

**Minutes of the Annual Council Meeting held on
Wednesday 7th July 2021**

Present: Cllrs Sue Isherwood (Chair), Buffy Fletcher, John Millbank and Jo Tucker

In attendance: Kate Egan – Parish Clerk

Items were taken out of order from the agenda

21/200 Welcome by the Chairman

21/201 Apologies for Absence

Cllrs Guy Timson and Sue Reece

21/202 Absent

Cllrs Guy Timson, Sue Reece and Ros Wyke

21/203 Declaration of Interest and Dispensations

There were no declarations of interest or requests of dispensations

21/204 Public Session

There was only one member of the public in attendance

21/205 County and District Councillor Reports

The District Councillor and County Councillor were not in attendance

21/206 Report from Mark Smith the Webmaster Administrator

Mark Smith was in attendance and summarised his report, which is included at the end of the minutes as appendix A. A page has been created to publicise the Scarecrow Competition.

21/207 To confirm the minutes of the previous meetings held on 5th May 2021, 27th May 2021 and 18th June 2021, previously circulated.

The Council **RESOLVED** that the minutes for 5th May 2021, 27th May 2021 and 18th June 2021 be accepted as a true record and were signed by the Chair.

21/208 To Be Resolved

(a) Discussion and possible proposal to move the Parish Council website to another provider.

The proposal was discussed and the current supplier will be contacted to ask whether there is any movement on the current prices. This will be brought back to the next meeting

(b) Proposal to adopt official Councillor emails

This was deferred to the next meeting

Cllr Jo Tucker arrived at 7.50pm

21/209 Matters arising from the minutes but not on the agenda

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

21/210 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) **2021/1263/HSE** – Erection of one and a half storey side extension along with erection of a garage – Clover Hill House, The Square, Westbury-Sub Mendip
Update the Councillors recommended approval for the following reasons – it would improve the aesthetics and doesn't increase the foot print.
- (b) **2021/1250/TCA** Bay (T1) – Reduce overextended limbs overhanging road by up to 1m – Owls Haunt, Top Road, Westbury Sub Mendip. **Update** Mendip District Council have stated TPO not required (no objection).
- (c) **2021/0925/HSE** – Conversion of Old Mill to entertaining area/office – Hollybrook House, Hollybrook, Westbury Sub Mendip **Update** Mendip District Council have approved the application

21/211 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 **Update** Mendip District Council refused the application on 10th July 2019 and no appeal was lodged within the time limit of six months.
- (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.
Update 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. A decision was issued on 1st June and the appeal was allowed with conditions 9, 10 and 11 being removed, but all other conditions on the permission remain and are required to be adhered to. The application for costs was refused.
- (c) **Land at Lynchcombe Lane, and Shepherds Barn, top of 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.
- (d) **Shepherds Barn and field, top of Lynchcombe Lane**
A number of complaints has been received about the amount of new camping activity in this field and particularly about the allied increase of motor traffic on Perch Hill and the very narrow Lynchcombe Lane. Investigations will be carried out

22/211 Policies

(a) Dark Skies Policy

The Council **RESOLVED** to approve the revised Dark Skies Policy

(b) Dispensation Policy and Dispensation Request Form

The Council **RESOLVED** to approve the Dispensation Policy and Dispensation Request Form

(c) Dates of future meetings

The Council **RESOLVED** the dates of Future Meetings

(d) Parish Council representatives on the Village Hall Committee and the Robert Glanville Playing Fields Committee

Cllr Sue Isherwood is the Parish Council Representative for the Village Hall Committee and was happy to continue.

Cllr Guy Timson is the Parish Council Representative for the Robert Glanville Playing Fields Committee

21/212

To Be Resolved

(c) Discussion on how the Parish Council can support permissive paths within the village.

A discussion took place and research will be carried out on how landowners can apply for permissive paths, once information has been gathered it will be forwarded.

