

**MINUTES  
LEIGH-ON-MENDIP PARISH COUNCIL MEETING  
HELD ON MONDAY 18 FEBRUARY 2019 AT 7.00 P.M. IN THE MEMORIAL  
HALL**

<b>Present</b>	Chris Cudmore (Chairman)	CC
	Dave Mattick	DM
	Vicki Taylor	VGT
	David Sparkes	DS
	Paula Freeland	PF
	Simon Wolf	SW
 <b>In attendance</b>	 Anthea Brooks, Clerk	 AB

**ACTIONS**

**0109/18 APOLOGIES**

0109.1/18 Apologies were received from Alan Townsend, District Councillor (AT), Philip Ham, District and County Councillor (PH) and Vicki Trundle, Councillor (VT)

**0110/18 DECLARATIONS OF INTEREST AND DISPENSATIONS / REQUESTS FOR RECORDING**

0110.1/18 CC declared an interest in discussions around a grant for the Bell Fund (Finance). There were no requests for recording.

**0111/18 MINUTES OF THE MEETING HELD ON 21 JANUARY 2019**

0111.1/18 The following additions/alterations were made:

Item 099.4.18 Cheques agreed and raised – insert PCC of Leigh-on-Mendip with Downhead grant for heater £230.00  
Item 089.3/18 – delete ‘chocolates’ and insert ‘gifts’

After these amendments were made the minutes of the meeting held on 21 January 2019 were agreed as a true and accurate record and signed by the Chairman.

**0112/18 MATTERS ARISING FROM THE MINUTES OF 21 JANUARY 2019**

133.1/17 **Determine ownership of the “Drang” footpath** – CC reported that he has written to neighbours to check deeds and covenants. So far no one has come forward with any knowledge of ownership. CC has applied to the National Archives to see if information can be obtained about ownership of the land. **CC**

151.5/17 **Open Space project** – no information regarding land search. If this is not obtainable from VT then the Council will need to do their own search. DM will email VT to check - ongoing **DM**

APCM2/18	<b>GDPR</b> – agenda item for next meeting.	
APCM3/18	<b>Downhead Finger Post</b> – DS is coordinating various local volunteers to move the fingerpost so that a new spigot can be made – ongoing.	<b>DS</b>
020.3/18	<b>Old Wells Road scheme</b> –still ongoing	<b>PH</b>
024.2/18	<b>Cemetery</b> - The Clerk reported on some problems in the Cemetery where a metal edging and white pebbles had been applied around two cremation plaques. The Clerk had written to the family involved – ongoing	<b>Clerk</b>
038.2/18	<b>Annual Accounts</b> – the Clerk has sent copies of the income and expenditure, Governance statement and statement of assets to CC to add to the website - complete	
039.1/18	<b>Cemetery/Churchyard – yew tree cutting</b> – still awaiting the report from MDC/Idverde. CC has spoken to PH who will escalate to the person who is in charge at MDC - ongoing	<b>CC</b>
039.2/18	<b>Cemetery</b> - It was agreed that the Clerk will laminate a copy of the Rules and Regulations for the cemetery and CC will arrange to put them up- ongoing	<b>Clerk</b>
055.2/18	<b>New Cemetery</b> – four quotes have been requested for the area to be rotavated and seeded. One quote received from the contractor who currently cuts the Recreation Field– it was agreed that this would be the upper limit and a decision will be made by email as other quotes are received - ongoing	<b>CC</b>
055.4/18	<b>Boundary Fence (New Cemetery)</b> – it was noted that the south boundary fence is collapsing and contact needs to be made with the owner. PF has spoken to someone and is waiting for a response - ongoing	<b>PF</b>
071.21/18	<b>Open Space Project</b> –VGT will send a copy of the letter offering the land to the Clerk for response - complete	
084.2./18	<b>Grass Cutting</b> – a quotation has been received from the current churchyard grass contractor at £80 per cut. It was agreed unanimously to accept that quotation. The Clerk will write and confirm. The current contractor at the Recreation Field has quoted the same price for 2019 as for 2018, i.e. £40 per cut and it was agreed unanimously to accept this quote. The Clerk will write and confirm.	<b>Clerk</b>
086/18	<b>REVIEW OF POLICIES</b>	
086.1/18	Some of the policies had been reviewed with others to follow. Results of those reviews already undertaken were as follows.	

