

# WITHYCOMBE PARISH COUNCIL

Minutes of the Withycombe Parish Council meeting held at the Memorial Hall on Monday 7<sup>th</sup> September 2015 at 7.00pm

## **PRESENT**

Councillors: Emma Wright (Chairman), Stephen Crossman, Tony Connolly.

In attendance: A Giles (Clerk)

Also present: Brenda Maitland-Walker (WSC), Members of the Public.

**For future reference attendees will be referred to in these, and subsequent, minutes by their initials viz:**

**Emma Wright (Chairman) EW, Chris Thomas CT, Stephen Crossman SC, Tony Connolly TC, Brenda Maitland-Walker (West Somerset District Council) BMW, Christine Lawrence (Somerset County Council) CL, Andy Giles (Clerk) AG.**

The Meeting was digitally recorded

## **1654 TO RECEIVE APOLOGIES FOR ABSENCE**

CT – accepted by the Council.

## **1655 DECLARATIONS OF MEMBERS' INTERESTS**

None.

## **1656 TO APPROVE THE MINUTES OF THE FOLLOWING MEETINGS:**

Parish Council Meeting and Public Open Session held on 3<sup>rd</sup> August 2015.

The minutes of the above meeting having been circulated prior to the meeting, were agreed as accurate and signed by the Chairman.

## **1657 MATTERS ARISING from the minutes**

**1657.1 Clearance of Vegetation – Council Assets:** - The Chairman advised that following the review of Council assets undertaken in March 2015 it had been identified that vegetation etc needed to be cleared from around the benches situated in Culver Lane. The Chairman reported that the area around the benches had now been cleared.

**1657.2 Civil Contingencies Unit:** - The Clerk advised that at the meeting of the Parish Council held on the 4<sup>th</sup> August 2015, it had been agreed that Councillors EW, CT, SC, and TC would be nominated as contacts for the Parish with the Civil Contingencies Unit. Further to that decision Councillors gave their consent for their personal data to be used in accordance with the requirements of the Data Protection Act.

**1657.3 Planning Obligations – Parish Priorities:** - See Minute 1658.5

**1657.4 Blocked Drains – Culver Lane:** - The Clerk advised that he had reported the matter to the Somerset Highways Authority. The Highways Authority have confirmed that the drains are now clear.

## 1658 **PLANNING**

### **Planning Applications Received**

1658.1 **Application 6/41/15/103** – Simons Steep, West Street, Withycombe – First Floor Extension.

Councillors inspected plans and associated documents pertaining to this application. No adverse comments were expressed.

1658.2 **Application 6/41/15/104LB** – Oak, Oak Lane, Withycombe – Replacement Windows / Doors.

Councillors inspected plans and associated documents pertaining to this application. No adverse comments were expressed.

1658.3 **Application 3/41/15/003** – 1 Park Cottages, Sandrocks Lane, Withycombe – Retention of a replacement timber carport.

The Clerk advised that he had been notified of this application within the past twenty four hours and that the plans and associated documents had not yet been received.

It was agreed that details be circulated by the Clerk; Councillors also had the opportunity to review the application on-line. If Councillors then deemed it necessary to call a meeting to debate the matter and formulate a response, the Chairman would instruct the Clerk to make the necessary arrangements.

1658.4 **Draft West Somerset Local Plan:** The Clerk advised that the Draft West Somerset Local Plan to 2032 had now been submitted to the Secretary of State for examination in accordance with planning legislation.

1658.5 **Parish Priorities:** It was agreed that this matter be deferred until the next meeting of the Parish Council, which will be held on Monday 7<sup>th</sup> December 2015.

## 1659 **FINANCES**

The following payments were approved:

1. A Giles (Clerk) salary / expenses (Aug 2015–Sept 2015)  
£433.92
2. HMRC Tax due on above payment to Clerk  
£89.52
3. R M Hurst (Active Living Expenses)  
£80.25

## 1660 **ANNUAL RETURN**

The Clerk reported that the Annual Return in respect of the year ended 31<sup>st</sup> March 2015 had now been audited and approved by the Audit Commission.

## 1661 **HIGHWAYS**

SC reported that there was a hole in the road in Lower Street, Withycombe which appeared to have been caused by a collapsed culvert. BMW advised that she would report the matter to the Somerset Highways Authority and liaise with the Clerk regarding future action.

## 1662 **RIGHTS OF WAY**

The Clerk reported that he had received notification of a Motor Event that would take place on the 3<sup>rd</sup> October 2015 which would utilise footpaths and bridleways in the Parish. The information was noted.

**1663 COUNTY COUNCILLOR and DISTRICT COUNCILLOR REPORTS**

The District Councillor (BMW) presented her report in the Public Open Session which preceded this meeting. There were no matters arising from the report that required further action by the Parish Council. The County Councillor was not in attendance.

**1664 PARISH COUNCIL – CASUAL VACANCIES**

The Chairman proposed that the following people be co-opted on to the Council: Richard Barnham, Sue Gill and Amanda Gardner. The proposal was seconded by SC and unanimously agreed. The Clerk was instructed to undertake the necessary formalities in order to complete the co-option process.

**1665 CORRESPONDENCE RECEIVED**

1665.1 The Clerk reported that correspondence had been received from NHS England, circulated prior to the meeting, advising of an application to re-locate the dispensary associated with the Brendon Hills Surgery from Orchard House in Washford to Park Street in Dunster. The correspondence was noted

1665.2 The Clerk reported that he had been contacted by Mike Ellacott of Exford. Mike is one of the elected members on the Exmoor National Park Authority who represents the constituent Parish Councils. The Clerk advised that he had offered to attend a future meeting in order to discuss issues faced by both the Parish Council and the Exmoor National Park. It was agreed that this matter be deferred until the next meeting of the Parish Council which, will be held on Monday 7<sup>th</sup> December 2015.

**1666 ITEMS FOR NEXT MEETING**

Matters reported under Minute 1658.5 and Minute 1665.2 will be placed on the agenda for discussion at the next meeting.

The meeting closed at 7.55 pm.

Signed \_\_\_\_\_  
CHAIRMAN

Date \_\_\_\_\_