



**Minutes of the Parish Council Meeting held via Zoom  
Wednesday 3<sup>rd</sup> March 2021**

**Present**            **Sue Isherwood, Chair**            **Sue Reece, Councillor**  
                         **Ros Wyke, Vice Chair**  
                         **Jo Tucker, Councillor**            **Buffy Fletcher, Councillor**  
                         **John Millbank, Councillor**      **Guy Timson Councillor**

**In attendance: Sam Peake, temporary clerk and Mark Smith, Website administrator,  
New Clerk (from April 1<sup>st</sup>) Kate Egan**

**20/109 Apologies for Absence**

None

**20/110a Declarations of interest from Councillors on items on the agenda.**

Cllr Wyke, as a Member involved in the consideration and determination of planning applications by Mendip District Council, declares that the views expressed by her at Parish Council meetings on any particular proposal are based on the evidence available to her at the time, and is provisional only. Cllr Wyke will not be bound by any recommendation made by the Parish Council on any proposal, and will consider any matter afresh in connection with any application which comes before her in her capacity as a Member of Mendip District Council, taking all further evidence into account

Cllr Reece has a personal interest in items 20/120 c(iii) and (iv)

**20/110b Written requests for dispensations for disclosable pecuniary interests, personal interests or personal and prejudicial interests.**

None

**20/110c Other requests for dispensation as appropriate**

None

**20/111 Minutes**

**Resolved:** The minutes of the meeting of the Council held on 3<sup>rd</sup> February 2021 were approved to be signed by the Chairman

**20/112 To confirm the appointment of a new permanent Clerk to Westbury-sub-Mendip**

Kate Egan was appointed as clerk to Westbury-sub-Mendip Parish Council. Members thanked the temporary clerk for work carried out the last six months.

**20/113 Website update**

a. Mark Smith, Website Manager, presented a website report summarising work carried out. Encouragement to subscribe has resulted in 151 subscribers. A number of editors have queried criteria for posting content to the news page. Council felt that posts do not need any kind of additional moderation or control as common sense is being used and the website administrator is happy the way that this is working. PC is signed up to the ICO. Guidelines should be produced for individuals that post content to sign up for. Tickbox say it is not possible for posts not to be automatically sent out when content is posted. Some posts should be directed to local Facebook sites.

b. **To discuss upgrading the website for Clubs and Societies**

There was no support for clubs or societies for the upgrade

c. **To consider the quote for £90.00 to add a CAPTCHA facility on the website**

Website administrator recommended that this not to be pursued as there would be no benefit.

**20/114 Footpaths report**

a. **General Report**

**Mendip Pathways report**

Colin has requested a full set of the Westbury Walks leaflets -about £10.00 to help with his post as Parish Path Liaison Officer. The Chair will advise him to purchase and claim.

**b. Court House Farm footpath**

A new gate has been installed finally. Fingerpost been put back in by Cllr Timson. Firm undertaking received from PROW that there is no way at all that they will be able to replace the stile opposite the shop as it is in the conservation area and under grade listing. Path has been way marked across the big field and signs will go up to request dogs on leads.

**20/115 Emergency Planning Group Update**

Report received from Cllr Reece. Cllr Isherwood formally thanked Mick Fletcher and Sue Reece for all their incredibly hard work over the last year.

No longer needed on the agenda

**20/116 Update on impact of Coronavirus pandemic on Parish Council business**

Meeting noted that hopefully the roadmap will allow everything to open up again. MUGA can be opened up on 29<sup>th</sup> March and the rest of the playing fields following soon after. Work needed on the equipment has been carried out.

**20/117 Reports from the Somerset County Councillor and Mendip District Councillor**

A report previously circulated from Cllr Noel was noted. Cllr Wyke presented a report to council.

A paper on safer walking and cycling routes has been successfully carried through cabinet. Clerk to write letter to Mendip acknowledging the work carried out on promoting and enabling multi users paths. Advice for landowners is to write to Mendip with any concerns.

**20/118 Clerk Report**

Clerk reported that the internal auditor from last year would rather not carry out the audit this year. Further avenues will be explored.

**20/119 Planning**

**a Planning Applications to be considered:**

**2021/0007/TCA Coombe Hay Farm, Westbury-sub-Mendip, BA5 1HL**

**Resolved:** No objections to this application

**2021/0195/HSE Free Hill House, Free Hill, Westbury-sub-Mendip**

**Proposed walkway to access storage above car park**

Meeting noted that there were objections from neighbours regarding privacy issues with this proposal. There was extensive discussion as to the concerns raised.

**Resolved;** Members object to this proposal on the grounds that there are concerns over the privacy for the neighbours. Council suggest that the proposer comes back with adjusted plans after taking into account objections raised by the neighbour.