(d) Discussion on whether the Parish Council would like to apply for the two new funds available for community and eco projects in Mendip – the closing date is 31st August 2021

Possible projects were discussed and Community Groups within the village will be encouraged to apply with the support of the Parish Council.

(e) Review on the monthly Parish Council bulletins

The Parish Council would like to thank Martin West for editing the monthly bulletins. A request was asked as to whether the publication date could be moved so that it didn't clash with the PEW. The question was asked if there was enough material if the bulletin was to be a permanent fixture, topics may need to be planned in advance for publication.

21/213

Clerk's Report

(a) A report was received from a resident in May concerned about a large bonfire that was emitting lots of black smoke and sparks, concerns were also raised about it being a possible danger to life and property.

(b) A letter was forwarded to the Head of Planning at Mendip District Council in regard to planning application 2021/0499/HSE regarding the response being mislaid.

(c) Photographs of the worn road markings in the village have been forwarded to Somerset Highways, this has now been approved and a Task Order will be created and passed to the Contractors.

(d) A map is being compiled of possible locations for speed indicator devices, when completed this will be forwarded to Somerset Highway for approval.

(e) Information has been received regarding The Queens Platinum Jubilee Beacons taking place on 2nd June 2022 and whether the Parish Council would like to be involved.

(f) The Great Western Ride between Bristol and Weston-Super-Mare takes place on Sunday 18th July. The route includes Broad Road from Priddy, onto Westfield Lane, across the A371 onto Millway into Rodney Stoke. AONB Marshalls will be at the turn to Westbury from the Cheddar Road and the crossing of the A371, but bikes will be travelling down the hill from about 9.30 until 1.30. A notice drawing attention to this will be placed on the website and village notice boards.

21/214

Reports from Village Organisations

(a) Robert Glanville Playing Fields

There was no representative from the Robert Glanville Playing Fields in attendance

(b) Westbury Sub Mendip Village Hall

The village hall is hopefully hoping to open up fully once the restrictions have been lifted and are aiming to restart the Film Shows in the Autumn and promote a children's Puppet show in March 2022

(c) Annual Report of the Westbury Tree Group

The annual report was summarised, the report is attached at the end of the minutes at appendix B. A discussion is ongoing regarding an area of land within the village which would be turned into a small wood. The Parish Council also thanked Westbury Tree Group for the amount of work they have carried out.

Jo Tucker left the meeting at 9.15pm

(d) Update on the Road Safety Scarecrow competition

Posters are up around the village and information is on the website. Application forms are also available from the village shop. The Closing Date is Monday 19th July. After judging and prizes allocated, the scarecrows will be situated around the village to remind drivers to slow down.

21/215

Finance**Bank Balances as at 29th June 2021**

Current Account £1,986.54

Reserve Account £23,543.64

Quarterly Budget review**Quarterly Bank Reconciliation****Receipts**

(a) Bank Interest - £0.21 – received 10.05.21

(b) Bank Interest £0.19 – received 09.06.21

Payments

(c) Tickbox Marketing - £72.00

(d) SLCC Training Course Community Engagement & Involvement - £9.00

(e) Clerks Salary – April 2021 - £330.98

(f) Clerks Salary – May 2021 - £330.98

(g) Zoom Invoice – May 2021 - £14.39

(h) Zoom Invoice – April 2021 - £14.39

(i) Replacement Ink Cartridge - £30

(j) Clerks Salary – June 2021 - £330.98

The Council **RESOLVED** the above receipts and payments.

