

**Minutes of the Parish Council Meeting held on  
Wednesday 3<sup>rd</sup> May 2023**

**Present:** Guy Timson, Buffy Fletcher, Ros Wyke, Adam Euripidou, Sue Isherwood

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

**1 Welcome by the Chairman**

The Chair welcomed everyone to the meeting.

**2 Apologies for Absence**

All Councillors were present.

**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**

Cllr Sue Isherwood and Buffy Fletcher declared an interest in planning application 2023/0606/CLE, item 11 (b).

**(b) To receive written requests for dispensations for disclosable pecuniary interests**

No written requests for dispensation for disclosable pecuniary interests had been received.

**(c) To grant any requests for dispensation as appropriate**

There were no requests for dispensations as appropriate.

**5 Public Session**

There were five members of the public in attendance. The Chair of the Neighbourhood Plan Steering Group spoke in regard to items 13 (c) and 13 (d).

**6 Somerset Councillor Reports**

Somerset Councillor Heather Shearer sent her apologies.

Somerset Councillor Ros Wyke was in attendance and gave a verbal report. Subjects covered were the economic developments occurring across the County, the new Planning Board (staff are remaining the same), public assets and the first Local Community Network meeting will take place in the first week of June. A question was raised about further funding for the local buses, the current situation was explained.

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

Mark Smith was in attendance and has sent his report prior to the meeting. Pages have been refreshed and now more up to date.

**8 To confirm the minutes of Parish Council Meeting held on 5<sup>th</sup> April and 19<sup>th</sup> April 2023, previously circulated**

The minutes for the 5<sup>th</sup> April were not approved. The Council **RESOLVED** that the minutes from 19<sup>th</sup> April be accepted as a true record and were signed and dated 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 Co-option of Parish Councillors

Cllr Ros Wyke proposed Penny Colwill be co-opted as a Parish Councillor for Westbury Sub Mendip Parish Council, this was seconded by Cllr Sue Isherwood and unanimously agreed.

Cllr Guy Timson proposed Maggie BeeBee be co-opted as a Parish Councillor for Westbury Sub Mendip Parish Council, this was seconded by Cllr Sue Isherwood and unanimously agreed.

### (a) Signature of the acceptance of office forms

Cllrs Penny Colwill and Maggie BeeBee signed the Declaration of Acceptance of Office Form and were welcomed to the Parish Council.

## 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) **2023/0567/TCA** T28 – Rauli – Raise low canopy to 2.1m. T30 – Crack Willow – Fell. T36 – Common Ash – Fell. T39 – Tree of Heave – rebalance canopy. Westbury House, Church Lane, Westbury Sub Mendip **Recommendation** Westbury Sub Mendip Parish Council recommended approval.

Cllrs Sue Isherwood and Buffy Fletcher left the meeting at 8.17pm. Cllr Ros Wyke as the Vice Chair took over as Chair of the meeting.

(b) **2023/0606/CLE** Certificate of lawfulness for use of existing mobile home as C3 dwellinghouse. Quarry Farm, Broad Road, Westbury Sub Mendip. **Recommendation** Westbury Sub Mendip Parish Council recommended approval as there was no reason to challenge the application. It was noted that there had been complaints going back over several years to the local enforcement department.

Cllrs Sue Isherwood and Buffy Fletcher returned to the meeting at 8.21pm and Cllr Sue Isherwood regained the position of Chair of the Meeting.

(c) **2023/0495/HSE** Demolition of existing garage / workshop. Proposed single storey extension. Replacement of dormer windows. Hillview, Lynch Lane, Westbury Sub Mendip. **Recommendation** Westbury Sub Mendip Parish Council recommended refusal. Although the extension would be an improvement and in general principle there was no objection, there is a Parish Council Dark Skies policy and no consideration had been given for the seepage of light. The Parish Council would welcome a revised planning application.

(d) **2023/0737/HDG** Removal of 3no. sections of hedge to make path access for the Strawberry Line Project. **Decision from Somerset Council** This is a **notification** only and in line with the Council's Constitution and the adopted scheme of delegation and terms of reference, the decision for this application is delegated to officers. This notification is therefore being provided as a matter of courtesy for your information

(e) **2023/0739/LBC** Conversion of existing garage and construction of link to existing residential annex. Crow Farm, Crow Lane, Westbury Sub Mendip. **Recommendation** As this had been received after the agenda had been issued, an extension will be requested until the next meeting.

