



14/22-23

**Minutes of the Parish Council Meeting held on  
Wednesday 6<sup>th</sup> July 2022**

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

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

**1 Welcome by the Chairman**

The Chair welcomed everyone to the meeting

**2 Apologies for Absence**

Cllr Ellie Metcalfe

**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 were no members of the public in attendance

**6 County and District Councillor Reports**

District Councillor Ros Wyke was in attendance and gave a verbal report.

County Councillors Ros Wyke and Heather Shearer were in attendance and both gave a verbal report regarding public health challenges, Ukrainian refugees who have been housed across the area, climate emergency, available grants and funding for low-income families.

Cllr Adam Euripidou arrived at 7.54pm

**7 Co-Option of Parish Councillor**

The prospective candidate withdrew their application

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

Mark Smith was in attendance and had forwarded his monthly report prior to the meeting. The recent upgrade had been helpful and has reduced the spam comments. Further communications will be carried out with Tickbox on how the upgrades will process in the future. A report will be brought to the next meeting.

**9 To confirm the minutes of the Annual Council Meeting and Parish Council Meeting held on 18<sup>th</sup> May 2022, previously circulated**

The Council **RESOLVED** that the minutes from the Annual Council Meeting and Parish Council Meeting held on 18<sup>th</sup> May 2022 be accepted as a true record and were signed by the Chair.

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

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

**11 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) 2022/1222/FUL** Erection of field shelter (retrospective). Land at 349719 149 513 Lynch Lane, Westbury Sub Mendip. **Update** Westbury Sub Mendip Parish Council recommended refusal and recommending the structure is demountable, has no external lighting or skylights. The building is not to used as kennels and the size of the building is not appropriate for the size of the field.

**(b) 2022/1278/HSE** Erection of single-storey rear extension and first floor side extension over existing garage. Orchard Lodge, Station Road, Westbury Sub Mendip. **Update** Westbury Sub Mendip recommended refusal, but asked for a clear statement on how the roof lights would be managed with automated blinds.

**12 To Be Resolved/Discussed**

**(a) Proposal to create a working party of local Parish Councils to discuss the traffic issues so working as a body when dealing with Somerset Highways and not as individual councils.**

The Parish Council **RESOLVED** to create a working party of local Parish Councils to discuss the traffic issues along the A371. Councils will be contacted from Shepton Mallet to Cheddar to gauge interest and possibly arrange an initial meeting. Any responses will be brought back to the next meeting.

**(b) Proposal to adopt the terms of reference for Roughmoor Lane Steering Group**

The Parish Council **RESOLVED** to adopt the terms of reference for Roughmoor Lane Steering Group in principle. Cllr Sue Isherwood will lightly rewrite the terms issued prior to the meeting and upon general agreement from the rest of the council, they will be accepted.

**(c) Nominations for members of the public and Councillors to form a Steering Group for the Neighbourhood Plan.**

Cllrs Adam Eurpidou, Sue Isherwood and Ros Wyke were nominated as members of the Steering Group for the Neighbourhood Plan. Residents will also be invited to create a core group of 6-7 people.

**(d) Proposal to approve the proof for the new Notice Board**

This was deferred to the next meeting and alternative locations will be researched.

**(e) Proposal to purchase dog waste bins for the village and where to site them.**

Following the acceptance of four possible sites from Mendip Environment Services to add them to their route, two locations were decided to obtain permission from the landowners before purchasing the bins. The two areas were South and East of the village. Cllr Adam Eurpidou will investigate locations west of the village. Further information will be brought back to the next meeting.

**(f) Nomination for a Councillor to represent the Parish Council in the Somerset Bus Partnership meetings.**

The Parish Council proposed Cllr Sue Isherwood to represent the Parish Council in the Somerset Bus Partnership meetings but liaising with Cllr Adam Eurpidou who will co-ordinate responses from residents.

