

LEIGH ON MENDIP PARISH COUNCIL

To all Members of Leigh on Mendip Parish Council

You are hereby summoned to attend a meeting of Leigh on Mendip Parish Council for the purpose of transacting the following business.

Joe McGhee, Clerk to the Council

Agenda for the Meeting of LEIGH ON MENDIP PARISH COUNCIL

To be held on Monday, 20th November, 2023 in the Memorial Hall
Starting at 7.00pm

1. **Welcome by the Chairman**
2. **Apologies for absence**
3. **Absent**
4. **(a) To receive declaration of interest from Councillors on items on the agenda**
(b) To receive written requests for dispensations for disclosable pecuniary interests
Cllr Martin Carter has a written request for dispensation in relation to Leigh on Mendip Recreation Association for four years (June 2027). Cllr Vicki Taylor has a written request for dispensation in relation to Leigh on Mendip War Memorial Hall for one year (June 2024)
(c) To grant any requests for dispensation as appropriate
5. **Public Session**
6. **County Councillor Reports**
7. **Monthly update from Tom Kemp – Parish Tree Officer**
 - (a) Option for replacement of damaged tree at Apple Meadow View.
 - (b) Refined plans and costing for tree planting at Park Hayes.
 - (c) Update of Tree Officer job description to include biodiversity.
8. **To confirm the minutes of the Parish Council meeting held on 16th October, previously circulated (Attachment 1).**
9. **Matters arising from the minutes but not on the agenda.**
10. **Planning Applications – If other planning applications are received between the date of this notice and the date of the meeting, they may be considered.**
 - (a) **2023/2090/HSE** Removal of existing chimney, one and a half storey side extension, enlarged and enclosed replacement front porch and associated site works. Clifton Lodge, Knapp Hill, Leigh on Mendip.
 - (b) **2023/2032/HSE** Construction of garden room. Tweed Farm House, Hippys Farm Lane, Coleford, Frome, Somerset.
11. **Planning Applications – Responses to be noted from Somerset Council**
 - (a) **2023/0693/FUL** Application for approval of details reserved by conditions 5 (Drainage) on planning consent 2023/0693/FUL. Ivy Cottage, Quarry Lane, Leigh on Mendip, Shepton Mallet, Somerset, BA3 5QG. **Decision.** Approval.

- (b) **2023/1084/FUL** Application for approval of details reserved by conditions 3 (Materials) on planning consent 2023/1084/FUL. Land at 369311 147357 Quarry Lane, Leigh on Mendip, Shepton Mallet, Somerset. **Decision.** Approval.

12. To Be Discussed / Resolved

- (a) Update from Cllr Estelle Kirby and Paula Freeland on the planning application for the area of land being considered for the new Cemetery.
- (b) Guidance on complaints to the Local Government Ombudsman (Attachment 2).
- (c) Review of councillor responsibilities.
- (d) Community Action Plan (Attachment 3).
- (e) Local Boundary Commission Review (Attachment 4).
- (f) Approach from Recreation Field Committee for funding (Attachment 5).
- (g) PPLO report; listing of priority footpaths, change of stiles to kissing gates (Attachment 6).
- (h) Damming of streams – Cllr Sweet approach to Environment Agency.
- (i) Combining Council Clerk and Cemetery Clerk roles (Attachment 7).
- (j) Confirmation of positions for finger post and road sign to allow communication with Sara Davis (Traffic Engineer) to be concluded (Attachment 8).
- (k) Biodiversity contact within Somerset Council.
- (l) Street cleaning and weed control.
- (m) Highways/Community Speed Watch.
- (n) Somerset Council – Devolution of Assets and Services (Attachment 9).
- (o) Approach from Zero Hour for formal support (Attachment 10)..

13. Clerk's / Councillors Report

- (a) Email from Simon James Ltd. forwarded to T Kemp. SJL informed.
- (b) Grant from SALC received.
- (c) NORI form for Cllr Sweet sent to Electoral Services at Somerset Council.
- (d) Engagement proforma returned to appointed internal auditor, Eleanor Greene.
- (e) Website updated re new councillor.
- (f) Issue with activation codes resolved with HMRC.

14. Finance

Bank reconciliation (Attachment 11).

Bank Balances as at: 30th October 2023

Current Account £7,295.30

Reserve Account £9,583.86

Receipts

- (a) SALC Health & Wellbeing Grant - £1,750 – transferred on 06 Nov 23

Payments

- (a) Idverde grass cutting August - £113.53 – BACS transfer on 09 Oct 23
- (b) K Egan salary and expenses - £680.68 – BACS transfer on 09 Oct 23
- (c) Internet charges - £13.20 – taken by DD on 11 Oct 23
- (d) Idverde grass cutting September - £113.53 – BACS transfer on 27 Oct 23
- (e) SALC and NALC affiliation fees – £158.23 – BACS transfer on 27 Oct 23
- (f) Clerk's salary & expenses October - £350.90 – BACS transfer on 27 Oct 23
- (g) HMRC income tax October - £86 – BACS transfer 27 Oct 23
- (h) Internet charges - £13.20 – taken by DD on 09 Nov 23
- (i) Clerk salary November - £285.00
- (j) HMRC income tax - £71.20
- (k) Clerk expenses – working from home - £6.50.
- (l) Idverde churchyard grass cutting October - £113.53

(m) FILCA course for Clerk – SLCC - £144

15. Correspondence to be noted.

- (a) Update on repairs to Stoke Lane culvert – forwarded 12 Oct 23
- (b) Westdown Quarries Liaison Group Meeting agenda – forwarded 17 Oct 23
- (c) Local Boundary Commission Review – forwarded 19 Oct 23
- (d) Somerset Council finances – forwarded 21 Oct 23
- (e) Cookswood – Meeting with Leigh on Mendip Parish Council – forwarded 26 Oct 23
- (f) Biodiversity (Somerset Council contact) – forwarded 31 Oct 23
- (g) Draft minutes Halecombe Quarry Liaison meeting and Community Fund meeting – forwarded 03 Nov 23
- (h) News for November (Cllr Barry Clarke) – forwarded 03 Nov 23
- (i) Shepton LCN minutes – forwarded 07 Nov 23
- (j) Asset and Service Devolution – opportunities for parishes – forwarded 08 Nov 23
- (k) Boundary Commission presentation to Somerset Council (slides) – forwarded 08 Nov 23
- (l) Proposed revised scheme of working for Westdown quarry – forwarded 10 Nov 23

16. Matters to report / items for next agenda.

17. Date and time of next meeting: Monday 18th December, 2023 in the Memorial Hall starting at 7.00pm.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions; Equal opportunities (race, gender, sexual orientation, marital status, and any disability), Crime and Disorder, Health and Safety and Human Rights.