## 12 Planning Applications – Responses to be noted from Somerset Council

- (a) **2023/0564/TPO** TPO M1375: - T4/109 – Common Lime – Remove basal epicormic growth and raise low canopy to 3.6m, remove broken limb. T7/112 – Common Lime – Remove basal epicormic growth and raise canopy to 3.6m. T13/118 – Common Yew – Cut back from building by 2.1m. T21/126 – Scots Pine – Fell. Westbury House, Church Lane, Westbury Sub Mendip. **Decision from Somerset Council** This is a **notification** only and in line with the Council's Constitution and the adopted scheme of delegation and terms of reference, the decision for this application is delegated to officers. This notification is therefore being provided as a matter of courtesy for your information

## 13 To Be Resolved / Discussed

- (a) **Proposal to renew the annual membership of The Countryside Charity (CPRE), the membership has increased from £36 per annum to £60 per annum.**  
This was deferred to the next meeting.
- (b) **Lichfield's have asked for a decision from the Parish Council as to where the preferred location for the Community Building could be sited, the barns outside the development area off Roughmoor Lane or within the development itself.**  
The Council were unable to consider the request as there wasn't enough information to make an informed decision. The Council agreed to write to Lichfields to explain further their position.
- (c) **Proposal to accept the quote and appoint a company to produce a Settlement Character Report for Westbury Sub Mendip**  
The Council **RESOLVED** to appoint LB Planning to produce a Settlement Character Report at a cost of £2850.00.
- (d) **Proposal to accept the quote and appoint a company to produce a Village Transport Statement for Westbury Sub Mendip.**  
The Council **RESOLVED** to appoint D M Mason Engineering Consultants Ltd to produce a Village Transport Statement at a cost of £3125.00 + VAT.
- (e) **Proposal for the Neighbourhood Plan Steering Group to raise funds via crowdfunding or other means and whether the Parish Council would match fund the community fundraising £1 for £1 to a maximum of £2,000. Also, if community funding is not successful whether the Parish Council would cover the full costs.**  
The Council **RESOLVED** to fully fund the costs of the above reports.
- (f) **If the above items have been resolved, discussion and proposal as to whether the Parish Council wishes to cover the costs out of the reserves or remove items from the budget.**  
The Council **RESOLVED** to remove items from the budget to cover the costs and a revised budget was produced.

The Neighbourhood Plan Steering Group were thanked for their work.

## 14 Clerk's / Councillors Report

- (a) Further to a request for a site visit with regard to installing a Zebra crossing, the Traffic Engineer has replied stating it does not fall into their remit and to contact the Improvement Scheme Delivery Team. A separate report was attached with the supporting papers. **Update** The Improvement Scheme Delivery Team were contacted to register the request for a Zebra crossing.

- (b) A request has been received for extra signage on the roads to inform motorists there are pedestrians in the road for areas where there aren't any pavements. **Update** The Improvement Scheme Delivery Team were contacted to request extra signage.
- (c) The dog waste bins have been ordered and were hopefully delivered between the agenda being issued and the meeting. Cllr Adamos Euripodou will arrange installation.
- (d) A letter has been received from Lichfields in response to the zoom meeting on 23<sup>rd</sup> February and a Pre-app Summary, these have been published on the website as requested.
- (e) Following the resignation of a Councillor and the formal notice being adhered to, the Parish Council may co-opt a Parish Councillor. **Update** New Councillors were co-opted at the beginning of the meeting.

## 15 Finance

### Bank Balances as at 24<sup>th</sup> April 2023

**Current Account £2,684.95**

**Reserve Account £30,180.05**

### End of Year Budget Review

The Council noted the end of Year Budget Review

### Approval and signature of Bank Reconciliation as at 31<sup>st</sup> March 2023

The Bank Reconciliation as at 31<sup>st</sup> March 2023 had been signed at the Annual Council Meeting held before this meeting.

As per advice from an Internal Auditor, the invoices are no longer required to be signed by two Councillors, in future the Payment list will be approved

### Receipts

(a) Somerset Council – Annual Precept - £12,595.00 – received 24.04.23

(b) HMRC – VAT Refund - £546.87 – received 13.04.23

### Payments

(c) Do the Numbers Ltd – Internal Auditor - £190.00

(d) Glasdon – Dog waste Bins - £788.19

(e) Parish Clerk – Salary and Expenses – April - £368.16

The Council **RESOLVED** to approve the above Receipts and Payments

## 16 Correspondence

(a) Publication of Wells Neighbourhood Plan – forwarded 26.04.23 – Councillors were urged to read and respond to the public consultation.

## 17 Matters to report / items for next agenda

There were no matters to report or items for the next agenda.

## 18 Date and time of Next meeting – Wednesday 7<sup>th</sup> June 2023 to be held in the Village Hall, starting at 7.30pm.

Meeting closed 9.22pm