

MINUTES
LEIGH-ON-MENDIP PARISH COUNCIL MEETING
HELD ON MONDAY 22 JULY 2019 AT 7.00 P.M. IN THE MEMORIAL HALL

Present	David Mattick (Chairman)	DM
	Paula Freeland	PF
	Vicki Taylor	VGT
	David Sparkes	DS
	Martin Carter	MC

In attendance	Philip Ham, County and District Councillor	PH
	Anthea Brooks (Clerk)	AB

0016/19	APOLOGIES	ACTIONS
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0016.1/19	Vicki Trundle, Councillor (VT), Alan Townsend, District Councillor (AT)	
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0017/19	DECLARATIONS OF INTEREST AND DISPENSATIONS AND REQUESTS FOR RECORDING.	
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0017.1/19	There were no declarations of interest or dispensations and no request for recording	
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0018/19	MINUTES OF THE MEETING HELD ON 17 JUNE 2019	
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0018.1/19	The minutes of the meeting held on 17 June 2019 were agreed unanimously and signed as a correct record.	
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0019/19	MATTERS ARISING FROM THE MINUTES OF 17 JUNE 2019	
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020.3/18	Old Wells Road scheme – discussed under County Councillors report - complete.	
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024.2/18	Cemetery - forbidden metal edging and white pebbles had been applied around two cremation plaques. The Clerk is writing to all families who are responsible for cremation plaques enclosing a copy of the Rules and Regulations.	Clerk
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039.1/18	Cemetery/Churchyard – yew tree cutting – discussed under County Councillors report - complete	
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039.2/18	Cemetery - It was agreed that the Clerk will laminate a copy of the Rules and Regulations for the cemetery and DM will put them up - complete	
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086.1/18	Review Of Policies – See list in previous minutes. Updates ongoing, completed policies are on the village website.	Clerk
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092.1/18	NALC – the Public Sector Bodies (Websites and Mobile Applications, No 2) Accessibility Regulations 2018 - complete	
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132.2/18	District Councillors – AT had agreed to speak to Planning regarding which applications are referred to the PC. AT has	AT
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	reported that there has been no response from Mendip and he will continue to chase.	
132.2/18	Closed Churchyards – impact of reduction in Special Expenses – PH stated that MDC are trying to reduce the number of Special Expensive Rates however Closed Churchyards were proving to be complicated - complete	
137.1/18	GDPR - Clerk to issue final draft incorporating SW comments for approval at April meeting. Ongoing.	Clerk
152.3/18	Proposed Housing Development on property of Ivy Cottage – AT had provided a copy of the Coleford Housing Needs Survey – complete. The composition of the survey is discussed under the agenda item ‘Housing Needs Survey’.	
4.2.1 APM	Speedwatch Group – An Open Meeting has been arranged to take place on Friday 9 August at 6.30 p.m. in the Memorial Hall. If enough support is shown then a Group will be set up - complete	
4.2 APCM	Co-option of Councillors – (also an agenda item). DM has spoken to a prospective Councillor who unfortunately declined.	
4.2 APCM	Insurance – the annual insurance premium had been paid - complete	
4.2 APCM	AGAR - complete	
4.2 APCM	Open Space Expenditure notification to MDC - ongoing	
4.2.3	Matters Identified by the outgoing Chairman	
4.2.3 (a)	Updated Policies to be provided to webmaster website - ongoing	Clerk
4.2.3 (b)	Declarations of Interest – The Clerk confirmed that these have been submitted to MDC - complete	
4.2.3 (c)	Welcome Booklet - complete	
4.2.3 (d)	Easement Letter for residents with access to the carpark at the Recreation Field – these have been reissued - complete	
4.2.3 (e)	Annual Back Up of Digital Records – the Clerk to progress	Clerk
5.2.2	Whitehole Lane – use by HGV’s. PH reported that Coleford is involved and he is planning to raise this with Stoke St Michael as well. Measures to reduce HGV access would be supported.	
7.1.2	AGAR – the Clerk had been provided with a copy and had progressed the internal audit and submission of the AGAR - complete	
7.2.1	Bank Reconciliation as at 17.06.19 – the Clerk had now provided this - complete	

