

**Minutes of the Meeting of Meare Parish Council
Held on Monday 20th March 2023, 7.30pm in the Chapel**

Present: Cllrs Bennetts (Chair), Field, C. Foster, T Foster, Gage, Hoskins, James, Neale, Richards, Winters, Wren and the Clerk Gerard Tucker

In attendance: 13 members of public. Cllr Heather Shearer.

Public Participation

Edwin Hoskins presented to the council on behalf of the young people of the parish. He informed that there continues to be a strong resolve to fund raise towards youth facilities with a successful car wash, table top and cake sale and a planned race night in May. To date, £1,635 has been raised. The enthusiasm of the youths was endorsed with a round of applause.

Cllr Field presented the new website and demonstrated the new features. Cllr Field was thanked for the enormous effort that she has applied to creating the website, which is looking very excellent. Councillors will soon have use of dedicated email addresses and she offered to assist individuals in setting them up.

2022/23

180. Apologies

Apologies were received from County Cllr Ros Wyke.

181. Minutes of the previous meeting. The minutes of the meeting held on 20th February 2023 were considered accurate and were signed by the Chair.

182. Declarations of Interest

Cllr Neale declared a personal interest in agenda item 14a, (planning – 49 Westhay Road as an immediate neighbour)

Cllr Field declared a personal interest in agenda item 14b, (planning, New House Farm)

183. Summary of actions from the previous meeting – all completed.

184. County and District Councillor reports

Cllr Heather Shearer informed that the consultation to review the Statement of Community Involvement has been extended until the end of the month. The clerk is to receive the revised consultation to be forwarded to Councillors.

Action: To circulate correspondence

185. Highways

Correspondence has been received from the Highways Authority in direct response to a request for additional signage at the Old School Rooms, Westhay. A review will be undertaken and providing the budget can be identified, there is every anticipation that additional signage at this location can be provided.

Requested that the Clerk report the potholes on the B3151 Westhay, at the bend outside Turnpike Cottage. They are deep and dangerous

Deep potholes in Glastonbury near Dyehouse Lane which cause serious damage to a parishioners car tyres last week need urgent attention.

Action: The clerk to inform the Highways Authority of the concerns

186. Local Government Association (LGA) Code of Conduct

The clerk explained that the move to a unitary authority had identified that each partner had their own Code of Conduct. This was causing confusion, concluding in their being a single Code of Conduct for all authorities, including the Police, National Park, Local Authorities (extends to town and parish councils). Having previously circulated the revised policy, Cllr T Foster proposed, seconded by Cllr Gage and unanimously **RESOLVED** to adopt the revised policy with immediate effect. 11-0-0

187. Review of Policies

- o Risk Assessment Policy
- o Equal Opportunities Policy
- o Race Relations Policy
- o Complaints Procedure Policy
- o General Data Protection Regulations (GDPR) Policy

There are two new policies the clerk has prepared for consideration by the Council. A Risk Assessment Policy and General Data Protection Regulations Policy. The remaining three policies were included on the agenda for May 2022, yet time constraints meant they were not considered. Having identified this oversight, the clerk presented the Equal Opportunities, Race Relations and Complaints Procedure Policies for consideration.

Cllr T Foster proposed, seconded by Cllr Gage and unanimously **AGREED** to adopt each of the five policies presented.

188. Parish Matters including:

a. To consider a proposal to separate the responsibilities for the Village Hall and Playing Field to two independent organisations. Following a presentation by a member of the public at the last meeting, Councillors have given consideration to a revised management structure. Currently, the Parish Council takes responsibility for all of the overheads associated with the playing field, including utilities, insurance, maintenance, security etc. The Village Hall and Playing Field committee are exploring ways of providing a new village hall facility. With this division in responsibilities, some councillors consider that now is the appropriate time to separate the responsibilities. Cllr James proposed, seconded by Cllr Hoskins and **AGREED** by majority that further exploration is given to the current lease. The clerk was asked to further pursue this and to report back to a future meeting'

Action: The clerk to research the subdivision of the current trust.

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b. Trench and Fencing in the playing field

1. Receipt of tenders.

There remains only two tenders received for the specified works at the playing field. It appears that there continues to be some confusion with Shaun Roberts who has indicated that he is wanting to tender for the work, yet no submission has been received. Cllr C Foster is willing to meet Mr Roberts to discuss the contract. Mr Roberts is to be encouraged to submit a written quote for consideration.

- a. Review of the Terms and Conditions for use of the playing field facility.

The current Terms and Conditions were circulated to Councillors. It was acknowledged that a review would be helpful. Cllr Hoskins proposed, seconded by Cllr Gage and **AGREED** by majority that this item is to be revisited at a future meeting of the council. 10-1-0

Action: To discuss this item in more detail at a future meeting of the council.

2. Other playing field related matters.

- a. A certified electrician needs to be identified to check the supply before the facilities are used to celebrate the Coronation in May. Cllr Wren confirmed that the field was booked for a Parish Coronation Celebration on 07/05/23.

c. Village Hall and Playing Field progress report.

