



45/23-24

**Minutes of the Parish Council Meeting held on  
Wednesday 5<sup>th</sup> April 2023**

**Present:** Guy Timson, Buffy Fletcher, Ros Wyke (Chair), Adam Euripidou,

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

**1 Welcome by the Chairman**

Cllr Ros Wyke acting as Chair for the Meeting welcomed everyone to the meeting.

**2 Apologies for Absence**

Cllr Sue Isherwood

**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**

There were 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 three members of the public in attendance. The Chair of the Neighbourhood Plan Steering was in attendance in regard to item 12 (f).

**6 County Councillor Reports**

County Councillor Heather Shearer sent her apologies

County Councillor Ros Wyke was in attendance and gave a verbal report and covered areas such as Planning and where the relevant planning board would be based. Somerset Council are discussing implementing 20mph in certain areas and whether it would be feasible. Other subjects covered were finding appropriate housing for those children in care, information points that have been set up around the County and that the eligibility for reduced council tax has been widened.

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

Mark Smith was in attendance and had sent his report out prior to the meeting, this is attached as appendix A. Work to the community pages is ongoing. The Parish Council would not be able to have password protected pages due to the transparency code having to be followed.

**8 Co-option of a Parish Councillor**

**(a) Signature of the acceptance of office**

This was deferred to the next meeting

**9 To confirm the minutes of Parish Council Meeting held on 1<sup>st</sup> March 2023, previously circulated**

The Council **RESOLVED** that the minutes from the Parish Council Meeting held on 1<sup>st</sup> March be accepted as a true record and were signed by the Chair of the Meeting.

**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) 2023/0471/FON (5 DAY NOTICE) T1 & T2 Oak – remove dead wood. T3 -Pine – remove dead wood. T4 – Robina – remove dead wood TA – Pine – Fell. TB – Willow – Fell. TC Birch – Fell. TD Birch – Fell. Porthkerry, The Hollow, Westbury Sub Mendip Recommendation** the Parish Council recommended approval

**(b) 2023/0474/TCA T1 – Cedar – Reduce in height by approx. 3.5m. T2 – Tulip tree – Prune regrowth to previous cut points. Hollow House, The Hollow, Westbury Sub Mendip Recommendation** the Parish Council recommended approval

**12 To Be Resolved/Discussed**

**(a) Update on the idea of installing a zebra crossing within the village and any further actions to be carried out.**

An update was read out and a site visit will be requested as to a possible location for a zebra crossing.

**(b) 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 as Councillors wished to investigate what was included within the annual membership.

**(c) Proposal for the Parish Council to declare a Climate and Ecological Emergency.**

The Council **RESOLVED** to declare a Climate and Ecological Emergency

**(d) Proposal to accept the Licence and the conditions from Somerset County Council in regard to the installation of the three Dog Waste Bins**

The Council **RESOLVED** to accept the Licence and the conditions from Somerset County Council in regard to the installation of the three Dog Waste Bins and the Licence to be signed by the Proper Officer.

**(e) Proposal to decide on which type of Dog Waste Bins and costs to be installed around the village**

The Council **RESOLVED** to purchase three Green Fido 25 Dog Waste Bins at £203.26 each plus three Ground Fixing Posts at £53.70 each. Total Cost £742.21 Delivery will be made to Cllr Adam Euripidou where upon receipt installation will commence.

**(f) Proposal from the Neighbourhood Plan Working Party to obtain three quotes for a Village Transport Statement and a Settlement Character Appraisal plus an amount to cover students' expenses. The Parish Council are being asked to cover the costs of approximately £8,000 to £9,000 + VAT**

Following a discussion, the Council **RESOLVED** the Neighbourhood Plan Working Party can obtain three quotes for a Village Transport Statement and a Settlement Character Appraisal.

**13 Clerk's / Councillors Report**

**(a) Update from Cllr Guy Timson on how to implement a 20mph zone within the village** This is currently on hold as this was covered in the report from County Councillor Ros Wyke so could possibly be implemented by Somerset Council

**(b) Update on the Village Emergency Plan**

The Emergency Plan committee have met and discussed the changes to update the plan. The “eyes and ears” system worked well during the pandemic, and they are happy to continue in that role if required. Meetings have not been held this year but they hope to update the plan soon.

**(c) A Westbury Sub Mendip Parish Council Facebook Page was set up by a previous Clerk in 2016. Facebook will not allow two Pages with the same name so until this one can be deleted the Parish Council will not be able to set up a new one.**

The Facebook page had been set up by the Website Administration, admin rights will be passed to the Parish Clerk and they will take over the responsibility and will update it on a regular basis with information.

