



Lydford on Fosse Annual Parish Council Meeting

Annual Meeting of the above named Parish Council held on
Wednesday 15th May 2024 at 1830 hrs in the Parish Hall, West
Lydford.

Present: Parish Cllrs Bartlett, Fielding (Chair) Frampton, Persson, Purcell,
Seehra, Stocking & the Clerk.
And x7 members of the public

PLEASE NOTE OUR PARISH WEBSITE: lydfordonfosse.co.uk

MAY 2024 ANNUAL PARISH COUNCIL MEETING MINUTES

Item No.	Subject	Lead
57/24	Cllr Fielding to sign Declaration of Acceptance of Office (Chair) This was signed and witnessed by the clerk.	Chair
58/24/1	Election of Chairman and vice chairman or continuation of "Rolling Chair" arrangement. Cllrs. Frampton & Purcell were not prepared to continue as rolling chairs, so a vote on whether to continue with a rolling chair arrangement became obsolete. Cllr. Frampton offered to be the Chairman but during discussions and a vote, he resigned as a Parish Councillor with immediate effect, feeling that he did not have the support of the other councillors. Cllr. Fielding was then voted in as permanent Chair. A permanent Vice Chair will be elected in due course. Cllrs Bartlett, Persson and Stocking also declared their intention to resign.	All
58/24/2	Elected Chairman (if required) to sign Declaration of Acceptance of the office of Chairman N/A	
59/24	Councillor Responsibilities This will be discussed in a future meeting.	All
60/24	Agreement of ordinary meeting dates It was agreed that the PC would continue to meet on the second Wednesday of the month.	All
61/24	Adoption and signing of the following 1. Code of Conduct 2. Financial Regulations 3. Standing Orders 4. Risk Assessment 5. General Privacy Notice These were adopted and signed. Any future amendments to these documents will be tabled in the agenda.	Clerk
62/24	Public Participation Session Members of the public were concerned with their lack of participation in PC meetings, and voiced that a ten minute slot was not enough time to have their say. Councillors have listened to these concerns and will discuss how to proceed. It was confirmed, however, that members of the public can have their say by emailing the clerk or any of the councillors at any time, and their views will be considered for inclusion on the next month's agenda.	Chair

Signed: _____

Council Session		
63/24	To receive apologies for absence None	Chair
64/24/1	Declaration of Member's Interests Cllrs. Purcell & Stocking declared an interest in any voting concerning the Plane Trees, due to the proximity of their properties.	Chair
64/24/1	All members to confirm that they have submitted an accurate, complete and up-to-date Declaration of Interests to Somerset CC. All councillors have submitted their Declaration of Interests to Mendip DC, however Cllr. Stocking's document was mislaid when the unitary council replaced Mendip. Cllr. Stocking to re-submit.	Cllr Frampton
65/24	Report from County Councillors. Cllr. Sully was not in attendance this evening and no report was forwarded.	
66/24	To approve and sign the Minutes of previous meetings: 10/4/24 and extraordinary meeting 19/4/24 Minutes from both meetings were signed and approved by the chair. It was noted that the applicant for Planning Application 2024/0414/FUL stated that the PC's response to the application was inaccurate in the Extraordinary meeting minutes dated 19/4/24.	Chair
67/24	Confirm Motions to be considered at this PC meeting: <ul style="list-style-type: none"> To agree spend of £500 on playground improvement This motion was proposed by Cllr Bartlett and seconded by Cllr. Seehra. The spend was agreed. To agree spend on War Memorial flowers (£53.98) This motion was proposed by Cllr. Seehra and seconded by Cllr. Stocking. The spend was agreed. The PC would like to officially thank those that water and maintain the flowers around the memorial. 	Chair
The Built Environment		
68/24	Planning (See Appendix 2) New Planning applications this month (1) 2024/0700/HSE (Case Officer: Kirsty Black) Erection of porch on side elevation. Location: Chapel Gate Fosse Way West Lydford Somerton Somerset Deadline for comments: 16/5/24 The PC unanimously voted in favour of supporting this application. Applications decided since previous agenda (2) Applications awaiting decision (7) Ongoing Enforcements (1)	Cllr Bartlett
69/24 /1	Climate/Environment Footpaths <ul style="list-style-type: none"> Cllr Fielding is currently installing x2 gates and a footbridge in Lottisham as they have no PC of their own. King of Mill gates to be installed in July The East Lydford handrails on the pedestrian bridge are in stock but Cllr. Fielding is waiting for access permission from the landowner. Cllr Fielding to request the landowners to cut back hazardous overgrowth on path No. SM1414 opposite the sports ground. 	Cllr Fielding
/2	Confirmation of spend for NWA Memorial Walk Cllr Fielding is waiting for the King O Mill gates to be installed and for signage designs to be confirmed before finalising the memorial walk.	
/3	Hedge Cutting Cllr. Persson to report the overgrown hedges in the parish to Highways, as they represent a hazard to the public. Clerk has informed one of the landowners and will write to the other.	

