

# MINUTES OF LEIGH-ON-MENDIP PARISH COUNCIL MEETING

HELD ON MONDAY 22 NOVEMBER 2021 AT 7.00 P.M. IN THE MEMORIAL HALL

<b>Present</b>	David Mattick, Chairman Estelle Kirby Iain Kirby Martin Carter Paula Freeland Vicki Taylor	DM EK IK MC PF VGT
<b>Also in attendance</b>	District Cllr A Townsend (AT), County and District Cllr P Ham (PH), Chris Cudmore (Interim Clerk) and 4 parishioners	
<b>74/21</b>	<b>Open Forum</b>	<b>Action</b>
74.1/21	Items of interest were the new planning application (2021/2403) and the budget (Rec Field). It was agreed to bring these items forward in the agenda.	
<b>75/21</b>	<b>Apologies</b>	
75.1/21	Vicki Trundle (VT)	
<b>76/21</b>	<b>Declarations of Interest, Dispensations and Requests for Recording</b>	
76.1/21	There were no declarations, dispensations or any requests for recording.	
<b>77/21</b>	<b>Clerk / Responsible Financial Officer Position</b>	
77.1/21	It was proposed (VGT) and seconded (MC) that Chris Cudmore is the Proper Officer (Clerk and Responsible Financial Officer) from 1 <sup>st</sup> Nov 2021, on an interim basis until a new clerk is appointed.	
77.2/21	The Chair expressed condolences on the death of Anthea Brooks who had been the Clerk for 8 years and supported several other organisations in the village.	
77.3/21	Thanks were expressed to Jen Gregory for her work as clerk 8 to 31 Oct.	
77.4/21	Correspondence changes were progressing and the clerk vacancy will be advertised in the magazine and website.	
<b>78/21</b>	<b>Minutes of the Meeting held 25 October 2021</b>	
78.1/21	Agreed and signed as a correct record	
<b>79/21</b>	<b>Matters arising from the meeting held on the 25 October 2021</b>	
24.3/19	Churchyard Walls – PF will invite a contractor to look at the work required with a view to obtaining an indicative price – ongoing	PF
133.1/20	Additional Dog Bin (Stocks Lane) – Clerk had confirmed land ownership and awaiting MDC to agree the extra pick-up. Agreed to authorise the clerk to spend up to £160 to purchase a green bin.	Clerk
10/21	Policies and Standing Orders – Reviews complete. DM to provide copies to the Clerk for publication on the website – ongoing	DM
12.6/21	Recreation Field Fencing – invoice received. See Finance. Complete	
38/21	Cemetery – resolution of plot incorrect positioning – See Cemetery Matters.	DM/EK
51.4/21	Cemetery Clerk recruitment, one expression of interest received – ongoing	DM/EK
55.3/21	Agreement for Rangers to remove bramble patch in churchyard - ongoing	DM
5.8/21	Halecombe Quarry Community Fund first meeting /Halecombe Liaison meeting arrangements. See County Councillor report – ongoing	DM
69.9/21		
58/21	Local Nature Recovery Strategy review, see Climate report. Complete	
58/21	Emergency Preparedness Training, see Climate report. Complete.	

- 60.1/21 Ash Die-back Risk to walkers in Open Space and adjacent field. Resolved at a meeting with the parties concerned.
- 66.1/21 Planning - Comments submitted for 2021/2176/HSE
- 66.2/21 Planning - Comments submitted for 2021/2100/HSE
- 66.3/21 Planning - Comments submitted for 2021/2273/CLP
- 67.3/21 Clerk to brief on online banking options. Clerk recommended an online account with the current NatWest account, see Finance. Complete
- 67.4/21 Clerk to correct HMRC records to match invoices/payments periods. Ongoing Clerk
- 67.5/21 The initial budget draft for 22/23 was circulated and Councillors and Clerk asked to check their action points; DM will provide a pdf copy. Complete
- 69.4/21 Clerk to obtain a quotation from Somerset Forge to repair the broken finger post at "Duo". See Highways report. Complete.
- 69.11/21 Parish Councillor responsibility for posting Parish Council items on village Facebook. Agree to be shared by PF & MC. Complete.
- 71.1/21 Clerk to advise if attending online Parish Forums. See agenda item. Closed.
- 71.2/21 DM to brief on Local Council Network meetings. Complete.
- 72.1/21 Clerk replied to email of 25 Oct from D Bissex regarding land to the south of Apple Meadow View. Complete.
- 72.4/21 Complaint received regarding maintenance of cemetery. Response sent and the complainant is considering the options. Complete.
- 80/21 Report from District and County Councillors**
- 80.1/21 County – PH reported that he been contacting all parties to arrange the overdue Halecombe Quarry Liaison / Community Fund meeting and was now escalating the issue with the relevant Somerset authority with the aim of holding the meeting before Christmas.
- 80.2/21 District – AT updated the council on the Local Plan and his experience of the recent Coleford planning appeal.
- 81/21 Planning (new Applications)**
- 81.1/21 [2021/2284/LBC](#) Repairs to single storey lean-to kitchen extension roof to include replacement of tiles - Cottage Garden Leigh Street Leigh On Mendip BA3 5QQ
- 81.1.1/21 Impact on special historic and architectural interest and significance of the listed building: The existing extension dates from the C20 and this and the principal part of the building have been roofed / reroofed with concrete double roman tiles. In this context replacement of the shallow pitched roof to the extension with an alternative concrete tile would not be of any greater harm to the significance of the listed building than the current position. Marley tiles can however be of a particularly stark, uniform appearance. It is therefore essential that samples of roof tiles are conditioned or assessed as part of the application to ensure they are of an appropriate appearance.
- It was proposed (DM), seconded (MC) and unanimously agreed to recommend approval subject to the planning officer assessing a sample of the roof tiles to ensure they are of an appropriate appearance. Clerk to submit comments. Clerk
- 81.2/21 [2021/2403/FUL](#) Conversion of barn into holiday let Land At 368121 146641 Tadhil Lane Leigh on Mendip Somerset

