



To all Members of Westbury Sub Mendip Parish Council

You are hereby summoned to attend a meeting of Westbury Sub Mendip Council for the purpose of transacting the following business.

Kate Egan

Clerk to the Council

**Agenda for the Meeting of
WESTBURY SUB MENDIP PARISH COUNCIL
To be held at Westbury Sub Mendip Village Hall on
Tuesday 12th September 2023 at 7.30pm**

- 1. Welcome by the Chairman**
- 2. Apologies for Absence**
- 3. Absent**
- 4. Declaration of Interest and Dispensations**
 - (a) To receive declaration of interests from Councillors on items on the agenda**
 - (b) To receive written requests for dispensations for disclosable pecuniary interests**

Cllr Sue Isherwood has a written request for dispensation in relation to the Village Hall matters for four years (expires May 2027).
 - (c) To grant any requests for dispensation as appropriate**
- 5. Public Session**
- 6. Somerset Councillor Reports**
- 7. Report from Mark Smith the Webmaster Administrator**
- 8. To confirm the minutes of the Parish Council Meeting held on 5th July, previously circulated**
- 9. To confirm the minutes of the Parish Council Meeting held on 5th April after removing the word “heated” from item 12 (f).**
- 10. 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) 2023/1401/HSE** Conversion of outbuilding to ancillary residential accommodation. The Old Vicarage, School Hill, Westbury Sub Mendip
- 12. Planning Applications – Responses to be noted from Somerset Council**
 - (a) 2023/1080/TCA** T1 – Conifer – Fell. T2 – Pittosporum – reduce and reshape 40%. The Poppies, Wells Road, Westbury Sub Mendip. This is a **notification only** and in line with Somerset Council's Constitution and the adopted scheme of delegation and terms of reference, the decision for this application is delegated to Somerset Officers.
 - (b) 2023/1327/TCA** G1 – Conifers (Hedgerow) – Fell. T2 – T3 – Conifers – Fell. The Homestead, Hannahs Lane, Westbury Sub Mendip. This is a **notification only** and in line with Somerset Council's Constitution and the adopted scheme of delegation

and terms of reference, the decision for this application is delegated to Somerset Officers

13. To Be Resolved / Discussed

- (a) Proposal to implement .gov emails for all Councillors.
- (b) Proposal for the Parish Council to cover the costs for Chapter 8 Training, Health and Safety and Litter Picking for the village volunteer Litter Picker
- (c) Proposal to cover the costs of Tickbox Marketing upgrading the SQL software on the server at a cost of £45 + VAT.
- (d) Proposal to what Councillor information is published on the website and whether additional information is required, at the moment only emails are shown.
- (e) Ratify the decision for the Emergency Planning Committee to become an Emergency Planning Team consisting of Councillors and Residents
- (f) Proposal to accept the updated Emergency Plan Team terms of reference and the Updated Emergency Plan
- (g) The Parish Council to note the Highways Scoping Report from David Mason Engineering Consultants
- (h) The Parish Council to note the report from Jennifer Payne regarding the potential development of Roughmoor Lane
- (i) Proposal to arrange a short meeting for village organisations to discuss risk management and risk assessments and whether the Parish Council would cover the costs of training for the groups
- (j) Recruitment of the replacement Parish Clerk and Responsible Finance Officer.

14. Clerk's / Councillors Report

- (a) Response from Somerset Council in regard to the request that special planning specifications are considered such as the Parish Council Dark Skies Policy when accepting planning applications.
- (b) Response from Somerset Council in regard to the letter sent to the Planning Department regarding the change in policy regarding tree applications.
- (c) Two of the Dog Waste Bins have been installed and Environmental Services have been notified so they can be added to the route for emptying. One may need to be moved as the land is Private Land and doesn't belong to Somerset Council.
- (d) Update from Cllr Guy Timson on Health and Wellbeing within the area.
- (e) Application for a Premises Licence for Bucklegrove Holiday Park, Wells Road, Rodney Stoke, Cheddar was approved on 18th July 2023 with the amended conditions. The applicant was prepared to reduce the number of people from 1500 to 1000 to require an Event Management Plan to be produced. Regulated activities outside will cease at 23.00
- (f) Funding for Neighbourhood Planning Support has reopened for 2023/2024 – link forwarded 26.07.23
- (g) Report of fly tipping was received on a field on the end of Mores Land and Kites Croft, unfortunately the Parish Council were unable to help as this is private land although links to Somerset Council were forwarded.
- (h) Update from Cllr Sue Isherwood on the neighbourhood plan
- (i) Due to the resignation of the Parish Clerk, the Parish Council are looking for a new Parish Clerk and RFO to start at the beginning of October.
- (j) The grant application to SALC on Health and Wellbeing was not submitted by the deadline which was the end of August, the grant applications reopen in January 2024.

15. Finance

Bank Balances as at 2nd September 2023

Current Account £4,583.98

Reserve Account £25,213.22

Receipts

(a) Bank Interest £17.13 received 10.07.23

(b) Bank Interest £18.66 received 09.08.23

Payments

(c) South West Ambulance Services - £540.00

(d) David Mason Engineering Consultants - £1500.00

(e) Clerks Salary and Expenses - £1104.48 – July, August and September

(f) Jenny Payne – mileage expenses - £116.10

(g) SALC – Training Events - £65.00

Transfers

(h) Transfer from the reserve account to the current account £5,000.00

16. Correspondence

(a) Draft minutes from the first LCN Meeting for Levels and Moors

(b) Officer Training Courses offered by SALC – forwarded 25.07.23

17. Verbal Updates from Community Groups

18. Matters to report / items for next agenda

19. Date and time of Next meeting – Wednesday 4th October 2023 to be held in the Village Hall, starting at 7.30pm.