

**MINUTES  
LEIGH-ON-MENDIP PARISH COUNCIL MEETING  
HELD ON MONDAY 16 FEBRUARY 2015 AT 7.30 P.M. IN THE MEMORIAL HALL**

<b>Present</b>	Chris Cudmore	CC
	Gill Newbury	GN
	David Mattick	DM
	Kiley Pescott	KP
<b>In attendance</b>	Anthea Brooks, Clerk	AB
	Val Horler, District Councillor	VH
	Simon Thomas (item 114/14)	

**105/14          APOLOGIES          ACTIONS**

105.1/14          Apologies were received from Vikki Batten (VB), David Sparkes (DS) and Phil Ham, District and County Councillor (PH)

**106/14          DECLARATIONS OF INTEREST AND  
DISPENSATIONS/REQUESTS FOR RECORDING**

106.1/14          CC declared an interest in Planning Applications 2015/0225/HSE and 2015/0235/HSE. There were no dispensations. It was noted that the meeting could be recorded if requested.

**107/14          MINUTES OF THE MEETING HELD ON 19 JANUARY 2015**

107.1/14          The minutes of the meeting held on 19 January 2015 were agreed as a true and accurate record and signed by the Chairman.

**108/14          MATTERS ARISING FROM THE MINUTES OF 19 JANUARY  
2015**

**62.4/14          Wildflower Meadow Project**

- The Clerk had sent information to the WI, LOMCA, the Recreation Field Committee and the school - complete.
- DS had been unable to speak to the landowner about the restoration of habitats adjacent to Leigh Wood which are identified as being of particular interest but will continue to try and make contact - ongoing
- The Clerk reported that Somerset Wildlife Trust will be holding a Magnificent Meadows Meet and Eat at the Earth Science Centre on 24 February. All those who wished to attend should inform the Clerk who will pass the information on to Somerset Wildlife

**DS**

**Clerk**

04.1/14	<b>Declarations of Interest and Dispensations</b> – the Clerk has sent KP information to the MDC website The Clerk has sent VB a new declaration to complete.	<b>Clerk/VB</b>
04.7/14	<b>Emergency Planning</b> – DM had provided a draft plan for consideration. It was agreed to add in information about a contingency plan in the event of a heavy snowfall. Once DM has updated the plan he will distribute to Councillors for further consideration.	<b>DM</b>
09.8.1/14	<b>Quarry – Long Term Management Fund</b> – CC reported that he had received a letter back from Philip Higginbottom at SCC on 27 January who wrote at the Chief Executives’ request to finally provide as much reassurance as they are able to although no documentation has been produced. SCC have asked the Parish Council to state whether they are now in receipt of adequate reassurance or that it does not oppose the payment now being made as SCC intend to approach Lafarge Tarmac again shortly to obtain the S106 monies. CC stated that he would discuss this further with PH.	<b>CC/PH</b>
11.3/14	<b>Training</b> – the Clerk will make sure that VB and KP are informed of any available training dates later in the summer - ongoing	<b>Clerk</b>
21.3/14	<b>Rules and Regulations for Cemeteries and Burial Grounds</b> – The Clerk is investigating rules and regulations for cemeteries and burial grounds - ongoing	<b>Clerk</b>
34.1.3/14	<b>Disused Quarry at the top of Whitehole Hill – Enforcement number ENF/2013/0368</b> - CC reported that the Enforcement Officer has written to the landowner but has received no reply. He will make arrangements to call on him – ongoing.	<b>CC</b>
54.3/14	<b>Highways – Old Frome Road signage</b> – CC is awaiting a response from Highways - ongoing	<b>CC</b>
57.1/14	<b>Community Council for Somerset</b> – DM reported that the Memorial Hall are members of the Community Council and will pass on information to the Council as necessary - complete	
66.2/14	<b>Grass Cutting – Cemetery and Churchyard</b> – the Clerk had written to Mr Cross asking for a quotation for the work for the next year which had been received.	
66.2/14	<b>Grass Cutting – Recreation Field</b> - the Clerk had written to Shepton Mallet Landscapes informing them that the contract for grass cutting on the Recreation Field has been extended for the 2015 season. The Clerk had also informed the Recreation Field Management Committee of the decision.	