- a. The AGM of the Trust has been arranged for 4th April. Councillors raised a number of questions which are to be circulated and presented to the Trust prior to the meeting
 - 1 Agreement to and signing of a confidential – non disclosure statement. The Village Hall and Playing Field Trustees informed that they are comfortable with the wording of the previously prepared document and councillors were invited to sign it in recognition of conforming to non-disclosure of information.
 2. Fund raising progress report. The two most recent fund-raising events resulted in £633 being added to the build fund.
 3. Preferred contractor appointment and anticipated schedule of works. Melhuish and Saunders based in Glastonbury have been identified as the preferred build contractor. They have informed that the build will take 38 weeks once started. The total cost of the revised plan is expected to be in excess of £1m.
 - a. To assist with grant applications, the Council confirmed that it was comfortable in preparing a ‘letter of intent’ informing that they had obtained a significant amount of funding to support the project.

d. Picnic area tree planting

The clerk informed that Mr Rowland has donated three trees for the picnic area and Ray Adlam was intending to plant them this week.

e. New notice board to advertise community events

On clearing the secure unit in the playing field, an unused notice board was found. This is to be located at the on the edge of the carpark by the Church Rooms for use to advertise community events in the parish. Cllr James is to organise the implementation of the notice board.

Action: Cllr James to oversee the installation of the new notice board.

189. Review of the Parish Asset Register

The previously circulated Asset Register requires an update, as some items have been removed and

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others are under-valued. Many suggested amendments were made and it was **RESOLVED** that the revised register once completed would be recirculated for comments. The clerk was encouraged to contact Street PC to enquire which organisation undertook the valuation of their war memorial.

Action: The clerk to contact Street PC

190. Grant applications

a. Citizens Advice Mendip – request for funding to support their work. The clerk had been asked to obtain information on the number of parish users of the service. In response, the council were informed that there are 18 in the post code area that have used the service, 12 of whom live within the parish. Cllr T Foster proposed, seconded by Cllr Richards and unanimously **AGREED** that £200 be provided to Citizens Advice Mendip to support their work locally.

191. Finances

a. Summary of account

The clerk presented a summary of the bank account, showing that expenditure to date for the year 2022/23 amounts to £52,413.98. Income for the year is shown to be £249,220.05. The schedule of payments is included on the parish website.

b. Invoices Paid since last meeting

Name	Details	Income	Expend £
Gerard Tucker	Clerks salary (Feb)		837.75
EDF	Playing field supply		28.00
M Sweet	Village maintenance		210.00
Ripple Accounts	Payroll (Jan)		10.00
SALC	Training courses		20.00
J Linham	Playing Field maintenance		1,650.00

c. Invoices to be paid. Four payments were approved for processing

Payment	Amount £
Play Inspections	87.54
C Sanderson – Editorial parish magazine	150.00
Malcolm Sweet – maintenance	70.00
G Tucker – Clerk’s expenses	215.97

192. Planning

a. Application No 2023/0384/FUL. Applicant: Mr M Jackson and Ms R Bliss

Location: 49, Westhay Road, Meare, Glastonbury BA6 9TL

Proposal: Change of use from residential for side extension on existing dwellinghouse to mixed use as a medical health facility and overnight accommodation. (Retrospective).

Cllr T Foster proposed, seconded by Cllr Hoskins that the parish council should recommend refusal of this application for the following reasons (which were submitted to the planning authority).

1. *The application registered is for a COU from residential for a side extension on an existing dwelling house. My Council is insistent that the planning authority is aware that this is not a COU, as the original extension was removed and replaced without obtaining planning consent.*

2. *The identified purpose and need for the application is a medical health facility and overnight accommodation. My Council is aware that this property is being advertised and used as an Air BnB for accommodation, which has been previously reported to your Planning Enforcement team.*

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3. *This is a retrospective application. The alterations have already been completed. The reality is that the original four car parking spaces has been reduced to two. The density of parked vehicles at this location is causing distress and concern to local businesses as HGV movements are proving difficult. The Highways Authority are encouraged to look more closely at the impact this application is having locally.*

*For the reasons identified above, Meare Parish Council recommend **REFUSAL** of this application. Meare Parish Council request that this application is determined by the Planning Board and not delegated to Officer approval, such is the seriousness of the considered breach.*

b. Application No SCC/4038/2023.

Location: New House Farm, Shapwick Road, Westhay, Glastonbury BA6 9TT

Proposal: Importation and deposit of waste material (soil, stone, concrete and brick) to level agricultural Yard.

The following response was submitted in response to this consultation request:

Meare Parish Council discussed this application at their meeting held last evening. In conclusion, no objections have been raised. The applicant is encouraged however to be sympathetic to the local community and to ensure that the proposed vehicle movements, particularly the density and timing follow the submitted delivery plan.

193. Correspondence

Somerset Playing Fields Association have invited applications for the annual awards

194. Actions arising from this meeting

- The clerk to circulate the Statement of Community involvement provided to him by Cllr Shearer
- The clerk to commence research into separating the Playing Field from the current Village Hall Trust deeds.
- The council is to revisit at their next meeting the Terms and Conditions for using the playing field.
- Cllr James is to oversee the installation of the new notice board at the playing field.
- The clerk is to contact Street PC to understand who valued their war memorial
- Each councillor is encouraged to review the new website and inform Cllr Field of any suggested amendments.
- Cllr C Foster is encouraged to meet with Shaun Roberts to determine the extent of works to be tendered at the playing field to avoid any confusion.

195. Next meeting; will be held on Monday 17th April 2023, 7.30pm in the Chapel.

The meeting was declared closed at 9.50pm.