	<ul style="list-style-type: none"> <li>Complaints Procedure – VT has redone this policy in line with SALC template and this needs to be sent to the Clerk</li> </ul>	<b>VT</b>
	<ul style="list-style-type: none"> <li>Data Protection Information – SW – to be updated in line with GDPR</li> </ul>	<b>Clerk</b>
	<ul style="list-style-type: none"> <li>Retention Policy – CC – no change, clerk to investigate actions and reissue</li> </ul>	<b>Clerk</b>
	<ul style="list-style-type: none"> <li>Financial Regulations – CC – looked at latest SALC version – to be updated and Clerk to look at actions - ongoing</li> </ul>	<b>Clerk</b>
	<ul style="list-style-type: none"> <li>Freedom of Information Policy – VT has completed this. Clerk to send VT a word version so that she can update it.</li> </ul>	<b>Clerk</b>
	<ul style="list-style-type: none"> <li>Freedom of Information Publication Scheme – DM – suggested increasing cost of photocopying from 10p to 15p otherwise no other changes – to be updated</li> </ul>	<b>Clerk</b>
	<ul style="list-style-type: none"> <li>Grievance Policy – SW – based on SALC policy and issued for comment. If agreed this can be converted into a formal policy</li> </ul>	<b>Clerk</b>
	<ul style="list-style-type: none"> <li>Lone Working Policy – has been distributed and will be discussed at the next meeting. It was agreed that this should be an annex of the Health and Safety Policy.</li> </ul>	
	<ul style="list-style-type: none"> <li>Standing Orders – DS – Clerk to update – minor changes - ongoing</li> </ul>	<b>Clerk</b>
087.7/18	<b>Open Space (west) Fence</b> – four quotations have been requested. CC will provide VGT with details of who he has asked to quote for the fence.	<b>CC</b>
092.1/18	<b>NALC</b> – the Public Sector Bodies (Websites and Mobile Applications (No 2) Accessibility Regulations 2018 – the purpose is to improve the accessibility of public sector websites/mobile apps so that they can be used by as many people as possible building on the obligations to disabled people under the Equality Act 2010 and the duty to make reasonable adjustments for disabled people. CC and SW to consider. Ongoing	<b>CC/SW</b>
101.3.5/18	<b>Alteration to position of allotments</b> – VGT had asked the Hedgerow representatives on the Steering Group to inform their neighbours of the proposed alteration to the position of the allotments. Nothing further had arisen from this - complete	
101.6.4/18	<b>National Allotment Association</b> – DM had made contact with the National Allotment Association and had also met with David Pattison to discuss the legal aspects – complete.	
104.9/18	<b>Quarry lorries in the village</b> – a parishioner had stated on Facebook that quarry lorries were using the village	

street. CC had posted on Facebook and stated that a note should be made of the time, registration number and the date of any such sightings. However it is felt that this is unlikely to be lorries from Halecombe but more likely local deliveries - complete.

**113/18 DISTRICT AND COUNTY COUNCILLOR REPORTS**

113.1/18 In the absence of PH and AT there were no formal reports. It was noted that the quarry planning has been referred back to the Regulation Committee on the 7 March. The S106 has been finalised.

113.2/18 AT had reported that the SLOW sign has now been painted on the road at the top of Vobster Hill.

**114/18 PLANNING**

**114.1/18 2019/0019/HSE Erection of dormer to rear – 12 Park Hayes, Leigh-on-Mendip for Mr and Mrs L Angell**

114.1.1/18 The application was discussed. It was proposed by DS, seconded by SW and approved unanimously to recommend approval. The Clerk will inform MDC.