- 66.3/14 **Asset Register** – the laptop and router had been passed to DM for inspection for a decision to be made about their usefulness. The Clerk had purchased a suitable cross cut shredder and the asset register would be updated accordingly. **DM/Clerk**
- 66.3.3/14 **Recreation Field** – costs had been received from the Recreation Field for the replacement of various signs on the field with metal instead of plastic - complete
- 67.1.1/14 **Cemetery – sunken grave** – The Clerk has asked Mr Cross to bring in some top soil in the spring to fill in the hole. However if the situation should deteriorate then further action will be taken to mark the area - ongoing **Clerk**
- 68.4/14 **Cemetery Fees** – the Clerk had informed undertakers of the decision that Cemetery Fees would increase in line with the Parochial Fees as issued by the Church of England from 1 January 2015 - complete
- 79.1/14 CC reported that Matt Williams the Senior Planner at MDC had agreed that planning documents should give the names of those who have been consulted about planning applications in order to make sure that all those who need to be informed and who may have an opinion have been contacted.
- 80.3.1/14 **Budget – Clerk Salary** – CC reported that he had met with the Clerk and the budget figure had been agreed. The Council agreed to review the Clerk’s hours at the next meeting.
- 95.5/14 **Proposed installation of 25m high lattice tower mobile phone based at land west of Dores Farm, Leigh-on-Mendip by Arqiva Services Ltd** – CC reported that he had written to both Coleford and Mells Parish Councils about this application as neither had been informed.
- 96.1.2/14 **2014/2691/FUL extension to existing bottling plant building and construction of new storage building at Whitehole Farm**  
The Clerk had obtained an extension to the deadline for response and this will be discussed later on the agenda.
- 97.5/14 **Precept** – The Clerk confirmed that the Precept request for £6,500 had been submitted to MDC
- 99.4/14 **Adopted Policies** – CC confirmed that all adopted policies were now on the village website.
- 100.6/14 **School** – CC confirmed that he had emailed SCC Highways with a copy to GN and the school, about the problem with the Wig Wag by the Bell which is not working correctly.

- 100.7/14 **SALC** – the East area meeting had been postponed until 19 February at Wanstrow Village Hall. CC will attend.
- 100.9/14 **Coleford Hub** – GN confirmed that she had attended the launch event
- 101.1/14 **Parish Magazines and Newsletters** – the Clerk had provided information to MDC with contact details for the parish magazine.
- 101.2/14 **Mendip Rural Forum** – took place on 3 February and CC attended

**109/14 DISTRICT AND COUNTY COUNCILLORS REPORTS**

- 109.1/14 There was no County Councillors report available.
- 109.2/14 VH gave a District Councillors report and made the following points
- £800 grant towards the noticeboard had been made (the Clerk confirmed receipt)
  - The planning application for Thrice Barn is likely to go to the Planning Board
  - The Local Plan has been challenged by a developer which will mean a delay to the start of Part II. However all applications being considered are being dealt with within the adopted plan
  - Coffee morning at Mendip Country Practice, Coleford on 28 February to meet the nurses who went to Kenya last year.

**110/14 PLANNING – New Applications**

**110.1/14 2014/2691/FUL extension to existing bottling plant building and construction of new storage building at Whitehole Farm, Whitehole Hill, Leigh-on-Mendip for Mr John Patch**

110.1.1/14 The Council considered this application. It was proposed by CC, seconded by DM and agreed unanimously to recommend approval as there was no visual impact from the application and it would help improve the local economy.

