

MINUTES
LEIGH-ON-MENDIP PARISH COUNCIL MEETING
HELD ON MONDAY 16 DECEMBER 2019 AT 7.00 P.M. IN THE MEMORIAL HALL

Present	David Mattick, Chairman	DM
	Paula Freeland	PF
	David Sparkes	DS
	Vicky Taylor	VGT

In attendance	Frank Higgins (item 0041.10/19 – only)	FH
	Anthea Brooks (Clerk)	AB

0079/19	APOLOGIES	ACTIONS
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0079.1/19	Vicki Trundle, Councillor (VT), Martin Carter, Councillor (MC), Philip Ham, District and County Councillor (PH) and Alan Townsend, District Councillor (AT).	
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0080/19	DECLARATIONS OF INTEREST AND DISPENSATIONS AND REQUESTS FOR RECORDING.	
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0080.1/19	DS declared an interest in planning item 0084.2/19. There were no other declarations of interest or dispensations and no request for recording	
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0081/19	MINUTES OF THE MEETING HELD ON 18 NOVEMBER 2019	
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0081.1/19	An alteration was made to item 0069.4/19 – Cheques agreed and raised - where the amount for the Clerk's Salary for October should have been £261.20 and not £221.20 as in the minutes. The minutes of the meeting were subsequently agreed and signed as a correct record.	
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0082/19	MATTERS ARISING FROM THE MINUTES OF 18 NOVEMBER 2019	
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024.2/18	Cemetery - forbidden metal edging and white pebbles had been applied around two cremation plaques. The Clerk will contact the families involved again – ongoing.	Clerk
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137.1/18	GDPR Policy - Clerk to issue final draft incorporating SW comments for approval at the next meeting. Ongoing.	Clerk
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4.2 APCM	Open Space Expenditure notification to MDC - complete	DM
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4.2.3	Annual Back Up of Digital Records – complete	Clerk
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0024.3/19	Churchyard Walls – Some repointing is required and PF will arrange a specification and obtain indicative prices. Ongoing	PF
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0041.10/19	Speedwatch	
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0041.10.1/19	A member of the public asked why the Council had agreed to take this project further given that a meeting in the summer it had been indicated that the amount of speeding in the village was limited and there was insufficient support to warrant a group. .	
0041.10.2/19	DM explained that it was agreed in discussion with County and Ward Councillors to investigate a combined village Speedwatch Group. A group will not be established without wider village consultation.	
0041.10.3/19	The Clerk is setting up a joint meeting to discuss this proposal further.	Clerk
0042.1/19	NHS Health Checks – The Clerk is looking at possible dates - ongoing	Clerk
0053.2/19	Grass Cutting – discussed elsewhere on the agenda	
0057.1/19	Welcome Booklet – it was agreed to distribute copies as new people arrive in the village. DM agreed to store the booklets - complete	
0058.7/19	Fingerpost – The fingerpost which is leaning slightly is at the Knapp Hill crossroads. DS will arrange repair in the spring - ongoing	
0058.8/19	Highways – Winter Service – it was agreed to obtain one dumpy bag of salt will be stored at the Memorial Hall. Ongoing	Clerk
0069.3/19	Definition of S137 – The amount of money that the Council may contribute to subjects for which it <u>is not</u> responsible. It is set each year.	
0071.4.2/19	Consultation Letter re Open Space from RFMC – the letter has been distributed – complete.	
0071.4.5/19	Letters of Easement to houses in the Hedgerow – these are sent three yearly to households which have access from their gardens to Council land. There are two more households with access.	DM
0074.2/19	Neighbourhood Watch – to be discussed under the PCSO report	
0074.3/19	Pavement Parking from The Bell upwards – discussed under the PCSO report.	
0074.12/19	Housing Needs Survey Input is awaited from MDC – PH to chase.	PH
077.1/19	VE Day – discussed as a separate item on the agenda	
077.1/19	Allotments Power Point Presentation – Send to Councillors	Clerk
0083/19	DISTRICT AND COUNTY COUNCILLOR REPORTS	