**114.2/18 CURRENT APPLICATIONS AND PLANNING MATTERS**

**114.2.1/18 2018/2779/HSE Resiting of existing driveway, piers and gates at 1 Apple Meadow View, Park Hayes, BA3 5GP – refused**

**114.2.2/18 2018/2778/HSE Erection of a Juliet Balcony (retrospective) at 1 Apple Meadow View, Park Hayes BA3 5GP - refused**

**114.2.3/18 2019/3036/HSE Two storey side extension with associated parking and access at 16 Bellfield, Leigh-on-Mendip - approved**

**114.2.4/18 2018/3004/VRC Application to vary condition 2 (drawing numbers) and 3 (external facing materials) of planning approval 2017/3053/FUL (Conversion of an agricultural building to dwelling on land adjacent to 2 Spring Cottage, Blackers Lane, Leigh-on-Mendip BA3 5QU - approved**

**115/18 FINANCE**

**115.1/18 Financial Statement**

115.1.1/18 The financial statement as at 18.02.19 was approved. It was noted that an additional column had been added for the Open Space Project funding.

115.2/18 **Grant Request towards refurbishment of the Church bells**

115.2.1/18 CC withdrew from this discussion. A letter had been received from the Bellringers requesting the Council to consider a grant of £1,000 towards the refurbishment of the church bells. This was discussed and it was proposed by VGT, seconded by SW and agreed unanimously to approve a grant of £1,000 as requested. A cheque was issued and signed

115.3/18 **National Allotment Society** – it was agreed unanimously to become members of the National Allotment Society.

115.4/18 **Cheques agreed and raised**

- **Leigh-on-Mendip First School** – grant for Picnic Rainbow Bench - £415.35
- **Leigh-on-Mendip First School** – grant to Toddlers Group for Playhouse and workbench - £87.67
- **Thomas Turner** – website domain renewal - £23.98
- **D J Mattick** – reimbursement for payment to National Allotment Society - £67.00
- **Mrs A Brooks** – Clerk's Salary – January 2019 - £214.82
- **SLCC** – annual membership fee – half shared with Witham Friary - £38.00
- **Leigh-on-Mendip with Downhead PCC Bell Fund** – grant towards bell refurbishment project - £1,000

116/18 **CEMETERY MATTERS**

0116.1/18 It was noted that the cemetery hedge needs cutting urgently before the nesting season starts. DM stated that a parishioner had offered to help him with cutting the shrubs in the south east corner of the churchyard.

**DM**

117/18 **OPEN SPACE PROJECT**

117.1/18 VGT reported that the Allotment Steering Group had met prior to the Parish Council meeting and had put forward the following proposals for the Council's agreement

- A peppercorn rent of £2 annually would be paid to the Parish Council and it was suggested that the Recreation Field Management Committee rent should increase to the same amount, i.e. from £1 to £2. It was pointed out that the Allotment rent may need to increase if other costs are involved such as extra insurance cover.
- The cost of an allotment to be £25 for 10' x 10', £12.50 for 10' x 5'. Cost includes membership of

the National Allotment Society and cover for basic insurance it does not however cover a water supply. Water costs will need to be assessed and a decision made about where the water is coming from.

117.2/18 VGT stated that a farmer had come to look at the land with a view to ploughing. He suggested that because of the amount of debris it should be sprayed first and then ploughed. VGT will speak to VT to make sure they are happy that the land is sprayed before it becomes our property.

**VGT**

**117.3/18 Draft Lease**

117.3.1/18 DM reported that he had met with David Pattison and it was proposed that the best way forward was for the responsibility for the lease covering the allotment area to remain with the Parish Council rather than pass to the Recreation Field Management Committee. This was agreed unanimously.

117.3.2/18 Any decisions to be discussed and agreed at the Allotment Steering Group before coming to the Parish Council for consideration. Situation on the lease to the plot holders is work in progress and will be discussed at the next Steering Group meeting.

117.3.3/18 It was proposed by CC that the Council agreed to the suggested rents and the way forward for the lease. This was seconded by DS and agreed unanimously

**118/18 PREPARATION OF PARISH NEWSLETTER**

118.1/18 CC asked that anyone with contributions to make to the newsletter should submit them to him. Final copy of last year's newsletter is on the village website.