110.1.2/14 The Clerk was asked to inform MDC of the decision of the Council

**Clerk**

**110.2/14 2015/0225/HSE Construct single storey lean-to on west elevation, construct lean-to garage and car port on south elevation and single storey sun room extension on the west elevation at Crossways, Townsend, Leigh-on-Mendip for Mr and Mrs M Taylor**

- 110.2.1/14 The Chairman declared an interest in this item and left the room. The Vice Chairman took the chair for the discussion. It was proposed by KP and seconded by GN and agreed unanimously to recommend approval as there is no significant impact, including visual impact, from the application.
- 110.2.2/14 The Clerk was asked to inform MDC of the decision of the Council Clerk
- 110.3/14 2015/0235/HSE Single storey extension on east elevation to Clove Cottage, Tadhill, Leigh-on-Mendip and Mr and Mrs M. Taylor**
- 110.3.1/14 The Chairman declared an interest in this item and left the room. The Vice Chairman took the chair for the discussion. It was proposed by DM, seconded by KP and agreed unanimously to recommend approval as there is no significant impact, including visual impact, from the application.
- 110.3.2/14 The Clerk was asked to inform MDC of the decision of the Council Clerk
- 110.4/14 PLANNING – Pre-application**
- 110.4.1/14 **Pump Track – Recreation Field** – CC reported that the Recreation Field had asked the Parish Council for their views on the removal of the current garage, which is used for storage purposes, and the building of a new storage facility between the Club House and the Play area. This had been measured and the existing concrete path is all right for emergency exit use. The Council agreed that the Recreation Field should go ahead with this proposal.
- 110.5/15 Planning – Status of current applications**
- 110.5.1/14 **2014/2350/HSE Pound Cottage, Leigh-on-Mendip for Mr W Kangurs** – this application had been approved.
- 110.5.2/14 The following two applications were still pending consideration and are likely to go to the Planning Board. The Parish Council will be notified.
- **2014/2760/FUL Grove Shute Farm, Townsend Lane, Leigh-on-Mendip for Mr and Mrs Nick and Jane Hiscox**
  - **2014/2736/VRC Thrice Barn, Leigh Street, Leigh-on-Mendip for Mr Neil Scott.**
- 111/14 FINANCE**
- 111.1/14 **Financial Statement** – statement to 16.02.5 was agreed and signed

- 111.2/14      **Cheques signed**
- **Clerk's Salary for January 2015** - £147.47 Payscale 18
  - **Mrs A Brooks** – reimbursement for purchase of a shredder £52.14
  - **Vicky Higgins** – purchase of signs for Recreation Field - £73.20
  - **SLCC** – half payment of membership subscription £38.50 (subscription to be shared with Witham Friary Parish Council)
  - **Thomas Turner** - £8.38 renewal of domain name (for 2 years) Leigh-on-Mendip.org.uk

111.3/14      **Grant for Recreation Field Committee** – A grant of £73.20 was made for the provision of the replacement signs in the play area

**112/14      CEMETERY MATTERS**

112.1/14      **Cemetery – Grass cutting** – Mr Cross had quoted £1350 for the work and it was agreed unanimously to accept his quotation as an extension to the 2014 contract. The Clerk was asked to write to him with a contract for signature. The Clerk was also asked to contact the Landscape Group to make sure that they were aware that they did not need to cut the grass at St Giles'. **Clerk**

112.2/14      **St Giles' Church** – it was noted that the consultation letter from the PCC had been distributed to all households in the village. A public meeting is due to take place on 11 March in the Memorial Hall at 7.30 p.m.

112.3/14      **New Cemetery** – CC will contact Jo Hudson before the next meeting for an update. **CC**

**113/14      FINANCIAL REGULATIONS**

113.1/14      DM had provided a draft financial regulations document and was thanked for all his work on this. It was noted that a statement about the forthcoming Transparency Code needs to be added at a later date. DM agreed to make amendments and then send out for review and adoption at the next meeting. **DM**

**114/14      NOTICEBOARD REPLACEMENT**

114.1/14      Simon Thomas attended the meeting to discuss the replacement noticeboard and gave his thoughts on the design, the materials and the costs involved.