- 0083.1/19 District and County Councillors could not attend.
- 0084/19 PLANNING**
- 0084.1/19 New Applications**
- 0084.2/19 2019/2940/HSE Replace existing garage and shed with double garage at Green Shutters, Leigh-on-Mendip**
- 0084.2.1/19 This application was discussed. PF summarised that the proposal is appropriate in terms of siting, scale, form and materials in relation to this rural location and the design of the new dwelling on the site. PF proposed that the application be recommended for approval, seconded by VGT and agreed unanimously.
- 0084.3/19 2019/2873/FUL Application to allow full and unrestricted use of existing vehicular access to holiday lodges from Hollybush Lane.**
- 0084.3.1/19 In discussion it was noted that the report from Highways stated that the main access at Knap Hill and the access off Hollybush Lane remains substandard. PF proposed that the decision should be left to the Planning Officer, seconded VGT and agreed unanimously.
- 0084.4/19 Status of Current Applications and other Planning Matters**
- 0084.4.1/19 **2019/0435/PAA Prior approval of proposed change of use of agricultural building to a dwelling house (use Class C3) and for associated operational development on land at 367524 146177 Old Wells Road, Leigh-on-Mendip**
- 0084.4.2/19 The prior notification was refused. The applicant has appealed against this decision.
- 0084.5/19 **2019/1569/FUL Removal of existing garage building and erection of a whole life dwelling incorporating full disabled access on land lying NW of Hippys Farm Lane – awaiting decision. It was suggested that the application may be referred to the Planning Board.**
- 0084.6/19 **Strip of MDC land at Apple Meadow View.**
- 0084.6.1/19 DM gave a short update on the issues with the strip of land at Apple Meadow View. A further update will be available in the New Year.
- 0085/19 FINANCE**
- 0085.1/19 Financial Statement as at 16.12.19**

0085.1.1/19	The financial statement as at 16.12.19 was approved and signed	
0085.2/19	Budget 2020/21	
0084.2.1/19	Recreation Field – the request for a further £5,000 was discussed. It was agreed to set the budget for 20/21 at £1,650 plus grass cutting, proposed by VGT, seconded by DS and agreed unanimously.	DM
0084.2.2/19	General – VGT agreed to speak to the Toddlers Group regarding their proposed grant. The Council approved the rest of the grant profile.	VGT
0084.3/19	Precept – it was agreed to complete the Precept when information is available from MDC on the tax base following their 16 Dec meeting.	
0084.4/19	Grass Cutting – A Recreation Field grass cutting invoice for £1,422.00 was considered and paid. The Clerk will investigate the invoice amount and contribution from the Recreation Field Management Committee.	Clerk
0085.5/19	Cheques agreed and raised	
	<ul style="list-style-type: none"> • Thomas Turner, website domain name (replacement for cheque 931) - £23.98 • SALC – Allotment Training - £35.00 • PCC of Postlebury – photocopying open space consultation letters - £12.50 • Mrs A Brooks – Clerk’s Salary for November £221.20 • Shepton Mallet Landscapes – grass cutting Recreation Field - £1,422.00 	
0086/19	CEMETERY MATTERS	
0086.1/19	Grass Cutting – the Clerk is seeking a new contractor	Clerk
0086.2/19	Yew Trees – it was not possible to arrange a meeting with the Tree Officer from MDC in December; AT will continue to try and arrange it.	AT
0087/19	OPEN SPACE PROJECT	
0087.1/19	VGT reported that the fencing will be erected in the New Year, subject to weather conditions.	
0087.2/19	Hedge – The RFMC will seek planning approval to remove the hedge bordering the Recreation Field and the Allotments and the RFMC will draft an application. The Council agreed to support this but full justification for the removal of the hedge should be agreed before any work is carried out.	
0088/19	REVIEW OF PROCEDURES	

- Complaints Procedure - DM
- Data Protection - AB
- Financial Regulations - AB
- Standing Orders – DS – some small amendments to do which the Clerk will carry out.

Clerk

0089/19 HEALTH AND SAFETY

0089.1/19 There were no issues to discuss

0090/19 COUNCILLOR REPORTS

0090.1/19 PCSO (DS)

0090.1.2/19 **Neighbourhood Watch** – one person has come forward with an interest in becoming a Neighbourhood Watch coordinator. There are only four areas currently covered by Neighbourhood Watch in the village; Chris Cudmore is coordinating the village re-organisation.

