initially, one Solar Powered VAS (Vehicle activated sign) to be positioned in a similar position to the one which had been on loan to the council.

The cost of £3505.00 with additional cost of £350 for a data collection unit was agreed unanimously.

Proposed Cllr Morris

Seconded Cllr Vearncombe

**Action: Parish Clerk to contact NSDC with the Specification and work with NSDC to arrange and agree installation.**

### **Internal Audit**

Sue Lowe had agreed to audit the annual accounts to commence on 10/4/2019.

### **Support for the Great Western Air Ambulance Charity**

A request had been received for a donation to the Great Western Air Ambulance Charity. An amount of £200 was suggested by Cllr Morris and agreed unanimously.

Proposed Cllr, Vearncombe

Seconded Cllr. Bates

### **Beach Boards**

A request had been received from a Charity Litter Free Coast and Sea Somerset who offered to purchase Beach Board signs to encourage members of the public to undertake Ad hoc beach cleaning.

They would require a 'Guardian' to place and retrieve the boards daily and wondered if the council would support such a scheme and suggest any Possible 'Guardians'.

The initial view was that Sand Bay has sufficient notices already, although more information was sought before responding.

**Action: Parish Clerk to seek further information.**

### **Benches for kiosk**

Cllr. MacDonald reported that 3 benches had now been purchased and delivered in respect of the Bus Terminus Kiosk and would now require assembling.

The tenant would be invoiced for one.

**Action: Cllr MacDonald Cllr Morris & Cllr Adams to assist in assembly and deployment..**

**Action: Parish Clerk to arrange Invoice**

## **11. Correspondence**

A copy of a letter has been received from Home Farm addressed to a neighbour requesting that ongoing 'illegal digger noise' be ceased as it may have an impact on their business.

Contents of the letter were noted by the Council

## **12. Financial Update**

**Bank Reconciliation for February 2019 attached.**

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

|                        |                |
|------------------------|----------------|
| <i>Clerks salary</i>   | <i>£259.80</i> |
| <i>Inland Revenue</i>  | <i>£173.20</i> |
| <i>Clerks expenses</i> | <i>£80.70</i>  |

|                                 |         |
|---------------------------------|---------|
| <i>B.Thorne</i>                 | £440.00 |
| <i>B.Thorne Expenses</i>        | £3.98   |
| <i>R. Palmer Village hall</i>   | £321.03 |
| <i>R.Palmer Toilets</i>         | £163.60 |
| <i>Signtech</i>                 | £172.80 |
| <i>Acorn landscaping</i>        | £300.00 |
| <i>RPH Ltd</i>                  | £132.60 |
| <i>Slocombe Buildbase</i>       | £101.76 |
| <i>Information Commissioner</i> | £40.00  |
| <i>E.R Adams</i>                | £494.40 |
| <i>K.Harper</i>                 | £13.14  |
| <i>J.MacDonald</i>              | £390.00 |
| <i>M.Skinner</i>                | £60.00  |
| <i>Th Baker</i>                 | £573.72 |

**Unanimously agreed for payment**

**Proposed Cllr Cunningham**

**Seconded Cllr Vearncombe.**

### **13. Councillors report**

#### **Cllr. Cunningham**

**Cllr Cunningham reported the drain is still blocked opposite Owls Crest**

**Action: Cllr. Vearncombe to contact NSDC.**

**Also Alliance Housing had been chased up with view to cutting back the overgrowth at Alliance Homes.**

#### **Cllr. Harper**

**The Kiosk tenant had requested that he paint the toilet block**

**Following a short discussion It was agreed that before any painting was undertaken a review of any outstanding maintenance required to the toilet block was undertaken.**

**Action: Cllr Harper**

**Cllr. Bates**

**Cllr Bates reported Tents appearing along toll road and requested that councillors individually contact NSDC if problem persists.**

**Cllr. MacDonald**

Reported feedback on patching of Lower Norton Road indicated it was not to a very high standard,

**Action: Parish Clerk to contact Nick Raymond NSDC.**

**Meeting Closed 8.45pm**

**14. Date of Next Meeting Tuesday 7th May 2019**