**(d) The Great Western Ride will once again be passing through the edges of the village on Sunday 23<sup>rd</sup> July****(e) Cllr Ellie Metcalf has resigned as a Parish Councillor, she was thanked for her contribution over the last year.****(f) The Parish Council now has less than two thirds of elected Councillors so they are no longer eligible to use the General Power of Competence for new projects.****14 Finance****Bank Balances as at 28.03.2023**

Current Account £3007.86

Reserve Account £17573.95

**Receipts**

**(a)** Bank Interest - £8.28 – received 09.03.2023

**Payments**

**(b)** SALC – Code of Conduct Training - £25.00

**(c)** SALC Responding to Planning Training - £25.00

**(d)** Tickbox Marketing – Web Hosting - £346.74

**(e)** Village Hall – Hall Hire - £80.00

**(f)** Purchase of Grit / salt - £31.98

**(g)** Clerks Salary and Expenses - £361.06

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

**15 Correspondence**

**(a)** An anonymous email was received regarding the state of the playing field car park, this was forwarded to the Chair of the Robert Glanville Playing Fields.

**(b)** Councillor Training Courses – forwarded 25.03.2023

**(c)** Breakthrough Councillor Courses – Cllr Sue Isherwood and Cllr Adam Euripidou would like to attend a couple, these will be booked by the Parish Clerk

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

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

**17 Date and time of Next meeting – An extra ordinary meeting will be held on Wednesday 19<sup>th</sup> April at 6.30pm in the village hall before the Annual Parish Meeting. The Annual Council and the monthly Parish Council Meeting will take place on Wednesday 3<sup>rd</sup> May 2023 starting at 7.30pm, these will be held in the Village Hall.**

Meeting closed 9.08pm

## **Appendix A**

### **Website Report for the Westbury Sub Mendip Parish Council Meeting on Wednesday 5<sup>th</sup> April 2023**

#### **Statistics**

**Months and Years** (from Jetpack, Stats – Summaries – Website Views)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>2017</b>										4	632	422	<b>1,058</b>
<b>2018</b>	740	593	475	900	568	580	687	787	768	1,057	926	556	<b>8,637</b>
<b>2019</b>	718	441	469	433	624	437	471	633	484	645	432	411	<b>6,198</b>
<b>2020</b>	691	657	2,215	2,827	2,723	1,859	1,783	1,646	1,394	1,355	2,140	1,571	<b>20,861</b>
<b>2021</b>	1,953	2,572	2,091	1,544	1,863	1,661	1,525	1,401	1,093	1,286	1,345	945	<b>19,279</b>
<b>2022</b>	5,398	2,857	2,441	1,657	1,923	1,923	1,136	1,742	1,712	1,736	1,683	1,104	<b>25,312</b>
<b>2023</b>	1,267	1,331	2,049										<b>4,650</b>

#### **Matters Arising** - Website Homepage - <https://westburysubmendip-pc.gov.uk/>

a). Volunteer Web Admin work took 4 hours in March 2023. Tasks have included: Reporting to the 1<sup>st</sup> March 2023 PC Meeting; monitoring the News Comments for publishing approval; updating the website as detailed in item 'd' below.

b) Website 'Roles': We have 4 'Administrators' (myself, Cllr Timson, Peter Bright, and Tickbox Marketing), who can add/change users in Roles, and make webpage changes.

We have 18 'Editors', who can make webpage changes. We have 2 'Subscribers' to News Posts.

c) The spike in January 2022 website views may be because the 'Roughmoor Lane Living' proposals were published then.

d) The Parish Council of 4th January 2023 agreed that I should undertake a review of the Westbury Sub Mendip website with the objective of refreshing the main webpages and bringing them up to date.

Suggested revisions below were agreed by the 31 January Parish Council meeting, and some were completed during February as previously reported, and others in March.

#### *Completed Tasks*

#### *Upcoming Events*

I have contacted the PEW Co-Editor Alison Schwetlick and agreed that I would put the PEW 'Event' listing of WsM events onto the website's 'Upcoming Events' webpage, on a regular basis.

#### Community webpage

I have invited the Contact given for some of the sub-pages (Church, WI, Tai Chi, Scarecrow Competition 2021, ... etc.) to provide updated text which I have published. If the Contacts are website Editors themselves, then they can do any updates. I am continuing to work my way through the Community Groups, agreeing updates to each community webpage, and re-ordering the Groups on the 'Community' webpage so that the more popular groups are nearer the top of the webpage, and the less popular groups are nearer the bottom.

#### News webpage

Primrose weekend 25/26 March details published

#### Other tasks:

Guidance given for Strawberry Line updates.

Axbridge Deanery briefing published.

Guidance from Tickbox requested and received for private password protected pages on the website.

e) Hosting Renewal – Tickbox were advised to send their invoice to the Clerk.

**Mark Smith, Website Administrator** 3<sup>rd</sup> April 2023

[webadmin@westburysubmendip-pc.gov.uk](mailto:webadmin@westburysubmendip-pc.gov.uk)