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MINUTES

**LEIGH ON MENDIP PARISH COUNCIL MEETING
held on 15th October 2007
at 7.30pm in the Memorial Hall**

Councillors Present

Chris Cudmore – Chairman (CC), Rose Martin (RM), Marsha Read (MR), Ty Schlechter (TS), Vicki Taylor (VT).
Clerk – Sandrine Vaillant (SV).

The meeting was attended by three parishioners and two district councillors, Philip Ham and Claire Fleming

H&S procedures were explained to members of the public present.

New Community Activity Project to be brought forward in the meeting to allow public to speak.

	Action
1.0 Apologies	
1.1 Frank Higgins;	
1.2 Ty Schlechter will be late; Vicki Taylor will be late.	
2.0 Minutes of the last meeting & matters arising	
2.1 The minutes of the meeting held on 17 th September 2007 were corrected to record “up to £30” in paragraph 5.6 and then accepted as a true and accurate record of the meeting and were signed.	
2.2 (2.2) Special expenses rates regarding churchyard responsibility – Ongoing.	CC
2.3 (2.5) Recreation Field Grant Request - Response has been received from the Rec Field accepting points raised in PC letter, a further specific request will be made in the future.	
2.4 (3.1) Conditions of Employment copied. Action complete. (3.2) SV contacted Sandra Morris who was unable to advise regarding clerk’s personal accident insurance but recommended to contact SLCC and SALC. SV to pursue.	SV
2.5 (5.2) Confirmation of mandate process. Action complete. See 5.0 Finance below.	
2.6 (5.3) Notify savings account of change of Clerk - Continues.	SV

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- 2.7 (5.6) Wireless adapter purchased – To be invoiced with Clerk’s expenses.
- 2.8 (5.9) Revised Financial Regulations issued to Councillors with the last minutes - Action complete.
- 2.9 (7.1) RM confirmed that Rec Field committee had been made aware of residents concerns and that letters had been delivered. Action complete. Issue discussed further under 4.0.
- 2.10 (8.2) See 9.0 Complaints regarding dogs obstructing footpath.
- 2.11 (9.1) Action complete. See 14.0 Police Liaison / PCSO.
- 2.12 (10.1 & 10.2) Parish Emergency Plan - Permission to use facilities was given by Rec Field. MR to approach Hall Committee. Action continues. **MR**
- 2.13 (11.2) Footpath report. Action complete. See item 10.0 below.
- 2.14 (12.1) Assignment of street names. Continues. See item 11.0 below. **VT**
- 2.15 (13.2) Somerset Village of the Year ceremony attended. Action complete.
- 2.16 (13.3) Notices displayed on information boards regarding award. Action complete.
- 2.17 (14.2) Letter was sent to First Bus who responded that drivers used great care at all time. FH is continuing with a dialogue.
- 2.18 (14.2.2) Identification of HGV pinch points. Action ongoing. **FH**
- 2.19 (14.6) Parish Plan final report reviewed in correspondence file. Action complete. See item 10.0 below.

3.0 District Councillor’s Report

- 3.1 Philip Ham introduced himself as district councillor and representative of: Somerset & Mendip Village Halls & Community Centre Committee; Mendip CAB; Radstock to Frome Cycle Path; Mendip Quarry Advisory Group; Mendip Towns Advisory Panel; Mendip Food Links; Somerset Food Advisory Group.
- 3.2 Leaflet of Somerset Food festival tabled – Feedback from PC welcome.
- 3.3 Bailey Bridge in Frome – Consultation period of 2-3 months starting; Feedback of any ideas welcome.
- 3.4 Car parking charges in the Mendip area – Consultation opened for proposed first half hour free. Feedback from PC welcome.

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- 3.5 Community Grants Programme – It is anticipated that the LoM application for £9,000 for the Memorial Hall will be accepted.
- 3.6 Congratulations on Somerset Village of the Year award.
- 3.7 Election – Tabled report collated following problems at the last election (May 2007). PC feedback welcome.

Ty Schlechter and Claire Fleming join meeting.

