

**Minutes of the Parish Council Meeting held on  
Wednesday 3<sup>rd</sup> November 2021**

**Present:** Cllrs Sue Reece, Sue Isherwood (Chair), Guy Timson, Ros Wyke and Buffy Fletcher

**In attendance:** Kate Egan – Parish Clerk

**21/255 Welcome by the Chairman**

**21/256 Apologies for Absence**

There were no apologies for absent

**21/257 Absent**

No Councillors were absent

**21/258 Declaration of Interest and Dispensations**

**(a) To receive declaration of interests from Councillors on items on the agenda**

There were no declarations of interests from Councillors on items on the agenda.

**(b) To receive written requests for dispensations for disclosable pecuniary interests**

A written request for dispensation for disclosable pecuniary interests was received from Cllr Sue Reece in regard to the Planning Applications currently being monitored on Lynchcombe Lane. The dispensation was granted for a period of 4 years.

**(c) To grant any requests for dispensation as appropriate**

Cllr Guy Timson requested a dispensation in regard to item 21/267(a)

**21/259 Public Session**

There was one member of the public in attendance

**21/260 County and District Councillor Reports**

County Councillor Graham Noel was not in attendance and had sent no report. District Councillor Ros Wyke gave a verbal report to Councillors. Main points covered were grants available to local small businesses and the timetable and preparations for the move to a unitary council for Somerset.

Cllr Joanne Tucker joined the meeting at 7.40pm

**21/261 Report from Mark Smith the Webmaster Administrator**

The report was sent prior to the meeting

**21/262 To confirm the minutes of the previous meetings held on 6<sup>th</sup> October 2021, previously circulated.**

The Council **RESOLVED** that the minutes for 6<sup>th</sup> October be accepted as a true record and were signed by the Chair.

**21/263 Matters arising from the minutes but not on the agenda**

There were no matters arising from the minutes but not on the agenda.

- 21/264 Planning Applications – If other planning applications are received between the date of this notice and the date of the meeting, they may be considered.**  
**(a) 2021/2392/TCA** Front conifers (T1) Fell & replant with mixed native hedging. Rear conifers (T2) Reduce the trees in height by approximately 30% (2m). The Martins, Lynch Lane, Westbury Sub Mendip. **Update** Westbury Sub Mendip recommended approval
- 21/265 Planning Applications currently being monitored**  
**(a) Land at Lynchcombe Lane**, The enforcement team have opened a case, reference number ENF/2019/0035 and have requested photographs of the caravans, close up and context shots. They are still a bit limited in terms of site visits because of Covid. This was chased on 3<sup>rd</sup> September and an email was received on 23<sup>rd</sup> September saying they would respond in full shortly. Response was received on 22<sup>nd</sup> October saying as soon as something significant happens, the enforcement team will let the council know.  
**(b) Shepherds Barn, top of Lynchcombe Lane.** The enforcement team have opened a case, reference number ENF/2020/0190. A full review of the case is being carried out; additional information has been requested before a site visit can be carried out. However this relates to summer time activity only so no developments can be monitored until 2022.
- 21/266 Policies**  
**(a) Asset List**  
 Some of the asset need checking, once complete this will be brought back to another meeting for approval  
**(b) Annual Risk Assessment**  
 Some minor changes were made, these were approved and the Council **RESOLVED** to accept the Annual Risk Assessment. This will be reviewed annually.  
**(c) Projected use of Reserves**  
 This item was deferred to later on in the meeting so it could be discussed alongside the budget.
- 21/267 Grants**  
**(a) Application from Robert Glanville Playing Field Trust for £1,375.00**  
 Cllr Guy Timson spoke as a representative of the Robert Glanville Playing Field Trust. Details were given about the grant application and why the funds were being requested. The Council **RESOLVED** to approve the grant application for £1,375.00  
**(b) Application from Westbury Sub Mendip Community Shop Ltd for £1,040**  
 There were no representatives from Westbury Sub Mendip Community Shop in attendance. The Councillors discussed the grant application and the Council **RESOLVED** to approve the application for £1,040.00
- 21/268 To Be Resolved**  
**(a) Proposal to accept the quote from Tickbox Marketing for £650 + VAT to upgrade the WordPress software on the website to 5.8.1**  
**(b) Proposal to move the Parish Council website to another Provider**  
 The two agenda items above were discussed together and Councillors requested further information. This will be brought back to the next meeting.