- 114.2/14 Following this CC proposed, DM seconded and it was agreed unanimously to spend up to £1300.00 on the new noticeboard (this includes the £800 granted by MDC). CC to ask DS to confirm this to Simon Thomas. **CC**
- 115/14 PROVISION OF DEFIBRILLATOR**
- 115.1/14 DM reported that the Memorial Hall is now interested in having a defibrillator. The Clerk stated that as she had heard nothing from the Community Council of Somerset she had contacted South Western Ambulance Service direct and would report back to the next meeting. **Clerk**
- 116/14 COUNCILLOR REPORTS**
- 116.1/14 PCSO** – GN had distributed the minutes of the February meeting. The meeting in May will take place on 20 May at Leigh-on-Mendip Memorial Hall. GN/DM will attend.
- 116.2/14 Footpaths** – nothing to report
- 116.3/14 Highways** – nothing further to report
- 116.4/14 Recreation Field** – it was noted progress is now being made on the Pump Track.
- 116.5/14 Memorial Hall** – the Quiz Night will be on Saturday 25 April. The PC will form a team.
- 116.6/14 School** – the Clerk was in receipt of a letter from the school thanking the Council for the cheque to buy the picnic table which is now on order. The school greatly valued the ongoing support of the Council and invited the Parish Council to the school to view the new bench when it arrives.
- 116.7/14 SALC** – the East area meeting will take place on 19 February at Wanstrow Village Hall. CC will attend. **CC**
- 116.8/14 Quarry** – date of next meeting not confirmed but expected to be in March. Minutes of the previous meeting have not been received.
- 116.9/14 Coleford Hub** – launch event took place on 6 February.
- 116.10/14 Neighbourhood Watch** – CC stated that following the visit from the PCSO at the last meeting he had checked on the status of neighbourhood watch in the village. Only two sections of the village are currently covered – Park Hayes and from the church eastwards. All others have lapsed. CC has written to households in Townsend and Tadhil about setting up a watch area and is awaiting responses. DM stated his interest in setting up another area in the village.

**117/14 POINTS FROM PARISH BULLETIN**

117.1/14 **Neighbourhood Planning** – the Community Council for Somerset and SALC are planning to hold workshops in February and March and interested parties should contact Jane Birch Community Involvement Officer at the Community Council for Somerset. This had already been done by the Clerk and information of dates and venues is awaited.

**Clerk**

**118/14 MEETINGS ATTENDED/TO BE ATTENDED**

- 118.1/14
- SALC Meeting – 19 February at Wanstrow
  - Somerset Wildlife Trust, Magnificent Meadows Project – 24 February at Earth Science Centre, Stoke St Michael
  - Church Village Consultation Meeting – 11 March, 7.30 p.m. in the Memorial Hall
  - Village Clean Up – 14 March

**119/14 CORRESPONDENCE**

119.1/14 The Clerk had received the following correspondence and information

- Email from SALC – moving offices on 23 February to Edgar Hall, Somerton Business Park, Somerton, Somerset. This move will enable onsite training to take place although training sessions will still take place around the county.
- Email from SALC regarding downloadable resources for Clerks on election procedure.
- Information from MDC on ordinary elections for Parish Councils – Notes for the guidance of Town and Parish Council Clerks. The Clerk to send round to Councillors
- Email from MDC regarding the Corporate Services Consultation where MDC are consulting on a proposal to change the way services are delivered locally. The Clerk to send round to Councillors

**Clerk**

**Clerk**

**120/14 DATE AND TIME OF NEXT MEETING**

120.1/14 The next meeting will take place on Monday 16 March 2015 at 7.30 p.m. in the Memorial Hall.