

MINUTES
LEIGH-ON-MENDIP PARISH COUNCIL MEETING
HELD ON MONDAY 17 OCTOBER 2016 AT 7.00 P.M. IN THE MEMORIAL HALL

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| Present | Chris Cudmore, Chairman | CC |
| | Dave Mattick | DM |
| | Paula Freeland | PF |
| | Vicki Trundle | VT |
| | David Sparkes | DS |
| In attendance | Alan Townsend, District Councillor | AT |

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| 048/16 | APOLOGIES | ACTIONS |
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| 048.1/16 | Apologies were received from Anthea Brooks, Clerk (AB) and Philip Ham, District and County Councillor (PH). | |
| 048.2/16 | In the Clerk's absence, the Chairman took the minutes. | |

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| 049/16 | DECLARATIONS OF INTEREST AND DISPENSATIONS/REQUESTS FOR RECORDING | |
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| 049.1/16 | There were no declarations of interest. It was noted that the meeting could be recorded if requested. | |
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| 050/16 | MINUTES OF THE MEETING HELD ON 19 SEPTEMBER 2016 | |
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| 050.1/16 | Action 0032.1.3/16 from 19 August was omitted. The minutes of the meeting held on 19 September 2016 were otherwise agreed as a true and accurate record and signed by the Chairman. | |
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| 051/16 | MATTERS ARISING FROM THE MINUTES OF 19 SEPTEMBER 2016 | |
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| 147/15 | Councillor Vacancies – a notice of vacancies had been placed in the village magazine, on Facebook, the website and the Parish noticeboards. CC has provided AB with a notice to laminate for posting around the village. Complete. | |
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| 051.1/16 | Councillor Vacancies – AB to laminate 10 A4 posters | Clerk |
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| 064.3.3/15 | Highways - the new signs at the Knaphill/Downhead crossroads on the Old Wells Road where the fatality took place have not yet been supplied. PH has recently been in contact with Highways (Mr Betty) again and has been promised that they will be supplied within three weeks. Continues. | PH |
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| 122.4/15 | Path to the rear of the church – the Clerk had notified MDC about the condition of the path which leads to the churchyard and cemetery and had spoken to the Landscape Group also. | |
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| | So far there has been no response. A meeting is to be arranged with Sue Church from MDC to discuss this and other grounds maintenance matters. Continues. | Clerk |
| 158.7/15 | SALC – the Clerk will ask SALC again if there are any copies of presentations made at the free session for Clerks which was held on 13 April. Continues. | Clerk |
| 011.2/16 | Footpath Marker – Recreation Field – VT will inform the Management Committee about the footpath marker which has been thrown into the hedge just inside the gate. Continues. | VT |
| 034.6/16 | New Cemetery - DM to draft a letter giving permission to the PCC for installing pipework across the land and access afterwards in respect of any later maintenance. Complete. | |
| 036.2/16 | S106 Open Space - AT agreed to speak to the Clerk at Coleford and Holcombe to see what S106 process took place. Contact and checklist has been received. Complete. | |
| 041.3/16 | S106 Open Space - CC would go back to the landowner with which discussions have already taken place and suggest that the area be used as a football pitch. Complete. | |
| 041.4/16 | S106 Open Space – CC to discuss availability of other identified areas with the landowner. Letter issued. Complete. | |
| 051.2/19 | S106 Open Space - CC to progress discussions with the landowners. | CC |
| 042.1/16 | Policy Review - Councillors to review the following policies. Complete, see item 056/16. <ul style="list-style-type: none"> • DS – Document Retention and Data Protect and Information Security • CC – Complaints and Grievance • VT – Equality and Discrimination and Recruitment • PF – FOI and FOI Publication Scheme • DM – Health and Safety and Recording of Meetings | |
| 042.2/16 | All Councillors to review Financial Regulations, Code of Conduct and Standing Orders. Complete, see item 056/16. | |
| 032.1.3/16 | Events Boards - CC to propose a design and specification for events boards. Fair and Arts & Crafts were now using waterproof paper for posters, rather than lamination or a perspex cover. As FOLC were the only other group who regularly used events boards, DM was asked to report back to FOLC and suggest sharing costs and use of the “Fair” boards. Complete. | |
| 052/16 | DISTRICT AND COUNTY COUNCILLORS REPORTS | |

- 052.1/16 **Somerset County Council – AT on behalf of PH**
The following points were noted
- Forecast overspend this year based on 1st quarter spend
 - Pursuing greater funding per pupil in rural areas which is significantly less than in urban areas
 - New Aerospace Innovation Centre stated in Yeovil
 - Complaints received by PH regarding noise from Whatley quarry – none from Leigh on Mendip - councillors agreed that there had been a recent increase in low level noise possibly due to the easterly winds.
- 052.2/16 **Mendip District Council – AT**
- Boundary change: proposal will move Leigh on Mendip from Somerton & Frome to North Somerset. Out for consultation at present.
 - Street Trading policy endorsed, charities exempted
 - MDC have accepted a 4 year government funding deal
 - Planning Enforcement Policy agreed
 - 4 day Christmas Market in Wells, 21-24 Dec
 - CPRE meeting highlighted need to be aware of planning applications (recent Chilcompton turbine was approved 2 years ago)
- 053/16 PLANNING**
- 053.1/16 Planning – Status of current applications**
- 053.1.1/16 **2016/1441/FUL Two new dwellings – land at Leigh Street (Kozy-Kot) for Mark Moss – pending consideration.**
- 053.1.2/16 **2016/1854/FUL – Conversion and extension of existing dwelling to one two bedroom and one three bedroom apartment/flats at 11 Park Hayes for Mr P Lewis – pending consideration.**
- 053.1.3/16 **2016/2101/VRC Application for removal of condition 2 (occupancy restriction) at Three Acre Annexe, Fern Cottage for Mr Malcolm Young - pending consideration.**
- 053.2/16 AT left the meeting
- 054/16 FINANCE**
- 054.1/16 **Financial Statement** - the statement to 17.10.16 was approved. The Bank reconciliation was deferred to November.
- 054.2/16 **Cheques signed**
- **Clerk's Salary and expenses** for September 2016 - £201.98 Payscale 20 was agreed. Proposed by DM seconded by VT. Cheque to be signed out of meeting.

