

**Minutes of the Annual Council Meeting held via Zoom
Wednesday 5th May 2021**

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

In attendance: Kate Egan – Parish Clerk

21/164 Welcome by the Chairman

21/165 Apologies for Absence

No apologies were received

21/166 Absent

Cllr Joanna Tucker

21/167 Declaration of Interest and Dispensations

(a) To receive declarations of interest from Councillors on items on the agenda

Cllr Sue Reece declared an interest in item 21/175 (c) and (d)

(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

No requests for dispensations as appropriate were received.

21/168 Public Session

There were three members of the public in attendance

21/169 County and District Councillor Reports

County Councillor Graham Noel was not in attendance

District Councillor Ros Wyke was in attendance and gave a short verbal report. The District Council are still in Purdah, but Mendip District council are still pursuing proposals for Local Government Reform. The four District Councils will be holding a referendum immediately after the election. Information will be sent out to all residents via post although responses can also be submitted digitally.

21/170 Report from Mark Smith the Webmaster Administrator

Mark Smith gave a short verbal report, the full report is attached as Appendix A.

The following item was taken out of order from the agenda

- 21/171 To Be Resolved**
(c) Proposal to approve the cost of £60 + VAT by Tickbox Marketing to correct the accessibility problems on the website with documents not opening correctly
 The Council **RESOLVED** that due to issues with older documents not being able to be opened once clicked on, Tickbox Marketing would incorporate a plugin in to correct this at a cost of £60 plus VAT.
- 21/172 To confirm the minutes of the previous meetings held on 7th April 2021, previously circulated.**
 The Council **RESOLVED** that the minutes of 7th April 2021 be accepted as a true record and would be signed by the Chair.
(a) To note that the minutes for 4th November although approved were incorrect as the Community Shop received £1040.00 and Robert Glanville Playing Field Trust received £1500.00 and not as stated in the minutes.
- 21/173 Matters arising from the minutes but not on the agenda**
 There were no matters arising from the minutes but not on the agenda
- 21/174 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) 2021/0499/HSE – Replacement Home Workshop Location – Tor View, Top Road, Westbury Sub Mendip,
 To be noted Mendip District Council decision was approval with conditions. A formal complaint will be submitted to Mendip District as a response was submitted on behalf of the Parish Council and it was mislaid by Mendip Planning Department
(b) 2021/0706/HSE – Installation of Velux Window to flat roof of rear extension. Location – Alaron, Duck Lane, Westbury Sub Mendip.
 The Parish Council recommended approval as the plans were simple and uncontroversial and took account of our Dark Skies policy.
- 21/175 Planning Applications currently being monitored**
(a) 2019/1549/FUL – Proposed erection of an agricultural building with associated alterations to the existing vehicular access and formation of a yard with parking. Location – Land North of Tor View, Top Road, Westbury Sub Mendip. Mendip District Council refused planning permission on 10th July 2019.
(b) 2019/2336/FUL – Installation of septic tank, retrospective permission for the erection of a reception and office building, erection of a facilities building, erection of 10no kennels and use of fields for exercising dogs. Location – Shamrock Stables, Lynch Lane, Westbury Sub Mendip.
 28th September 2020, Mendip District Council granted approval with conditions. 26th October 2020 an appeal was registered against the conditions and a request for costs was also submitted. The outcome of the appeal is not yet known
(c) Land at Lynchcombe Lane, unauthorised occupancy and any developments
(d) Shepherds Barn, top of Lynchcombe Lane
(e) Felling of Oaks at the Old Vicarage
 The enforcement team at Mendip District Council have now closed this case as two new trees were planted to replace the Oak Trees.

21/176

To Be Resolved

- (a) Proposal for the Parish Council to pay for an annual subscription of Zoom to be used by village organisations, the annual cost would be £143.88 including VAT**

The Council **RESOLVED** to pay for the annual subscription of Zoom as it is still very useful for village groups.

- (b) Discussion on investigating potential sites for a speed indicator device within the village and obtaining permission from the various bodies.**

A discussion was held on possible sites within the village for a speed indicator device. Cllr John Millbank will look at various locations and mark the positions on a map of the village, this will be then sent to Somerset Highways to ask permission for siting a speed indicator device.

21/177

Clerk's Report

- (a) Update on the scarecrow competition** – Cllr John Millbank has spoken to the school and they will incorporate the making of the scarecrows into Craft Week at the end of May, the theme will be Road Safety and Traffic Calming. Cllr Sue Reece will create the publicity and awareness around the village, the shop has kindly offered to do a window display. All residents in the village will also be invited to make a scarecrow.

- (b)** Further to correspondence with St Cuthbert's Out Parish Council regarding sharing a speed indicator device, Westbury Sub Mendip does not have a community speed watch co-ordinator or any approved sites from Somerset County Council, so sharing a device is unlikely at the moment. Further research will be carried out.

- (c)** The bench on the North Verge of Drappel Lane has been repainted by a resident of the village, permission was not sought first from the Parish Council.

21/178

Reports from Village Organisations

- (a) Robert Glanville Playing Fields** – The tennis court is now open for booking via the shop, the swings are finished and open, the MUGA area has been cleaned and is ready to use and the goalposts are being moved

Cllr Sue Reece left the meeting at 9.09pm

21/179

Finance**Bank Balances as at 14th April 2021****Business Bank Instant £25,543.24****Treasurers Account £617.92****Receipts**

- (a)** Annual Precept - £9,996.00 received 14.04.21

- (b)** Bank Interest - £0.14 received 09.04.21

Payments

- (c)** Transfer of £1,000 from the Treasurers Account to the Business Bank Account – transferred -9.04.21

- (d)** Transfer of £2,000 from the Treasurers Account to the Business Bank Account
The Council **RESOLVED** the above receipts and payments

21/180

Correspondence

- (a) Community risk management Plan for Devon and Somerset Fire and Rescue Service – forwarded 09.04.21
- (b) Wessex Flood Warden Newsletter – Spring 2021 – forwarded 09.04.21
- (c) Somerset Rivers Authority 2021-2022 Enhanced Programme of Works – forwarded 13.04.21
- (d) Bus Back Better – forwarded 22.04.21

21/181

Matters to report / Items for next agenda

- (a) The next village newsletter is currently being written; the deadline is Tuesday 25th May.
- (b) **Date and time of next meeting** – Councils are no longer able to hold virtual meetings and current restrictions do not allow for meetings to be held inside until the end of June / beginning of July. Once restrictions have been lifted a date will be published.

Meeting Closed 9.20pm

Appendix A

Website Report – for the Parish Council Meeting on 5th May 2021

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

April 2021 Work

April's website work has included...

- Parish Council Reporting for March
- Uploading Minutes/Agendas
- Replying to website users' queries
- Moderating SPAM News Posts Comments
- Website documents not opening investigation
- May newsletter upload

Statistics

Months and Years (from 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									8,272

Matters Arising

- a) the number of website News Posts Subscribers is **151** people.
- b) Web Admin work took 6.75 hrs in April (3.5hours in March).
- c) April was a moderately busy month, with various 'one-off' events adding to the routine tasks.
- d) The problem with opening older (pre-April 2020) documents on the website could be fixed if I relinked each document on a 'one by one' basis, but Tickbox Marketing have offered a fix which would apply to all documents, at £60 plus VAT. This does seem to be the quickest, cheapest and most reliable solution: is the Parish Council content to approve it?

Mark Smith, Website Administrator

03/05/21 webadmin@westburysubmendip-pc.gov.uk

