

**Minutes of the Parish Council Meeting held on  
Monday 5<sup>th</sup> September 2022**

**Present:** Guy Timson, Buffy Fletcher, Sue Isherwood (Chair), Buffy Fletcher, Adam Euripidou, Ellie Metcalf

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

**1 Welcome by the Chairman**

The Chair welcomed everyone to the meeting after a couple of months

**2 Apologies for Absence**

Cllr Ros Wyke

**3 Absent**

No Councillors were absent

**4 Declaration of Interest and Dispensations**

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

There were no declarations of interest 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**

No requests for dispensations as appropriate were received

**5 Public Session**

There was one member of the public in attendance

**6 County and District Councillor Reports**

District Councillor and County Councillor Ros Wyke was not in attendance. County Councillor Heather Shearer sent her apologies. No reports were sent prior to the meeting

Cllr Ellie Metcalf arrived at the meeting 7.35pm

**7 Report from Mark Smith the Webmaster Administrator**

**(a) Report from Tickbox Marketing in relation to ongoing costs and business continuity**

The report was sent out prior to the meeting and Mark Smith briefly went through the report. The Council **RESOLVED** that the Parish Clerk can become an administrator

**8 To confirm the minutes of Parish Council Meeting held on 6<sup>th</sup> July 2022, previously circulated**

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

**9 Matters arising from the minutes but not on the agenda**

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

**10 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) **2022/1632/HSE** Demolition of existing garage / workshop and erection of single and two storey extensions and associated works – Hill View, Lynch Lane, Westbury Sub Mendip **Update** the Parish Council recommended approval as the application is not controversial, the new building would be an improvement and there is no impact on neighbours.

**11 To Be Resolved/Discussed**

- (a) **Proposal to arrange a date for the first meeting of the Councils along the A371 to discuss the traffic issues.**

Following a response from Councils along the A371, an initial virtual meeting was arranged for Monday 3<sup>rd</sup> October at 7.30pm. A short agenda was discussed.

- (b) **Proposal to update the Westbury Sub Mendip Community Emergency Plan**

This was deferred for a couple of months in order for the new draft Emergency Plan to be created.

- (c) **Proposal to appoint a new editor for the Parish Council newsletter and discussion on the new format**

This was debated as to the different formats and how the newsletter would be seen by residents whether by links on the website or distributed by email. Cllr Ellie Metcalf offered to help Cllr Sue Isherwood to decide how to write and present the newsletter.

- (d) **Proposal to sign the agreement between Westbury Sub Mendip Parish Council and Smart Communities to carry out the Community Review Plan, also to appoint a lead person.**

The Council **RESOLVED** to approve the agreement between Westbury Sub Mendip Parish Council and Smart Communities to carry out the Community Review Plan.

The agreement was signed by Cllr Sue Isherwood as the Chair and Cllr Sue Isherwood also offered to be the lead person.

- (e) **Proposal to accept the Licence Agreement from Aster Communities so the new noticeboard can be sited at Stoneleigh and once agreed to be signed.**

The Parish Council requested that the Licence Agreement be amended to show a different location. If the new location is accepted and agreed the Council **RESOLVED** that the Chair and Clerk could sign the replacement document.

- (f) **Proposal for the Parish Council to contribute towards costs of the Parish Clerk attending the National Conference in November - £112.96**

The Council **RESOLVED** to contribute costs of £112.96 to the Parish Clerk attending the National Conference in November.

- (g) **Update from Cllr Sue Isherwood on the Somerset Bus Partnership and proposal for the Parish Council to write a letter objecting to the withdrawal of the 126 Bus Service from Wells to Weston-Super-Mare**

Cllr Sue Isherwood wrote a letter to protest to the Transport Minister, Lady Vere against the withdrawal of the 126 Bus and encouraged everyone to sign the petition, currently online and in the village shop. It was also agreed Cllr Sue Isherwood should write to the transport portfolio holder at Somerset County Council to stress the importance of the 126 routes to our village and encourage continuing local subsidy for it. An update will be brought to the next meeting.

- (h) **Proposal to accept the quote and appoint the Internal Auditor for this financial year**

The Council **RESOLVED** to appoint Do the Numbers Ltd as the Internal Auditor for 2022/23 at a cost of £190.00

- (i) **Discussion on the Parish Council response to the inflation and fuel costs crisis.** Councillors discussed where warm spaces could be offered over the winter and the possibility of setting up a food bank or community fridge within the village. Cllr Adam Euripidou will speak to Aster as to whether the community room can be used and Cllr Ellie Metcalf will investigate community fridges.