**b Mendip District Council Decisions:**

- c.** (i) 2019/1549/FUL Agricultural Buildings, Top Road, no developments but to monitor  
ii) 2019/2336/FUL Shamrock Stables  
iii) Land at Lynchcombe Lane, unauthorised occupancy and any developments.  
iv) Shepherd's Hut and other camping installations in field at top of Lynchcombe Lane.

No current developments

(v) Felling of Holm Oaks contrary to refusal of planning permission

No current developments

**20/120 Finance**

**a Payments to Note**

- Sam Peake, Zoom subscription (February) £14.39

**b Payments to Approve**

Sam Peake, temporary clerk wages: £221.60

**Resolved:** to make payments

**c To note and discuss account balances as at 28/02/20:**

- Treasurer's Account £500.00
- Business Bank Account £16546.97

**20/121 To agree a date for the Annual Parish Meeting**

Temporary clerk advised that the legislation does not yet allow for remote meetings after 6<sup>th</sup> May. Annual Parish Meetings have to be held from 1<sup>st</sup> March to 1<sup>st</sup> June and Annual Parish Council meeting in May.

**Resolved:** Zoom meeting for both meetings will be held remotely on 5<sup>th</sup> May 2021

Cllr Isherwood has approached Jim Hardcastle, AONB manager if he would be prepared to speak regarding Dark Skies at the APM

**20/122 To consider a request for a grant for the CAB**

**Resolved;** To not forward a grant this year as there are other more local organisations that need supporting and the CAB are adequately funded at District and County level.

**20/123 To receive a report on the St Cuthbert out initiative regarding Unitary authority discussions**

The purpose of these meetings are for Parishes to consider how they may operate under new unitary authorities. It was agreed that it was useful to cluster and work collectively. The following were suggested: Planning, building, roads, footpaths and access, dark skies policies, maintaining landscape and wildlife, collectively buying materials, skills pooling, sharing costs of traffic calming schemes.

Meeting agreed to send copy of minutes and dark skies policies to cluster group.

**20/124 Green policies**

The Emergency Climate Fund has been delayed pending more information which has been provided. Results are supposed to be advised by the end of March.

**20/125 To discuss communications within the parish and to hold an e-mail database for sending out minutes**

QR codes will be considered to link to the website.

Because of the work over the last year, the “infrastructure” is in place for a newsletter and a newsletter will go out monthly via the website. A parishioner has been approached to edit the newsletter who has not yet said no. An honorarium to be discussed.

**20/126 To discuss further action to combat speeding in the Parish**

Scarecrows proposed received positive feedback

Safer Somerset (multi agency and representatives from District and County) may be useful to approach as would the Police and Crime panel ( which hold the PCC to account ) Cllr Wyke will speak to the chair of both

Members noted the cost of children’s designs to be put up to discourage speeding at around £200.00 and it was agreed to pursue this along with the scarecrow suggestion. PC to advise St Cuthberts Out of action taken. PC to approach the new PCC commissioner and the Police and Crime panel in May.

**20/127 To discuss action to help implement the Dark Skies policy**

Results of survey conducted were sent to Cllr Noel and Munt for their information.

Three issues surrounding problems of light pollution were identified: Remaining streetlights external lights and lights from uncurtained glazing in some of the houses. There will be difficulties enforcing the dark skies policy on some of these. Historic planning permissions cannot be revised. Suggestions were made to ask homeowners to see how their house will look from the outside. There is a need to articulate what the policies are to people moving in or requesting planning permissions. The policy is on the website. It was agreed to create a story book documenting how the dark skies policy came about and circulate to all the village with ways it can be ameliorated. Dark Skies will be used as a theme for the Annual Parish Meeting.

**20/128 To discuss putting forward enforceable road markings/ parking restrictions that need to be subject to a TRO**

A large number of road markings need changing or updating. The following were identified: All around the Cross, chevrons in the middle of the road on the corner, entrance to Roughmoor Lane and Stoneleigh, entrance to Station Road, everywhere along A 371, along Hannahs Lane, outside Village Hall on Hannahs Lane, along the bottom of Top Road, industrial estate at the foot of the bridge and Lodge Hill. A map will be supplied for the clerk to pass to SCC Highways

**20/129 To discuss the consultation on additional main modifications on Mendip Local Plan part II: Sites and Policies**

Members had nothing to add to this

**20/130 Notices**

There were none

**20/131 Items for Next Agenda**

**Dark Skies**

**Honorarium for the newsletter**

Wednesday 7<sup>th</sup> April 2021 @ 7.30 p.m. as a virtual meeting via online conferencing facilities.

Meeting was closed at 10.08 p.m.