0090.2/19 **Parking on Pavements** – DS reported that the PCSO had agreed to consider the parking on pavements problem.

0090.3/19 **Beat Surgery** – this was well attended.

0090.4/19 **Footpaths (DS)** DS had received information about a broken stile at Tadhill and an electric fence obstructing footpath 828. Both have been reported.

0090.5/19 **Rangers (DS)** DS reported that further clearance had taken place on the pavement to Barnclose. The Council approved the purchase of Christmas gifts for the Rangers to the value of £50. DS will arrange.

DS

0090.6/19 Highways (MC)

0090.6.1/19 **Road Sweep** – gutters will be swept on 18 December and the notices have been delivered. The gutter to Barnclose was included.

0090.6.2/19 **Blocked drain/pothole – Park Hayes** – reported on Fix My Street but unanswered. SCC aim is to respond within two working days and this target has been missed. PH / AT were investigating.

0090.6.3/19 **Yellow lines – Park Hayes** – MC has been asked if it would be possible to have double yellow lines on the eastern end of Park Hayes to protect the corner where vehicles are always blocking the path.

0090.6.4/19 **Pavement Resurfacing – Park Hayes** – there is a problem at the eastern end where hedging is over 10 feet high and growing over the footpath which means that this part of the pavement will not be resurfaced.

0090.7/19	Recreation Field – nothing further to report	
0090.8/19	Memorial Hall – nothing to report	
0090.9/19	School – nothing to report	
0090.10/19	SALC – nothing to report	
0090.11/19	Quarry (DS)	
0090.11.1/19	DS and DM attended the Liaison Meeting. SCC were not represented at the meeting and therefore there is no information about the amount of funds in the Long Term Maintenance Fund. PH was asked to chase this information	PH
0090.11.2/19	Community Fund - The Community Fund was not launched at this meeting but it is expected to do so at the next meeting on 11 March 2020 when it was hoped to consider any submissions for funding. It was agreed unanimously that DM and DS should be the appointed Trustees. It was noted that the Quarry will be sponsoring the Village Fair again this year.	
0090.12/19	Housing Needs Survey – awaiting information from MDC	
0090.13/19	VE Day – DM will speak to MC and Chris Ingrem and see if there is enough enthusiasm to get something organised.	DM
0090.14/19	Drang Ownership – CC has reviewed the process for adverse possession. The Parish Council agreed that he should be asked to carry on his work on this matter.	
0090.15/19	Habershon Land – Grove Shute Farm – DM gave a brief outline on the current dispute and the Council agreed that there is nothing they can do. DM will respond. Complete	DM
0091/19	POINTS FROM THE PARISH BULLETIN	
0091.1/19	Climate Emergency Drop in Event to take place on 15 February. DS agreed to try and attend. Tree Planting – it was agreed in 2020 to identify some areas in the village where saplings could be planted. Climate projects to be an item on the next agenda.	
0092/19	MEETINGS ATTENDED/TO BE ATTENDED	
0092.1/19	Quarry Liaison meeting 27 November as previously discussed	
0093/19	CORRESPONDENCE	
0093.1/19	The Clerk had received the following correspondence <ul style="list-style-type: none"> • NALC email via SALC regarding strengthening police powers to tackle unauthorised encampments 	

- Bristol Airport – Airspace Change Update
- Certificate for DS having completed Level 1 Certificate of an introduction to the Planning (Applications) Process for PCs.
- School Admission Arrangements 2021
- Wellers Hedleys – Legal News – distribute to Councillors **Clerk**
- SALC – email regarding repairs to property relating to affairs of the church NALC December legal update – distribute to Councillors **Clerk**
- The Good Councillors Guide to Transport Planning email from SALC
- Email from SALC regarding paycales for 2020/21 – decision delayed
- Email from SALC training course – Effectively Managing Your Council’s Documents – Clerk’s Interactive Seminar
- Email SALC Councillors training events Winter 2020 – distribute to Councillors **Clerk**
- Letter from Mendip Community Transport asking for a grant towards running costs – agenda for January 2020 **Clerk**

0094/19

DATE AND TIME OF NEXT MEETING

0094.1/19

Monday 20 January 2020 at 7.00 p.m. in the Memorial Hall