21/216

Correspondence

(a) Possible neighbouring parish coalition – invitation to attend the next meeting – forwarded 12.05.21

(b) Clerks / Officers Training Events being run by SALC during June and July – forwarded 17.05.21

(c) Somerset County Council – Briefing Sheet for Councils – May 2021 – forwarded 17.05.21

(d) Reaffirming a commitment to continue the local poll – a message from the Stronger Somerset Team – forwarded 26.05.21

- (e) Consultation on Statement of Licensing Policy and Street Trading Policy – Licensing Act 2003 – forwarded 03.06.21
- (f) Two new funds for Mendip! Forwarded 07.06.21
- (g) Leaders write to Rt Hon Robert Jenrick and meet to discuss proposals for two unitary authorities – forwarded 15.06.21
- (h) Carbon Literacy Training for Parish Councils – forwarded 22.06.21
- (i) An update on Local Government Reorganisation in Somerset – forwarded 25.06.21

21/217 Matters to report / Items for next agenda

- (a) Reduction of lighting strength of street lights on the Lodge Hill Estate

21/218 Date and time of next meeting – Wednesday 1st September at 7.30pm in the Village Hall

Appendix A

Website Report – for the Parish Council Meeting on 7th July 2021

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

May & June 2021 Work

May and June's website work has included...

Parish Council Reporting for May and June

Uploading PC Newsletters

Replying to website users' queries

Moderating SPAM News Posts Comments

Assisting Tickbox Marketing fixing the bug that prevented older Word documents from opening.

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	1,863	1,661							11,881

Matters Arising

a) the number of website News Posts Subscribers is **153** people.

b) Web Admin work took 4 hrs in May and 30 mins in June.

c) May was a busy month, with bug fixes and new users as well as routine work. June was a quiet month, with no Parish Council reporting.

Mark Smith, Website Administrator

05/07/21 webadmin@westburysubmendip-pc.gov.uk

Appendix B

Annual Report of the Westbury tree Group

It is now a whole year since the Parish Council allowed me to start a parish council supported tree group. It has been quite an eventful year. We now have a simple constitution and have settled down with a committee of 6 who all are doing work in support of the group. We have finally got a bank account which proved difficult as banks were not setting them up during the pandemic.

We have achieved quite a number of goals, though we are yet to significantly increase the number of trees in the area.

- 1) We have established links with the Somerset Wildlife Trust and the AONB all working together to get a Tree Council grant to plant 150 trees on the Lynchcombe reserve.
- 2) A lot of work has taken place to start a Tree Nursery at Court House Farm, with thanks to Guy and Evelyn. We now have 3 beds ready for trees or already in use. Amazingly, we have funding of around £1,500 from the AONB to develop the tree nursery and a recent visit to an established tree nursery in Devon by three of us has given ideas of how best to use this largesse. One reason for their close interest is a general concern that many established tree nurseries do not grow their own local trees. They may be moved several times round the country or even be imported. Both mean lack of genetic diversity or local suitability as well as the opportunity for the import of disease. In addition, the increased demand means that some places are running out of trees each year.
- 3) Early development at the tree Nursery was supported by the Westbury Friendly Society which we found very encouraging.
- 4) I challenged people via the Westbury good gardeners group to have a go at growing tree seeds and about 8 people have had a go. Our success rates are varied but we all agreed that the first year is an experiment and we will learn as we go along. Despite the difficulties of growing trees rather than flowers or veg we will be able to plant several hundred down at the nursery in the autumn to grow on.
- 5) As part of the liaison with the AONB we now have the opportunity to involve the young rangers from time to time in our work and a very enthusiastic group of 13 went to check all the Lynchcombe trees and water them; it has rained almost continuously since! They are coming back in November to help us plant out our baby trees in the nursery.
- 6) The committee has put together an excellent leaflet and we are hoping to use this to start talking to more of the village landowners about planting trees. With the efforts of some members of the committee we have discovered that there are

more than 70 households who own at least one field in the village- far more than anyone had guessed.

- 7) I have started working with the Hills to Levels Project to identify and talk to individual landowners about the possibility of planting trees. There is some funding available for tree planting to impede the flow of water down the hill, and there are many places where that happens.
- 8) The group has started a [page](#) on the village website. We have uploaded several documents for village use including a Q&A on Ash Dieback, and a list of suitable garden trees done by Tina and Hiliary Little. We have also put regular bulletins in the PEW and more recently in the Parish Newsletter