81.2.1/21 Design and appearance, impact on public visual amenity: The proposal indicates minimal change to the existing building which should retain its character in the countryside. However detailed plans of the setting of the building to show any subdivision, boundary treatment and surfacing are needed to ensure the rural location is respected and domestic paraphernalia avoided.

There were no concerns regarding overlooking/loss of privacy/ overbearing nature or access/highways safety/traffic generation.

Parishioners attended the meeting to draw to attention concerns over the potential overload of foul drainage which runs under a neighbouring property and intentions for surface water drainage.

It was proposed (VGT), seconded (EK) and unanimously agreed to recommend approval subject to the planning officer obtaining or conditioning detailed plans of the setting of the building to show any subdivision, boundary treatment and surfacing needed to ensure the rural location is respected and domestic paraphernalia avoided. Also that Wessex Water is consulted regarding the foul drainage capacity. Clerk to submit comments.

Clerk

81.3/21 It was noted that there was a workshop advertised to present a proposed development of Barns Close quarry on 29 Nov in the Memorial Hall. The Parish Council had not been directly notified. EK & IK volunteered to ensure sufficient public notices.

EK/IK

82/21 **Previous Applications:**

82.1/21 [2020/1877/OTS](#) | Outline Planning Permission for up to 40 dwellings and provision of school playing field and car park Quarry Lane Leigh On Mendip – Appeal lodged.

82.1.1 The appellant's documents have been published on the MDC website but awaiting confirmation of the format of appeal and formal notification. A public online meeting is proposed once further information is known. DM to distribute details of a quotation for professional support should it be needed.

DM

82.2/21 [2021/1860/FUL](#) Whitehole Hill, Hurdlestone Lodge, retrospective creation of vehicular access track – pending. Referred to District Councillors to respond.

82.3/21 [2021/2100/HSE](#) Raglan, Leigh St – Erection of home office to rear garden and pergola, vestibule car port to the front, new carport, landscaping - pending

82.4/21 [2021/2176/HSE](#) Park House, Park Hayes - Loft Conversion with rear pitched roof dormer and 3no. Velux roof lights - pending

82.5/21 [2021/2273/CLP](#) Rear of Ivy Cottages, Quarry Lane, Change of use of agricultural building to 3 dwellings - pending

**83/21 Finance**

83.1/21 The financial statement was agreed and signed.

83.2/21 **Payments**

The following invoices were signed and cheques were approved

- Clerk Oct salary – J Gregory: £249.72 Cheque #1109
- Open Space Fencing – James Bannell: £7266.00 cheque #1110
- Hall bookings 2021 – Memorial Hall: £70.00 cheque #1111

83.3/21 It was proposed and unanimously agreed that future monthly Idverde grass cutting invoices for £101.12 were authorised for payment.

83.4/21 It was proposed and unanimously agreed for the Clerk to apply for an online banking facility with the current Parish Council account. The Clerk shall have access.