008.1 **Cemetery Hedge** – this has been cut but there were boughs intruding into Mrs Brewster’s plot. The Parish Rangers will cut these back on Friday 25 July. The Clerk will confirm with the Contractor that a more thorough cut of the hedge needs to take place in October - ongoing **Clerk**

008.2 **‘New’ Cemetery Area** – The Clerk had received a quote of £40 from Mr J Gale for cutting this area (alongside the Memorial Hall) and this was accepted. The Clerk will inform Mr Gale. **Clerk**

009.2.2 **Open Space** - After discussion the Council agreed that if the proposed contract covered all the issues of their 5 Jun letter and raised no new ones the contract could be signed, and land purchase concluded. DM will manage the process keeping Councillors informed - ongoing **DM**

012.3 **ICO** – recent guidance from the MDC Monitoring Officer indicates that PC’s should register with the ICO – the Clerk will investigate. **Clerk**

0020/19 CO-OPTION OF NEW COUNCILLOR

0020.1/19 It was proposed by VGT, seconded by PF and agreed unanimously to co-opt Martin Carter (MC) as a new Councillor. Martin was welcomed to the Council. MC agreed to take over the Highways responsibility and will discuss with Chris Cudmore.

0021/19 DISTRICT AND COUNTY COUNCILLOR REPORTS

0021.1/19 County Council

- **Old Frome/Wells Road** – PH reported that some of the villages involved, but not all, had received an email giving details of the improvements to the Old Frome/Wells road. PH stated that the date for the end of the consultation period had been 21 July but he had requested an extension to the 21 August. There would also be an Open Meeting in the Memorial Hall on 8 August from 3.00 – 8.00 p.m. which will be an opportunity for people from all the villages involved to look at the proposals and make suggestions. PH will be sending out invitations to all the local villages and information will be placed on the Leigh-on-Mendip website and facebook. AB stated that she had received an email and agreed to reissue it again to Councillors **PH Clerk**
- **Hinckley C** – Somerset Community Foundation and representatives from Hinckley C will be attending a meeting with PH and all parishes to discuss funding which is available to parishes from the Hinckley C development.
- **Panorama programme on adult social care filmed in Somerset** – well received and raised interest with MP’s.

- **Financial position** – has improved somewhat. Some money put into savings.
- **Extra funding** – PH has an amount of £2,000 for 15 parishes. This is under the Health and Wellbeing banner for Improving Lives. There is also £25,000 available for any young person's project although this would not be available to schools but the Toddler's Group would probably qualify. PH will find the link to the information he has and will email that to the Clerk for distribution. The funds do not open until September **PH**
- **Quarry** – the Liaison meeting did not take place in March – the next will possibly be in September/October. There was a discussion around the start of the community funds being available. PH thought this would be when the asphalt plant is built but DS felt it was as soon as planning had been granted. PH will speak to Andy at Halecombe for confirmation. **PH**

0021.2/19

District Council

- **Task and Finish Groups** – PH is now chair of the Scrutiny Committee and is setting up some Task and Finish Groups to look at Policy and Strategies, Contracts, Access and Deprivation. PH is also on the Audit Committee and chairs the Equalities Committee.
- **Local Plan Part II** – enquiry starts on 23 July. A development company has added an item for 70 houses in Coleford which is outside the village line. PH and AT are meeting with them. There is also a question mark around the designation of primary/secondary and unclassified villages. The Inspector is looking at the criteria about how this was set up. Leigh-on-Mendip was secondary but is now unclassified.
- **Yew Trees (Churchyard)** - the 2013 five year plan is incomplete. The first two visits took place and then funding was withdrawn. An agreement was reached on 19 February for the work to be completed as a gesture of good will. However MDC stated they would not pollard the trees but would do a crown lift instead, which was not the original intent. A six month Tree Preservation Order has now been placed on the yew trees in the Churchyard preventing any further work from taking place. It was agreed that a plan of action is required and PH agreed to speak to the Tree Officer about this and DM would be invited to attend the meeting as well. **PH**
- **Whitehole Hill** – will be closed for resurfacing very shortly.
- **Island Cottage, Leigh-on-Mendip – road closure** – one side of the 'triangle' is to be closed to allow the replacement of the boundary wall. This could take as