**119/18 REVIEW GDPR DOCUMENTS**

119.1/18 This will be discussed at the next meeting.

**120/18 PARISH PLAN ACTIONS**

120.1/18 The following actions were discussed as arising from the parish plan

120.1.1/18 **Neighbourhood Watch coverage** – Regular Beat Surgeries are now being held monthly in the Community Cafe with PCSO Mike Storey. Currently four schemes cover East, Central (2) and Townsend/Tadhill. It was noted that Lindsay Stone is the contact and VGT and CC will approach her about increasing coverage.

**VGT  
CC**

- 120.1.2/18 **Speedwatch** – a local Speedwatch scheme to be considered if there is support and volunteers for this and it was agreed to put something on Facebook to see what interest there is from parishioners to become involved. DS stated that at the recent PACT meeting it was noted that Speedwatch is expanding in MDC and he will speak to the PCSO about this at the next Beat Surgery. It was suggested that the Speedwatch Coordinator for the area could be asked to attend a Beat Surgery.
- 120.1.3/18 **Cycle Link from the village to ‘Colliers Way via Halecombe quarry and bridleway to Mells** – it was noted that there is already a bridleway from ‘Mary’s Grave’. It was agreed to see if there is any interest in the village.
- 120.1.4/18 It was agreed that all three of the above items should be included in the newsletter and to find out if there is any interest/volunteers who are willing to become involved.

CC

## 121/18 HEALTH AND SAFETY

- 121.1/18 Defibrillator (village hall) – DM reported that the defibrillator at the Village Hall is not working at present and has been removed from the ambulance listing. A new defibrillator is awaited and the current machine needs to be taken away and the problem investigated.

## 122/18 COUNCILLOR REPORTS

- 122.1/18 **PCSO** – DS reported on the PACT Meeting 23 January at Norton St Philip. Fines have been increased to £150 for littering with £400 for fly tipping. PCSO Mike Storey is pleased with the Beat Surgery in Leigh-on-Mendip. DS suggested that the next PACT meeting should be held at Leigh-on-Mendip Village Hall.
- 122.2/18 **Footpaths** – DS reported that he had not yet been able to obtain sleepers to replace the footpath bridge which has collapsed across the stream to Vobster. DS also stated that it had been brought to his notice that the footpath behind Tweed Farm to Coleford has been diverted. DS and a parishioner will walk the footpath and see what is going on.
- 122.3/18 **Village Rangers** – carried out a stock take of salt bags, nine bags available. Recommendation is to replenish bags in the autumn.
- 122.4/18 **Highways** – the A367 is closed from the A37, through Oakhill to Nettlebridge from 7:30am to 5:30pm for 5 days from Monday 18th February.
- 122.5/18 **Recreation Field** – rent paid for 2019 (£1)
- 122.6/18 **Memorial Hall** – Tarmac Quiz 6 April. Roof is still leaking.

DS

122.7/18 **School** – nothing to report

122.8/18 **SALC** – nothing to report.

122.9/18 **Quarry** – DS reported that the workshop opposite Barnsclose had upgraded their security lighting now that they are parking lorries there and this was shining directly at Green Shutters. DS has spoken to them about adjusting the lights.

### **123/18 POINTS FROM PARISH BULLETIN**

123.1/18 Confirm Mendip Parish Forum on 28 February – DS will attend.

### **124/18 MEETINGS ATTENDED/TO BE ATTENDED**

- 124.1/18
- PACT meeting attended – 23 January (DS)
  - Parish Forum – 28 February (DS)

### **125/18 CORRESPONDENCE**

125.1/18 The Clerk had received the following

- Letter from Hazel Park thanking the Council for the Christmas gift
- Email from SALC regarding Clerk's Briefing to take place at Somerton on 12 April.
- Mendip District Council – election information – agenda item for the next meeting.
- Letter from Life Education requesting a grant towards their work of providing health, well-being and drug prevention education to Leigh-on-Mendip First School when they visit in March.

### **126/18 DATE AND TIME OF NEXT MEETING**

126.1/18 The next meeting will take place on Monday 18 March 2019 at 7.00 p.m. in the Memorial Hall.