

**Minutes of the Parish Council Meeting held on  
Tuesday 12<sup>th</sup> September 2023, starting at 7.30pm**

**Present:** Guy Timson, Buffy Fletcher, Sue Isherwood (Chair), Penny Colwill, Maggie BeeBee, Adamos Euripidou

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

The meeting was delayed for ten minutes to allow participants time to travel from the village hall as the location had to be changed a few days before the meeting.

**1 Welcome by the Chairman**

The Chair welcomed everyone to the meeting

**2 Apologies for Absence**

No apologies had been received

**3 Absent**

Cllr Ros Wyke

**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**

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**

No requests for dispensations as appropriate were received

**5 Public Session**

There were four members of the public in attendance. The applicant for planning application 2023/1401/HSE spoke about the application and his disappointment at comments from the Ward Councillors.

**6 Somerset Councillor Reports**

Neither Somerset Councillors Ros Wyke or Heather Shearer were in attendance and no report had been sent prior to the meeting.

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

Mark Smith was not in attendance and had sent his apologies. The monthly report was sent out prior to the meeting. The possible date suggested by Tickbox Marketing for the training, unfortunately was unsuitable so a new date will be requested.

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

The Council **RESOLVED** that the minutes of the Parish Council Meeting held on 5<sup>th</sup> July be accepted as a true record and were signed and dated by the Chair.

**9 To confirm the minutes of the Parish Council Meeting held on 5<sup>th</sup> April after removing the word “heated” from item 12 (f).**

The Council **RESOLVED** that the minutes of the Parish Council Meeting held on 5<sup>th</sup> April be accepted as a true record and were signed and dated by the Chair.

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

A response had not been received in relation to 12(b) as to the lack of notice for support items. Mark Smith will be contacted to chase this up.

**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. **Recommendation** The Parish Council recommended refusal due to the number of sky lights and the light being released as the Parish Council has a dark skies policy but otherwise thought the proposed conversion was sensitively presented.

**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

**(c) 2023/1677/TCA** Silver Birch – Fell. Langarth, Stoke 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

**13 To Be Resolved / Discussed**

**(a) Proposal to implement .gov emails for all Councillors.**

Tickbox Marketing will be contacted as to the cost and this will be brought back to the next meeting.

**(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**

Cllr Sue Isherwood will speak to the volunteer concerned to ask whether they would like training and to be covered under the Parish Councils insurance, as they are currently carrying out the litter picking at their own risk.

**(c) Proposal to cover the costs of Tickbox Marketing upgrading the SQL software on the server at a cost of £45 + VAT.**

Tickbox Marketing will be contacted to ask why the Parish Council are being charged and not other organisations with websites on their server.

**(d) Proposal to what Councillor information is published on the website and whether additional information is required, at the moment only emails are shown.**

This will be reviewed once the new Parish Clerk is in post.

**(e) Ratify the decision for the Emergency Planning Committee to become an Emergency Planning Team consisting of Councillors and Residents**

The Council **RESOLVED** to 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**

The Council **RESOLVED** to accept the updated Emergency Plan and the Terms of Reference. The team were also thanked for putting the new plan together.

**(g) The Parish Council to note the Highways Scoping Report from David Mason Engineering Consultants**

The Parish Council noted 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**

This was deferred to the next meeting as the report had not been received in time for the meeting.

**(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**

The Council **RESOLVED** to cover the costs of training on risk assessment. A meeting date has yet to be decided.

**(j) Recruitment of the replacement Parish Clerk and Responsible Finance Officer.**

Advertisements have been placed and Councillors were asked to think of possible candidates. Details of companies providing locums will be passed to the Chair.

**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. **Update** This was deferred to the next meeting.

**(b)** Response from Somerset Council in regard to the letter sent to the Planning Department regarding the change in policy regarding tree applications. **Update** This was deferred to the next meeting.

**(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. **Update** One of the dog waste bins will be moved across the road and the third bin is still waiting to be installed.

**(d)** Update from Cllr Guy Timson on Health and Wellbeing within the area. **Update** This was deferred to the next meeting.

**(e)** Application for a Premises Licence for Bucklegrove Holiday Park, Wells Road, Rodney Stoke, Cheddar was approved on 18<sup>th</sup> 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 Mares 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 **Update** Cllr Sue Isherwood gave a verbal update 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. **Update** The Parish Clerk was thanked for all her hard work over the past few years, for managing the finances with great accuracy and for keeping the Council in order.
- (j) The proposed 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. The Chair added information that Mendip Hills AONB were interested in exploring a joint application for linking their nature conservation brief with well being outcomes across several parishes. She would investigate further

Cllr Adamos Euripidou left the meeting at 9.02pm

## 15 Finance

### **Bank Balances as at 2<sup>nd</sup> 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

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

## 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

There were no verbal updates from Community Groups

## 18 Matters to report / items for next agenda

There no matters to report or items for the next agenda

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

Meeting closed 9.15pm