055/16 CEMETERY MATTERS

055.1/16 New Cemetery

055.1.1/16 The Chair explained that both parties have now agreed the conditions of the transfer which includes an overage clause which is activated if permission for residential development is granted within 25 years and the land subsequently disposed. Agreement to the Transfer was proposed by DS and seconded by DM and unanimously agreed. The Transfer was then signed by CC and PF. CC to progress.

CC

055.1.2/16 A completion statement from the solicitor confirms that the fee will be as originally quoted and previously agreed by the Council.

055.1.3/16 A letter had been prepared to grant access to the Parochial Church Council for laying water, telecommunications and drainage across this land mainly within the limitations of the existing sewer pipe. This letter will not be signed before completion of the purchase. It was proposed by VT and seconded by DS that the letter was accepted and could be issued once the land was purchased. DM and PF declared an interest as they are members of the Parochial Church Council. The letter was accepted.

055.3/16 Broken Slab outside the Priest's Door

055.3.1/16 The Church Warden had arranged a site meeting with a MDC representative on 9th November to resolve the broken stone slab outside the Priest's Door.

055.4/16 Reduction of Yew Tree Height

055.4.1/16 Work of reducing the yew trees had commenced on 17th Oct.

055.5/16 Strimming Complaint

055.5.1/16 The Clerk had received a complaint about the recent strimming around graves. Clerk to contact Mr Cross.

Clerk

056/16 POLICIES FOR REVIEW

056.1/16 It was proposed by DM and seconded by VT that policies other than the Financial Regulations, Code of Conduct and Standing Orders shall be reviewed at least every two years, rather than annually. This was agreed.

056.2/16 Document Retention Policy - DS reported that no changes were required apart from a single typing error.

056.3/16 Data Protection and Information Security - DS reported that no change is required.

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| 056.4/16 | Complaints Procedure and Grievance Policy - CC reported that no changes are required to these documents. | |
| 056.5/16 | Equality and Diversity Policy and Recruitment Policy - VT reported that no changes were required apart from minor typing errors. | |
| 056.6/16 | Freedom of Information Policy and Freedom of Information Publication Scheme – PF reported that no changes are required to these documents. | |
| 056.7/16 | Health and Safety Policy – DM reported that no change is required. However the Shredder used by the Clerk should be PAT tested. DM to arrange. | DM |
| 056.8/16 | Recording of Meetings - DM reported that there was no review date, otherwise no change is required. | |
| 056.9/16 | Code of Conduct – All agreed that no change is required. | |
| 056.10/16 | Financial Regulations – It was agreed to change paragraph 9.6 from “..the council has income from the cemetery,” to “..income received by the council includes that from the cemetery, ...”. No other changes are required. It was noted that paragraph 12.1 should be reviewed for relevance if any cemetery groundworks are proposed in the future. | |
| 056.11/16 | Standing Orders – It was agreed that Paragraph 24 refers to formal inspections and not the informal checking of council land such as the cemetery. All agreed that no change is required. | |
| 056.12/16 | CC to amend the reviewed documents as agreed and reissue with appropriate Review Due dates | CC |
| 057/16 | DEFIBRILLATORS: TRAINING AND GUARDIANS | |
| 057.1/16 | DM reported that two Guardians had been appointed for the Memorial Hall defibrillator. DM to instruct the two parishioners who had volunteered to be Guardians for the Rec Field defibrillator. | DM |
| 057.2/16 | Further training will be arranged once enough persons have expressed an interest. Clerk to advise DM of names received. | Clerk |
| 057.3/16 | CC to advise DM of the defibrillator balance of funds. | CC |
| 057.4/16 | CC to update defibrillator training notice on the Noticeboards. | CC |

058/16 COUNCILLOR REPORTS

058.1/16 PCSO – nothing to report.

058.2/16 Footpaths – complaint regarding overgrown footpath adjacent to Thrice Barn was reported and resolved.

058.3/16 Highways – Townsend drainage work is due for completion shortly. DS had reported fly-tipping by Hollybush.

058.4/16 Recreation Field – Overfull dog bins reported and resolved.

058.5/16 Memorial Hall – DM raised a VAT query. It was suggested that the Memorial Hall should obtain an official ruling.

0458.6/16 School – nothing to report.

058.7/16 SALC – nothing to report.

058.8/16 Quarry – nothing to report. Waiting for TARMAC to arrange a public consultation on the proposed planning application.

059/16 POINTS FROM PARISH BULLETIN

059.1/16 Parish Forum 18 October – DS will attend

060/16 MEETINGS ATTENDED/TO BE ATTENDED

060.1/16 **Hall AGM** – 7 November

060.2/16 **FOLC AGM** – 9 November

061/16 CORRESPONDENCE

061.1/16 No correspondence was tabled.

062/16 VILLAGE RANGERS

062.1/16 DS raised the idea of asking for volunteers to perform maintenance tasks around the parish. Councillors were asked to consider this proposal for the next meeting (e.g. insurance, equipment/clothing, typical tasks etc.).

ALL

063/16 DATE AND TIME OF NEXT MEETING

063.1/16 The next meeting will be on Monday 21 November 2016 at 7.00 p.m. in the Memorial Hall.