4.0 New Community Activity Project

- 4.1 Two public attendees were given 5 mins to express residents concerns over the proposed New Community Activity Project building. Concerns included potential later and busier use of the car park, planning conditions for the car park and limited consultation regarding the proposals for the new building. An alternative proposal was made with the building adjacent to the road instead of on the current “clubhouse” site with options for re-siting the car park. Residents are happy to have a new development but consultation must be undertaken. A letter and plans were presented.
- 4.2 It was clarified that no Planning Application had been submitted for the new building and that details of the building were not being progressed until funding was more certain. The input to the meeting was welcomed and constructive comments, alternative solutions and support to the activities were always encouraged when in the interest of the Parish. An open meeting had been held on the previous Saturday to allow all parishioners to see the progress with the Community Activity Project.
- 4.3 Phil Ham to familiarise himself with the Community Activity Project as this is a key village initiative and district councillors will be consulted before any planning approval.

5.0 Finance

- 5.1 Financial statement – The statement for 17th September – 14th October 2007 was agreed and signed.
- 5.2 Completion of Bank Mandates – SV updated councillors on procedure. Completion at November meeting. **SV**
- 5.3 Martha Care Trust grant request – Rejected as parishioners would not directly benefit. Clerk to send a reply **SV**
- 5.4 Preparation of Budget/Precept setting at November meeting – CC asked committee representatives to prepare summary of likely grant requests for coming year, subscriptions to be renewed, and so on, to be discussed at November meeting, in anticipation of budget agreement at December meeting. SV to email copy of last year’s budget precept to councillors

(hard copy to Marsha).

ALL/SV

6.0 Cemetery

6.1 Mowing expenses – D Jarvis’s invoice, dated 8th October 2007. Cheque No 078 was agreed and signed.

7.0 Planning

7.1 Planning approval received for resurfacing of car park – No exceptional clauses to the approval.

7.2 Planning Contravention Notice – Examiner House. Only a request for information at this stage. No action required by PC.

7.3 Planning Application Rejection - Barnclose quarry B2 industrial workshop. Application refused as it would intensify traffic and roads not suitable.

8.0 Rec Field land registration

8.1 SV contacted the solicitor during the month. Ongoing.

9.0 Complaints regarding dogs obstructing footpath

9.1 TS sent emails and letters to various parties concerned and spoke to Police. Sheila Petherbridge will continue to follow it up and would escalate to County Council if necessary. Ongoing but being dealt with. To be included in footpaths report.

10.0 Rights of Way Network Management Improvement Plan

10.1 See Councillors Report – Footpaths.

11.0 Assignment of official street names in Leigh On Mendip

11.1 Continues. 12.1 from last minutes.

Vicki Taylor joins meeting.

12.0 Parish Plan

12.1 Following the final meeting and report of the Parish Plan committee, the Parish Council needed to ensure that the actions have been allocated and are being actioned (short term action plan and long term action plan). VT and RM agreed to review the action plans and present to the next meeting to confirm any actions allocated to the Parish Council or unallocated.

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13.0 Village of the Year Award

13.1 Going forward to regional competition and potentially national. Next round is in June. Planning meeting held to assess what information needs to be added.

14.0 Police Liaison / PCSO

14.1 No report this month as September area meeting for PCSO reps was postponed to Wednesday 17th October. Peter Knowles to provide update at next meeting.

14.2 SV advised that dedicated PCSO was currently on sick leave. Contact made with Dean Hamilton who suggested a PC representative attend the bi-monthly Area Meetings at the Police station in Frome.

14.3 TS advised that he would be the PC representative at the Police Liaison meetings from now on. TS to report on Area Meeting to be held 17th October.

TS

15.0 Councillors' Reports

15.1 Report by district councillor Claire Fleming - Ms Fleming advised that appointments were available if any residents needed help with filling in form to put their names on the social housing lists. Meeting to be held on Tuesday 23rd October 2007 in Coleford. Contact Trish at Mendip County Council, Housing Department. Notices to be put on website and notice boards.

CC/SV

15.2 Footpaths – Rights of Way Network Management Improvement Plan. Meeting well attended by approximately two dozen people who completed applications to help maintain footpaths. It was pointed out at a follow up meeting with Sheila Petherbridge that all footpaths were important; but must prioritise as there is only so much money going round. Form submitted.