long as 86 days to complete and is likely to carry on beyond the school holiday period.

- **Tweed Farm – planning application** – although the deadline for this is noted as 8 August the architect has agreed to ask for an extension – this is awaited

0022/19 PLANNING

0022.1/19 Status of Current Applications and any other Planning Matters

- **2019/1277/HSE Single storey rear extension and associated alterations at Hollybush Cottage, Leigh-on-Mendip** - approved
- **2019/1159/HSE and 2019/1160/LBC (Manor Farm)** – both approved
- **2019/1245/HSE (5 Bellfield)** - approved
- **2019/1203/VRC (Hollybush Lane)** - approved
- **2019/1185/FUL Demolition of existing dwelling for erection of newbuild replacement dwelling and associated works at Hollybush Cottage, Leigh-on-Mendip for Mr K Tucker** - pending

0023/19 FINANCE

0023.1/19 Financial Statement as at 17.06.19

0023.1.1/19 The financial statement as at 17.06.19 was approved and signed – this had not been available at the previous meeting.

0023.2/19 Financial Statement as at 22.07.19

0023.1.1/19 The financial statement as at 22.07.19 was approved and signed.

0023.3/19 Audit 2018/2019

0023.3.1/19 Already discussed under matters arising (7.1.2)

0023.4/19 Cheques agreed and raised

- V Taylor (reimbursement for refreshments for HNS meeting) £11.60
- Mrs A Brooks (Clerk's Salary & Expenses for June & July) £442.40
- Leigh-on-Mendip Memorial Hall – grant towards ceiling repair (as in budget) £600

0024/19 CEMETERY MATTERS

0024.1/19	Yew trees – as discussed previously under 0021.2/19 – awaiting a plan from MDC	
0024.2/19	Gravestone Survey – it was agreed that a survey of the condition of the gravestones needs to be carried out very soon.	
0024.3/19	Churchyard Walls – DM stated that the walls will need repointing at some point as they are not in good condition. PF will have a look.	PF
0025./19	HOUSING NEEDS SURVEY	
0025.1/19	DM gave a resume of the timeline so far	
	<ul style="list-style-type: none"> • 15.04.19 – brief about the proposed development at Ivy Cottage and meeting with school • 09.06.19 – informal meeting with CCS who are a specialist group who carry out Housing Needs Surveys and are recommended by MDC. The developer offered to pay for the survey. • 27.06.19 – meeting with CCS, the developer with VGT, DS and DM. Went through the proposed Housing Needs survey form. Part of the form is a letter from the Parish Council which was redrafted. • 08.07.19 – the developer came back with proposed alterations to the letter which the Council rejected. DM agreed to seek the views of VGT and DS on the proposed changes which were rejected again. 	
0025.2/19	Letter – DM had distributed the final draft of the letter and survey to Councillors and asked for a decision on the content. It was proposed by DS, seconded VGT and agreed unanimously to accept the letter as distributed	
0025.3/19	Survey – proposed DS, seconded VGT and agreed unanimously to accept the survey document as distributed.	
0025.4/19	Programme of Action	
	<ul style="list-style-type: none"> • DM will write a piece for the Parish Magazine • 01.09.19 – CCS will provide posters which may need to be posted through letterboxes • 01.09.19 (or before) – make sure that the information is on the village website and also on facebook • DM to speak to Ty Schlechter reference liaising with the school • Wednesday 4 September – Open Meeting – CCS led – this will take place before the Survey goes out which will be from the 9 – 23 September. There will be copies of the Survey form available at the meeting. 	<p>DM</p> <p>ALL</p> <p>DM</p> <p>DM</p>
0026/19	OPEN SPACE PROJECT	

0026.1/19 VGT stated that there has been no further expenditure over the last month and the purchase of the land is still with the Solicitors. Preparation of the land is now complete and Councillors were encouraged to go and have a look. There are now two people who have requested accessible allotments.

