

**Minutes of the Parish Council Meeting held on
Wednesday 5th January 2022**

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

In attendance: Kate Egan – Parish Clerk

Items were taken out of order from the agenda

22/303 Welcome by the Chairman

22/304 Apologies for Absence

Cllr Guy Timson (as a result of Covid positive testing in close family member)

22/305 Absent

Cllr Joanne Tucker

22/306 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

No written requests for dispensations for disclosable pecuniary interests were received.

(c) To grant any requests for dispensation as appropriate

Cllr Sue Isherwood requested a dispensation in regard to item 22/319 (a)

22/307 Public Session

There was one member of the public in attendance

22/308 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. Updates from Mendip are sent on a regular basis, a link has been placed on the Parish Council website. Unitary Council preparations are still ongoing with four District Councils and the County Council working together. No decisions have yet been made on planning, licences, etc. This may wait until after the election in May.

22/309 Report from Mark Smith the Webmaster Administrator

Mark Smith was in attendance. The monthly report has been attached as appendix A.

22/310 Clerk's Report

(c) The Public Consultation for the development off Roughmoor Lane will be held in the village hall in the middle of January, this will be followed by a public meeting. **Update** Leaflets have been sent to residents informing them of the proposed development, hard copies of plans will be issued to those without internet access. The consultation will run from 12th January until 26th January via a website with a meeting on 20th January at 5pm via Zoom, the links have also been placed on the Parish Council website. Another communication from the Parish Council will also be delivered to residents with suggestions on areas of the proposed plans that parishioners might like to comment on.

22/311 To Be Resolved

(b) Update from Cllr Guy Timson on the suitability of the Parish Council website and any actions that need to be carried out.

As Cllr Guy Timson was unable to attend the meeting, this item was deferred to the next meeting.

22/312 To confirm the minutes of the previous meetings held on 1st December 2021 and 16th December, previously circulated.

The Council **RESOLVED** that the minutes for 1st December 2021 and 16th December be accepted as a true record and were signed by the Chair.

22/313 Matters arising from the minutes but not on the agenda

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

22/314 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) 2021/2736/FUL Conversion and part demolition and rebuild of existing barns to a Sui Generis use (vehicle MOT, repairs and servicing workshop). Erlong Farm, Hollybrook, Westbury Sub Mendip. **Update** Westbury Sub Mendip Parish Council recommended refusal due to noise, level of traffic entering and exiting the narrow A371, lack of mitigation in regard to the bats, no mention of how external lights would be managed as the Parish Council have a dark skies policy and no mention of collection of how most waste material would be disposed of.

22/215 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 3rd September and an email was received on 23rd September saying they would respond in full shortly. Response was received on 22nd October saying as soon as something significant happens, the enforcement team will let the council know. A photograph has been sent showing the caravans, this will be forwarded to the enforcement team.

22/216 To Be Resolved/Discussed

(a) Discussion on whether to carry on with the lease of the defibrillator or for the Parish Council to purchase one.

The Council **RESOLVED** to carry on the lease with South Western Ambulance Service. The lease will be renewed in August for a period of four years at a cost of £1800 plus VAT.

(c) Update on whether residents within the village are interested in leading the Steering Group for the Neighbourhood Plan and adoption of the Terms of Reference for the Steering Group

Residents are still being approached to lead the Neighbourhood Plan. The Council **RESOLVED** to adopt the Terms of Reference for the Neighbourhood Plan Steering Group.

(d) Discussion and review of the Parish Council Newsletter.

Residents are enjoying the Parish Council Newsletter and finding it useful, although there is a struggle to find content on a monthly basis. The Newsletter frequency may change but this will be discussed with the editor.

(e) Appointment of a Parish Council representative for the Better Bus Service

A local group in Somerset have been working with Somerset County Council to improve bus services within the county. They are currently looking for a representative in the area who uses the buses on a regular basis to attend meetings and provide feedback. If you are interested, please contact the Parish Clerk for further details.

(f) Proposal to join with Priddy Parish Council and Wookey Parish Council in organising a beacon at Deer's Leap for the Queen's Platinum celebrations and appointing a Councillor to attend the working party.

Cllr Sue Isherwood offered to become the contact for the joint event, her contact details will be passed to the lead organisers.

(g) Update from Cllr Guy Timson on the bright lights on the Lodge Hill Industrial Estate

Cllr Guy Timson was unable to attend the meeting so this was deferred to the next meeting.

(h) Update from Cllr Sue Isherwood and the communication between the Planning Officer at the AONB regarding Quarry Farm.