**(g) Proposal to apply for the Community Planning and Engagement Project, deadline is the end of July.**

Cllrs Adam Euripidou and Sue Isherwood will complete the form together and submit the form by the end of July.

**(h) Proposal to provide a snapshot of a parish village today, deadline is the end of July 2022**

This was briefly discussed and it was decided that the timescale was too short. Somerset Archives will be contacted as to an extension may be granted and if possible, the local WI will be contacted.

**13 Clerk's Report**

**(a)** A request was received asking to remove the bin currently situated near the shop entrance away due to the smell. The bin does not belong to the Parish Council, enquiries were made as to the owner and to ask their permission.

**(b)** An email was received asking whether yellow lines could be installed on School Hill especially on the corner with The Hollow as a lorry travelling up School Hill was unable to proceed due to the number of parked cars. The Councillors were against any more urban style road markings, but thought a letter from the school asking them to be more considerate might also help. The Clerk to follow up with the school

**(c)** A telephone call was received regarding disturbances at the Playing Field, several Councillors went to have a look, the car park is being used to store a horsebox.

**Update** Any future disturbances worried parishioners be asked to contact the Chair of the Playing Fields

**14 Reports from Village Organisations**

**(a) Update from the Church Commissions on the revised plans for the Roughmoor Lane housing development.**

The Church Commissioners are currently working on the Master Plan which will include the adjacent brown field side and hope to forward it to the Parish Council in August. An extra meeting in August may be held to discuss the plans and any responses.

**(b) Update on Ukrainian refugees within the area**

Ukrainian refugees have now settled within the village. If any support is required, they or their hosts were requested to contact Somerset Councillors Ros Wyke or Heather Shearer.

**15 Finance**

**Bank Balances as at 28<sup>th</sup> June 2023**

**Current Account £7,368.56**

**Reserve Account £22,540.48**

**Quarterly review** – This was noted by the Councillors

**Approval of Quarterly Bank Reconciliation**

The Council **RESOLVED** to approve the Quarterly Bank Reconciliation and it was signed by the Chair.

**Receipts**

(a) Bank Interest - £0.19 – received 09.06.22

**Payments**

(b) Annual subscription to Zoom - £139.08 – paid by Paypal on 24.05.22

(c) Clerks Salary – May £335.12

(d) HMRC Payment – May £0.80

(e) Signscape – Noticeboard - £1559.32

(f) Westbury Sub Mendip Village Hall – Hall Hire - £18.00

(g) Clerks Salary – June £335.12

(h) HMRC Payment – June £0.80

The Council **RESOLVED** to approve the above receipts and payments apart from 15 (e) as this related to the noticeboard which was deferred to the next meeting. The Council also **RESOVLED** to accept the two additional payments below.

(i) SALC – Training Session - £25.00

(j) Mark Smith – Quarterly Invoice for web administration - £54.84

**16 Correspondence**

(a) Councillor Training from SALC – forwarded 24.5.22

(b) Trail launched for communities to rewild Mendip Land – forwarded 26.5.22

(c) Bus Meeting for New Councillors – forwarded 01.06.22 (Cllr Sue Isherwood attended)

(d) Local Heritage List – forwarded 01.06.22

(e) Community Planning and Engagement Project – forwarded 15.6.22

(f) Invitation to a Climate Emergency Webinar hosted by Somerset Climate Action Network on Tuesday 5<sup>th</sup> July – forwarded 18.6.22 (Cllr Sue Isherwood attended)

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

(a) Climate and Ecology Plan

(b) Format of the monthly Parish Council Newsletter

(c) Reports from the Footpath Officer, Tree Group and the Playing Fields

**18 Date and time of next meeting – Wednesday 7<sup>th</sup> September to be held in the Village Hall, starting at 7.30pm, but an extra meeting pencilled in for either 10<sup>th</sup> or 17<sup>th</sup> August, depending on the level of business.**

Meeting closed 10.15pm