0026.2/19 A meeting took place on 30 July where the access to water was discussed. Rose Martin (RM) has put in a bid to Bristol Water who offer funding to Community Groups.

0026.3/19 The bank account has been opened.

0026.4/19 DM reported that the finance is now basically spent or committed. The onus is now on the Allotment Association to do fund raising.

0026.5/19 **Land Purchase** – the cheque for the purchase of the land was sent on 9 July to Towler Brown. As soon as the contracts are exchanged then the fencing contractor can commence on site.

0027/19 HEALTH AND SAFETY

0027.1/19 There were no issues to discuss

0028/19 Councillor Reports

0028.1/19 **PCSO** – PACT meeting taking place in the Memorial Hall at Leigh on 6 August from 7.30 p.m.

0028.1/19 **Footpaths** – DS reported on issues. The problems with the path at Tweed Farm and the path from Tadhil to Thrice Barn have been resolved. There was an issue regarding the footpath from Dores Hill farm across towards Vobster where walkers were told there was no exit and that the final few yards of the path were private. This issue has been reported to Claire Haskins at SCC.

0028.2/19 **Rangers** – a new ranger has been recruited. Some trimming of the brambles has been carried out by the pavement. The trimming of the overgrown cemetery hedge where it protrudes into June Brewster's garden will be done this week together with a general clean-up of the church steps preparatory to the flower festival at the end of the month. Thanks are extended to Chris Ingrem for his work on the village stones.

0028.3/19 **Highways** – nothing to report

0028.4/19 **Recreation Field** – nothing to report

0028.5/19 **Memorial Hall** – nothing to report

0028.6/19 **SALC** – nothing to report

0028.7/19 **Quarry** – this was discussed under 0021.1/19. Progress is being made on the redevelopment.

0029/19 POINTS FROM THE PARISH BULLETIN

0029.1/19 The impact of Hinckley C was brought up at the last Forum and PH is leading on this. It was suggested that the Council should submit an article for the Parish Bulletin on the refurbishment of the signposts. PF will investigate. **PF**

0030/19 MEETINGS ATTENDED/TO BE ATTENDED

- **Trees for Somerset** – 2 August at Walton two representatives from the Allotment Association are attending
- **PACT Meeting** – 6 August at Leigh-on-Mendip
- **Old Wells/Frome Road consultation** – 8 August at Leigh-on-Mendip from 2.00 p.m.
- **Speedwatch Group** inaugural meeting – Friday 9 August in the Memorial Hall at 6.30 p.m.
- **Housing Needs Survey – 4 September in the Memorial Hall**
- **Parish Forum** – 12 September at MDC – DS will attend.

0031/19 CORRESPONDENCE

0031.1/19 The Clerk had received an email from the new PCSO for the area (Russell Ford) giving details of an initiative to establish 'Chat Benches'. This has been set up to help tackle isolation and involves choosing a suitable bench in a good location and placing a sign on the bench to encourage those using it to engage with each other in conversation. He is keen to set up a Chat Bench in Leigh-on-Mendip.

0031.2/19 It was agreed that whilst this was a good idea the Tower Room in the church is already fulfilling this role and would be the ideal place for such an initiative. It was agreed to pass this idea onto the PCC and FOLC for their consideration. **Clerk**

0032/19 DATE AND TIME OF NEXT MEETING

0032.1/19 Monday 16 September 2019 at 7.00 p.m. in the Memorial Hall (apologies received from VGT).