Cllr Sue Isherwood has not yet spoken to the Planning Officer at the AONB but will speak to Mendip District Council as excavation has commenced.

22/317

Clerk's Report

(d) The Rotary Club has been contacted with regard to obtaining details for the speaker on Fraud Protection in order to arrange him to come and speak at the annual Parish meeting in April. **Update** No response has been received from the Rotary Club. The clerk will try to obtain contact details another way.

(e) The Parish Clerk has only received one possible location for a SID (using What Three Words). Once the other locations have been received the information will be forwarded to Somerset Highway. **Update** Councillors will be chased for the information.

22/318

Reports from Village Organisations

(a) Tree Group – A pleasant day was spent planting 150 trees creating a small wood.

(b) Village Hall 3 Film nights between Jan and April have been organised but with Covid distancing allowing a more limited audience. The committee are still being thorough in cleaning the hall.

22/319

Grants

(a) Grant from the Village Hall for a Puppet Show being held in March, amount requested is £100.

The Council **RESOLVED** to approve the grant application from the village hall for a Puppet Show being held in March

2021/42

22/320

Finance

Bank Balances as at 21st December 2021

Current Account £6,124.60

Reserve Account £15,544.68

Quarterly Review October – December 2021

Receipts

(a) Grant funding from Mendip District Council - £2,000

(b) Bank Interest £0.15 received 09.12.21

Payments

(c) Zoom payment – December - £14.39 pd by DD 03.12.21

(d) Purchase of an ink cartridge - £18.00

(e) Contribution to annual SLCC Membership - £42.75

(f) SALC – Social Media Training - £35.00

(g) Hire of village hall - £36.00

(h) Clerks Salary – December – £330.98

(i) Ian Metcalf Garden Services - £175.00

(j) Westbury Sub Mendip Village Hall – grant application - £100.00

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

22/321

Correspondence

(a) Free Neighbourhood Plan webinars in January 2022 and other information from SALC – forwarded 12.12.21

(b) Local Government Reorganisation Advisory Board Meeting on Thursday 16th December – forwarded 13.12.21

(c) SALC CEO December bulletin and Parish Fund Guidance for Opening Up Safely and Reconnecting Communities – forwarded 13.12.21

22/322

Matters to report / items for next agenda

(a) Complaints have been received regarding Shamrock Stables, Councillors will see if they can have another look at the issues.

(b) The improved traffic calming measures around Westbury Sub Mendip school are being programmed for installation in January

(c) Mendip Local Plan II was adopted by the Council on 20th December 2021, it now forms part of the development plan for Mendip District.

22/323

Date and time of next meeting – Wednesday 2nd February 2022 to be held in the Village Hall, starting at 7.30pm

Meeting Closed 9.32pm

Appendix A

Website Report for the Westbury Sub Mendip Parish Council Meeting on 5th January 2022

Website Homepage - <https://westburysubmendip-pc.gov.uk/>

Statistics

Months and Years (from Jetpack, Site Stats – Summaries – Website Views)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2017										4	632	422	1,058
2018	740	593	475	900	568	580	687	787	768	1,057	926	556	8,637
2019	718	441	469	433	624	437	471	633	484	645	432	411	6,198
2020	691	657	2,215	2,827	2,723	1,859	1,783	1,646	1,394	1,355	2,140	1,571	20,861
2021	1,953	2,572	2,091	1,544	1,863	1,661	1,525	1,401	1,093	1,286	1,345	945	19,279
2022													

Matters Arising

- a) the number of website News Posts Subscribers is **153** people (see Jetpack, Site Stats).
- b) Web Admin work took 2.5 hrs in November, and 2.0 hrs in December.
- c) The website had 1,345 views in November, and 945 in December. The maximum views ever in a month was in April 2020 with 2,827 views.
- d) Website 'Roles': We have 4 'Administrators' (myself and Tickbox included), who can make webpage changes, and add/change new users in Roles.
We have 17 'Editors', who can make changes to any page on the website.
We have 2 'Subscribers', who receive email notice of new News items (Administrators and Editors receive News updates automatically)

The Parish Council has accepted my suggestion that I submit to the Parish Council Newsletter Editor a 'Website Tip' each month for publication. I will start these tips in the February Newsletter. Some of the current website's features are not much used, e.g. the 'Upcoming Events' Calendar

e.g. News Subscribers

e.g. Anyone can make a Comment on a News Post (they are moderated by myself before publishing)

Mark Smith, Website Administrator

05/01/22 email address webadmin@westburysubmendip-pc.gov.uk