15.2.1 Philip Ham advised that Halecombe PC were advised by Mendip Ramblers to grade all their footpaths as '1'.

15.3 Highways – FH not present. CC had attended Parish Forum with Highways representatives. Unfulfilled requests for grit bags from last winter brought up at meeting and are being investigated.

15.4 Recreation Field – Meeting held on Wednesday 19th September 2007.

- Current BT work to install telephone cables for computer internet link.
- Proposed changes to lease schedule and custodian trustee.
- Emergency plan – confirmation that PC could use the building in an

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- emergency. List of facilities available to be provided to the Clerk. **RM**
Names of key holders were provided. Also advised that Neville Park
used to be Village contact for Emergency Plan. SV to contact Neville
Park for any further information. **SV**
- 15.4.1 New Community Activity Project – RM to express Council’s wish at the
next meeting of 31st October 2007, that options for the building are
explored with open consultation before making decisions. **RM**
- 15.5 Memorial Hall – Meeting held on 3rd October 2007. AGM to be held on
26th November 2007, 7.30 for Hall Meeting and 8.00 for AGM.
Forthcoming events:-
 - Shepton Big Band – Saturday 20th
 - Craft Fair Sat 17th November – SV to request confirmation from
FOLS for Brenda Wigmore.
 - Computer course – to be held in January. **SV**
- 15.5.1 Hall Grant – Confirmation of grant award is expected by the end of the
month.
- 15.5.2 MR to check names of keyholders for Memorial Hall. **MR**
- 15.6 School – VT advised that a full team of governors was in place at the
school. Parents advised about parking and permission had been granted
for parents to park in the Bell car park to avoid the congestion outside the
school. School in the process of renewing website.
- 15.7 SALC – Next Area SALC area meeting is beginning of Dec. Nothing to
Report.
- 15.8 Quarry – Nothing to report.
- 16.0 Clerk & Councillor Training**
- 16.1 SALC new councillors training event, Thursday 25th October 2007.
Agreed that RM & MR are to attend. SV to confirm two councillors to
attend at £20 each. **SV**
- 16.2 SALC clerks training event, Fridays 26th October and 2nd November 2007.
SV to attend. No charge.
- 17.0 Meetings attended / to be attended**
- 17.1 Parish Forum, 8th October 2007 – CC attended. Presentations on highways
and code of conduct. MDC are publishing a list of Parish Councils that
have adopted the May version of the Code of Conduct.
- 17.2 Mendip Housing Strategy Day, Tuesday 25th September 2007 – FH
attended. FH to report next month. **FH**

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- 17.3 Mendip Area Working Panel, 25th September 2007 – Meeting was cancelled. Councillor to attend when meeting rescheduled.
- 17.4 Mendip Central and East Neighbourhood Forum, Thursday 18th October 2007. VT to attend.
- 17.5 Consultation on Waste Management in Somerset, Thursday 8th November 2007. RM to attend.
- 17.6 MDC training session; 31st October 2007. CC advised this training session was now for district councillors only.

18.0 Correspondence

- MDC Planning Application; Thornhills, L-o-M;
- Somerset Art Week; demande for contribution
- Copy of correspondence from Rec Field committee to residents;
- MDC Planning Permission for Car Park resurfacing;
- MDC Planning Contravention Notice; Examiner House;
- MDC Refusal of Permission, Barnclose Quarry;
- SLCC South West Regional Conference 2007;
- MDC; Review of Local Plan Policies;
- Mendip Area Working Panel cancellation notice;
- Police Newsletter; October 2007;
- Parishes Information Bulletin; October 2007;
- Contact Vehicle Schedule; November 2007;
- SCC; Foot & Mouth, Using Rights of Way
- SLCL Notice of Annual General Meeting;
- Town & Parish Standard, September 2007;
- Furniture Street Furniture;
- Defra; ‘Ways to Tackle Climate Change’;
- Mendip Housing; Annual Report 2006/2007;
- Thatch; Autumn 2007

19.0 Date & time of next meeting.

- 19.1 The next meeting will be held on 19th November 2007, at 7.30pm in the Memorial Hall.