Clerk

83.5/21	It was proposed and unanimously agreed that the NatWest bank and NS&I Savings signatories should be all current councillors (DM, EK, IK, MC, PF, VT and VGT) and that any authority for previous councillors should be deleted. Clerk to arrange.	Clerk
83.6/21	Clerk to correct any past HMRC records to match invoices/payment periods. It was proposed and agreed to authorise the Clerk to arrange any due payments for 2021/22 up to a limit of £400. Previous action 67.4/21.	
83.7/21	The initial budget draft for 22/23 was reviewed with inputs from Councillors and Clerk. DM to update the budget spreadsheet and circulate so that the overall budget and precept can be provisionally agreed at the December meeting.	DM
83.8/21	The deadline to submit the 22/23 precept is 13 Jan. Clerk to ask for an extension to 18 Jan to allow the precept to be agreed at the Jan meeting following the MDC declaration of the Tax Base.	Clerk
<b>84/21</b>	<b>Cemetery Matters</b>	
84.1/21	Resolution of cremation plot incorrect positioning (action 38/21). EK had completed a thorough investigation and spoken to the parties concerned. It was concluded that an urgent face to face meeting with the two families was needed. EK to arrange.	EK
84.2/21	A headstone application had been approved and payment made (tbc).	
84.3/21	New cemetery. PH offered to provide contact details for setting up a new cemetery.	PH
84.4/21	<u>Responsibility for the Closed Churchyard</u>	
84.4.1/21	PH agreed to speak to the relevant head of department in MDC to establish their responsibility for the maintenance, safety and liability of the closed churchyard.	PH
84.4.2/21	DM agreed to confirm whether the Parochial Church Council had any liability.	DM
84.5/21	Cemetery Clerk vacancy. See action 51.4/21 above.	
<b>85/21</b>	<b>Coronavirus, Health and Safety</b>	
85.1/21	Liability issue discussed under Cemetery Matters.	
<b>86/21</b>	<b>Councillor reports</b>	
86.1/21	<u>PCSO (MC)</u> – MC to provide dates of meetings for PCSO attendance.	MC
86.2/21	<u>Footpaths (DM)</u> – Clerk to draft a reply to confirm the agreement reached concerning risk due to ash die-back (action 60.1/21).	Clerk
86.3/21	<u>Rangers (DM)</u> – No further activity. It was proposed (VGT), seconded (DM) and unanimously agreed to give £60 to David Sparkes to buy Christmas gifts for the Rangers.	
86.4/21	<u>Highways (MC)</u> <ul style="list-style-type: none"> <li>• Truespeed apologised for the recent unannounced work at Park Hayes and will give prior notice to MC in the future.</li> <li>• Parking area on Park Hayes Grass – MC to agree a specification and obtain quotes.</li> <li>• A parishioner had complained about the worn white lines at the Townsend junction. PH reported that Highways had completed an inspection of all local white lines and action was in hand.</li> <li>• Two missing junction warning signs on Old Wells Road had been notified to Highways.</li> <li>• A street clean had been requested by MC.</li> <li>• Street lights in Bellfield do not turn off between midnight and 5:30am, as all other village. MC to progress.</li> <li>• Repair of fingerpost opposite DUO. Somerset Forge have provided a</li> </ul>	MC

quote. Frank Higgins has also offered. It was agreed that DM should accept the best offer.

DM

86.5/21 Recreation Field (VGT) – Nothing more to report

86.6/21 Memorial Hall (VGT) – The defibrillator notice has faded. David Pattison has agreed to arrange a replacement. DM has taken a photo of the notice at the Rec, noted that number is different. Clerk to liaise.

Clerk

86.7/21 School (MC) – Christmas tree sale on 27 Nov and 4 Dec. The recent building work has been completed.

86.8/21 Quarry (DM) – Overdue meeting, actions 5.8/21 and 6.9/21

86.9/21 Allotment Association (VGT) – Nothing to report

86.10/21 Climate and Emergency Plan (IK) – IK had attended some emergency planning seminars although most concerned Somerset Levels. IK to distribute a link to a useful emergency planning video for councillors to view prior to deciding on the way ahead.

IK

86.11/21 Facebook and Website (DM) - Nothing to report

86.12/21 SALC (Clerk) – Nothing to report

### **87/21 Points from the Parish Bulletin / Parish Forum / Local Council Network**

87.1/21

- Local Council Network - DM had distributed a questionnaire to councillors. Responses due by 26 Nov to DM.

### **88/21 Meetings Attended / to be attended**

88.1/21 Parish Forum - Attendees depend on agenda, available a week before (Next Forums - 14Dec, 11Jan).

88.2/21 FTC Local Council Network DM attended meeting a meeting in November.

88.3/21 Whatley Quarry Liaison Meeting – DM to attend (15 Dec provisional)

### **89/21 Correspondence**

89.1/21 Correspondence previously forwarded to Cllrs

- Somerset weekly Covid updates – 4
- 2Nov- SPARK Somerset Money available to help groups support people access their Covid vaccinations and boosters.
- 3Nov- Mendip East Neighbourhood Policing Newsletter
- 4Nov-SWP Recycle More No 8 – Anniversary edition (Mendip)
- 5Nov- Mendip Society newsletter
- 8Nov-SALC Somerset draft structural changes order
- 8Nov- Heart of the South West Trading Standard on Avian Influenza
- 15Nov-Minutes from last Whatley Quarry liaison meeting held 19/10/21
- 15Nov- SWP Briefing: Christmas dates and details

Further correspondence

- 22Nov-Calling notice for Bus Partnership meeting on 2 Dec – volunteers to contact DM
- 22Nov-SALC Winter Readiness Briefing on 30 Nov

### **90/21 Date and Time of Next Meeting**

90.1/21 Monday 20<sup>th</sup> December at 7pm.

PH and AT apologised.

Future meetings are to be held on the 3<sup>rd</sup> Monday of each month.

Meeting Closed at 10.07pm