## 12 Clerk's Report

- (a) Update from Cllr Sue Isherwood on the Neighbourhood Plan Steering Group who held their first meeting on 18<sup>th</sup> August. **Update** The first meeting has been held and a meeting has been arranged with head of planning at Mendip District Council for help and advice. It was agreed that the process of plan development should be as transparent as possible.
- (b) The Parish Council submitted an expression of interest for the Smarter Communities Community Review, the deadline was 31st July. The Parish Council are delighted to be told that they were successful, the first meeting is on 7<sup>th</sup> September and plans and consultation will soon be taking place. This initiative should support the Neighbourhood Planning process.
- (c) Village Organisations are being reminded to submit their annual grant applications to the Parish Council so they can be discussed and decided upon over the next couple of months.
- (d) A request has come in from a resident for the Pump House Path to be added to the Village Rights of Way map. The Parish Path Liaison Officer will be asked to pursue
- (e) Three twin amber flashing lights have been installed for St Lawrences School – opposite 'The Dairy' on Wells Road, outside Clover Hill House on School Hill and opposite 'West End Cottage' on Stoke Road. All three have been programmed with the following timings and will commence operating at the start of the academic year. Switch on time 08.20am, switch off time 08.50am, switch on time 15.25pm and switch off time 15.55pm, both having a duration of 30 minutes. **Update** The School will be contacted as to whether the timings can be altered to fit better with the school timetable.
- (f) Following correspondence with Somerset County Council all the possible locations as discussed at the last meeting belong to Somerset County Council and a permit will be required for each one. Alternative locations have yet to be suggested. **Update** Cllr Buffy Fletcher will approach companies within the village for sponsorship to cover the cost of the permit and the dog waste bin. Cllr Adam Euripidou will liaise with Cllr Ros Wyke for alternative sites.
- (g) Correspondence has been received about the village book exchange as it requires a tidy up and books are becoming damp during the wet weather. It is currently maintained by residents who live locally. **Update** The book exchange has now been cleaned and is being kept an eye on by a previous Councillor.
- (h) Following a request from Highway Services at Somerset County Council in regard to the Grit Bins. They were checked and found to be full ready for the winter.

## 13 Reports from Village Organisations

### (a) Footpaths

The Parish Path Liaison Officer has been having various correspondence with the Church Commissioners in regard to blocked footpaths. This was discussed in detail as it could affect the relationship with the Church Commissioners in regard to the potential development. Cllr Sue Isherwood agreed to talk further with him to explain the full context.

**(b) Westbury Tree Group**

The Tree Group hope to plant 3,000 trees over the winter and currently have 1,900 trees in the nursery. The Tree Group are having an Open Day on Saturday 15<sup>th</sup> October.

**(c) Robert Glanville Playing Field**

The annual ROSPA inspection has been carried out and a few actions need to be carried out. Money will shortly be received from providing Stewards at Glastonbury Festival, more will be needed for next year. The borders to the playing field have been left to rewild.

**(d) Village Hall**

Film nights are restarting with Operation Mince meat being shown on Friday 9<sup>th</sup> September.

**14 Finance****Bank Balances as at 28<sup>th</sup> August 2022 £**

Current Account £22541.43

Reserve Account £6598.88

**Receipts**

(a) Bank Interest - £0.20 – received 11.07.2022

(b) Bank Interest – £0.75 – received 09.08.2022

**Payments**

(c) Parish Clerk – Training Course - £12.00

(d) South Western Ambulance Service – defibrillator - £540.00

(e) Parish Clerk – Costs towards attending the National Conference - £112.96

(f) Parish Clerk – purchase of ink and paper - £35.97

(g) Westbury Sub Mendip Village Hall – hire of village hall - £20.00

(h) Parish Clerk – Clerks Salary – July - £335.12

(i) Parish Clerk – Clerks Salary – August - £335.12

(j) HMRC – July contribution - £0.80

(k) Tickbox Marketing – Website upgrade - £780.00

(l) SALC – Councillor Training - £100.00 (two invoices)

(m) Mendip District Council – election costs - £100

(n) SALC – Annual Membership - £222.82

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

**15 Correspondence**

(a) Link to a Summary of a meeting and a video of the Parish Webinar on the Climate Emergency – forwarded 12.7.22

(b) Press Release – New Somerset Council supports local decision-making – forwarded 19.07.22

(c) Invitation to the Mendip Area Rural Parishes Liaison Group – forwarded 25.7.22

(d) Newsletter from Somerset Community Foundation – forwarded 29.7.22

(e) SALC Councillor Training Courses – forwarded 4.8.22

(f) Mendip District Council Health and Wellbeing Bulletin August 2022 – forwarded 09.08.22

(g) Invitation to the Parish Forum at Mendip District Council on 8<sup>th</sup> September at 6.30pm – forwarded 10.08.22.

- (h) Rural parishes survey about Parish wants and needs from the new Somerset County Council – forwarded 22.8.22
- (i) Copy of a letter from James Heapey MP in relation to the reduction of bus services – forwarded 25.08.2022
- (j) Invitation to a Somerset Unitary Team Meeting on Tuesday 27<sup>th</sup> September at 7pm in Wells Town Hall – forwarded 23.08.22

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

There were no matters to report.

**17 Date and time of Next meeting – Wednesday 5<sup>th</sup> October to be held in the Village Hall, starting at 7.30pm**

Meeting closed 10.30pm

DRAFT