



**Wednesday 6th May 2020 @ 7.30 p.m.
VIRTUAL MEETING VIA ZOOM**

*Before the meeting commences there will be a period of up to fifteen minutes when members of the public may raise any matters for the attention of the Parish Council. Members of the public may speak for up to five minutes, the matter will be noted, or put on the agenda of the next meeting, or responded to by the Clerk. During the meeting members of the public will be permitted to speak at the discretion of the Chair. **Members of the public who wish to link in must contact the Clerk before the meeting – clerk@westburysubmendip-pc.gov.uk***

AGENDA

1. Apologies for Absence

2. Declarations of Interest and Dispensations

3a Declarations of interest from Councillors on items on the agenda.

3b Written requests for dispensations for disclosable pecuniary interests, personal interests or personal and prejudicial interests.

3c Other requests for dispensation as appropriate

3. Minutes

To approve the minutes of the meeting of the Council held on 16th April 2020.

4. To discuss and approve a Virtual Meeting Protocol as recommended by NALC

5. Emergency Planning Group Update

To receive a report from a member of the Emergency Planning Group on latest developments.

6. Update on impact of Coronavirus pandemic on Parish Council business

To discuss any updates on the impacts of the current situation on the village hall, the Playing Field Trust, community shop and any other related issues.

7. Website Update

7a To receive a report on website matters from Mark Smith, Website Manager, and discuss and approve the finalised Website Change Control Policy.

7b To consider SSL certification for the community website.

7c To consider a draft Privacy Policy for the Council and a Privacy Notice for the website, in line with current regulation and recommendations from NALC.

8. Reports from the Somerset County Councillor and Mendip District Councillor

There will be no report from the Somerset County Councillor.

9. Clerk's Report

There will be no Clerk's report as all matters pertaining are covered under various other Items.

10. Planning

10a Planning Applications to be considered:

2020/0757/HSE	Loft conversion with rear dormer windows, Apple Rock, Old Ditch, WSM
2019/1549/FUL	Agricultural Buildings, Top Road, amended application
2020/0781/HSE	Alterations to existing glazing and internal modifications AND 2020/0782/LBC, same, Ash Tree Farm, Old Ditch
2019/2336/FUL	Shamrock Stables, amended application

10b Mendip District Council Decisions/Withdrawn application:

2020/0607/NMA non-material changes, Ash Tree Farm, Old Ditch (withdrawn)
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10c For general consideration/monitoring:

i) Land at Lynchcombe Lane, unauthorised occupancy
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To continue to monitor the situation.

11. Finance

11a Payments to Note

The following payments from the coronavirus emergency fund to be noted:

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|---|---------|
| • Mark Smith, additional website services | £290.50 |
| • Tory Voake, shop mobile expenses | £23.90 |
| • Sue Reece, shop mobile expenses | £50.00 |

11b Payments to Approve

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|---|---------|
| • Chris Harris, Zoom subscription (March and April) | £28.72 |
| • SALC advertising fee | £234.00 |
| • Tickbox annual hosting & domains | £528.00 |

11c Repayment to discuss

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| • Refund to Mr M Love for marquee hire | £50.00 |
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11d To note and discuss account balances as at 30/04/20:

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|-------------------------|-----------|
| • Treasurer's Account | £987.92 |
| • Business Bank Account | £25498.86 |

11e Internal Audit 2019-20

To discuss recruitment of internal auditor and related matters.

12. Parish Council Tree Strategy Proposal (draft)

To discuss a draft proposal for a Parish Council Tree Strategy.

13. Notices

14. Any Other Business/ Items for Next Agenda

15. Date of next meeting – currently scheduled for Wednesday 3rd June 2020 @ 7.30 p.m. as a virtual meeting via online conferencing facilities.