**(c) Proposal for Westbury Community Tree Group to become either a sub-committee of the council or a working party.**

Westbury Community Tree Group had discussed this prior to the meeting and decided to remain as a community group but would work closely with the Parish Council. If Westbury Community Tree Group decide in the future to reconsider it will be brought back to the council.

**(d) Proposal for the Parish Council to contribute £36 towards the Clerk obtaining the FILCA qualification.**

The Council **RESOLVED** to contribute £36 towards the Clerk obtaining the FILCA qualification.

**(e) Update and discussion on the proposal for a development on land off Roughmoor Lane**

Councillors discussed a recent proposal by the Church Commissioners for a development on land off Roughmoor Lane which they are also discussing with Mendip District Council planning officers. A public consultation may take place in the early part of next year.

Cllr Joanne Tucker left the meeting at 9.15pm

**(f) Discussions on the draft budget for 2022/23 ready to adopted at the next meeting and the Projected Use of Reserves 21/266 (c)**

discussed, this will be brought back to the next meeting for approval.

**(g) Acceptance of quotes and appointment of the Internal Auditor for 2021/2022**

The Council **RESOLVED** to appoint Probusiness in Wells as the internal auditor for 2021/2022 at a price of £195.00 + VAT

**(h) Proposal to obtain quotes to reduce overgrown vegetation around the electricity sub-station on the Square.**

Quote had been received just prior to the meeting and were given to the Councillor for discussion. The Council **RESOLVED** to appoint Ian Metcalf for a cost of £175.00 to remove the brambles and tidy up the area.

**(i) Discussion on Traffic Issues within the village**

Two possible sites were discussed for the location of speed indicator devices, these will be marked onto a village map and sent to Somerset County Council asking whether the locations are suitable.

**(j) Discussion and proposal on restarting the Neighbourhood Plan.**

This was deferred to the next meeting.

Cllr Sue Reece left the meeting at 9.50pm

**21/269 Clerk's Report**

**(a)** The two notice boards that were situated at Stoneleigh are currently being refurbished although they may have to be relocated as the stone wall has been replaced by a fence.

**21/270 Reports from Village Organisations**

Due to the length of the meeting, reports from the village organisations were not discussed.

21/271

**Finance****Bank Balances as at 25<sup>th</sup> October 2021**

Current Account £5,844.34

Reserve Account £18,544.38

**Receipts**

(a) Bank Interest - £0.16 – received 11.10.21

(b) SALC/SCC Grant - £1500 – 12.10.21

**Payments**

(c) Monthly Zoom cost - £14.39, paid by DD 05.10.21

(d) SALC – Planning Webinar - £60.00

(e) Robert Glanville Playing Field – SALC/SCC Grant - £1500.00

(f) Contribution to FILCA costs - £36.00

(g) Westbury Sub Mendip Village Hall - £18.00

(h) Clerks Salary – October - £330.98

**Extra Payments**

(i) Robert Glanville Playing Field Trust - £1,375.00

(j) Westbury Sub Mendip Community Shop Ltd - £1,040.00

The Council **RESOLVED** to accept the extra payments and **RESOLVED** the above payments and receipts.

21/272

**Correspondence**

(a) Briefing note for Councillors – Mendip Area – increase in Covid 19 rates – forwarded 08.10.21

(b) Mendip Monthly for September – forwarded 08.10.21

(c) Virtual Parish Forum – 12<sup>th</sup> October – forwarded 11.10.21

(d) Invitation to Rewilding Somerset Event – forwarded 17.10.21

(e) PowerPoints and notes from the T&amp;PC Conference October 2021 – forwarded 17.10.21

(f) Invitation to Somerset Water Forum on 19<sup>th</sup> November 2021 – forwarded 21.10.21

21/273

**Matters to report / items for next agenda**

(a) Discussion to extend the defibrillator agreement

(b) Drainage issues on Broad Road and Scadden's Lane

(c) Quarry activity in Broad Road at the site of Duddon's Farm

21/274

**Under Section 1, Paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.**

The Council **RESOLVED** that under section 1, Paragraph 2 of the Public Bodies Act 1960 the press and public be excluded from the meeting from the following items of business.

**(a) Amendment of the previous letter sent to the resident who is kindly donating a field to the Parish.**

The Council **RESOLVED** to amend the previous letter and it will be resent

**21/275**      **Date and time of next meeting** – Wednesday 1<sup>st</sup> December 2021 to be held in the Village Hall, starting at 7.30pm

Meeting closed 10.10pm