Signed: _____



Transport		
70/24/1	Highways/Road Safety Nothing to report this month	Cllr Persson
/2	Speedwatch The latest Speedwatch figures were presented. Mr Emsley also informed the PC that the Road Safety Fund has been replenished if the PC were to apply for a grant.	Mr Emsley
Community Engagement & Support		
71/24/1	Marketing - to include village questionnaire discussion Cllr Seehra has had some initial thoughts on questions to be included in the questionnaire. As well as putting it online, it was thought that an A5 leaflet drop to be delivered door to door (possibly in the Parish Mag) would be a good idea, to scoop up any parishioners who are not able to access the internet. Cllr Seehra to price up this option. It was also suggested that the PC mans a table at the Lydord Gala and other village events to encourage community engagement.	Cllr Seehra
/2	Bleed Kits - to agree spend/purchase It was suggested in a previous meeting that the Bleedkit could maybe go into one of the Defib cabinets, but Cllr Frampton informed us that this was not possible, instead proposing that the Bleed kit be installed next to the Defib at the Cross Keys Pub. The PC has since discovered that the Cross Keys Defib is now to be installed at the back of the pub, and will not be visible enough to make the Bleed kit effective in an emergency. It was also thought that the Cross Keys Pub should have their own Bleedkit. A new location is to be discussed at the next meeting. Cllr Bartlett is to confirm dimensions and exact spend.	Cllr Bartlett
/3	Playground update The PC has agreed an interim payment of £500 to improve the wood bark surface around the play equipment prior to inspection and before fund raising begins to install a new playground.	Cllr Stocking
/4	Neighbourhood Watch New NHW stickers have gone up around the parish. Mrs Mitchell informed the PC that there was a new scam inviting people to a WhatsApp group. There was a report of overnight campers in the church car park.	Mrs Mitchell
/5	War Memorial - railings spruce up/stone cleaning It was pointed out by a parishioner that the war memorial needed to be cleaned. The railings would also benefit from being shot blasted and powder coated. Professional cleaning will cost in the region of £1200 and may require Listed Building Consent. It was agreed that this would be re-looked at once the carpark improvements had been finished.	Mr Berry
Governance & Finance		
72/24	Financial Planning <ul style="list-style-type: none"> • Payments due. These were approved (See Appendix 1) • To agree and sign accounts for April '24. These were approved and signed by the chair. • To agree Insurance policy renewal. This was agreed. 	All/Chair
73/24	Internal/External Audit 2023/24: <ol style="list-style-type: none"> 1. Signing/approval of 'Certificate of Exemption from a limited assurance review by the external auditors' form. This was signed and approved. 2. Section 1 (Annual Governance Statement) approval/signing. This was signed and approved. 3. Section 2 (Accounting Statement) approval/signing. This was signed and approved. 4. Notice given for the period of the exercise of public rights: (Monday 3rd June to Friday 12th July 2024) These dates were approved and will be published on the parish website and in the noticeboards. 5. Approval/signing of Asset Register. This was signed and approved. 	

Signed: _____



74/24	Budget Allocation for new financial year 24/25 As Cllr. Frampton had left the meeting at this point, the budget sheet was discussed but not approved in this meeting.	Cllr Frampton
75/24	Civility & Respect The Clerk presented her thoughts on the bad atmosphere within the PC and from some members of the public. The Clerk then resigned giving one month's notice as required in her employment contract.	Clerk
76/24	Correspondence Received Nothing to report.	Cllr Frampton
77/24	Agenda Items for next meeting 1. Co-option 2. New Clerk 3. Bleed Kit 4. Questionnaire 5. Vice-chair appointment 6. Playground	All
78/24	To confirm the date for the next meeting as June 12 th and chair TBC- This date was confirmed and Cllr. Fielding to be the new permanent chair.	All

Meeting finished at 2106 hrs
Minutes prepared by Julie Nicol, Parish Clerk

Appendix...

1) Payments Due

Name of Payee	Description of Payment	Amount
Additional payments made since the last notification of the Agenda:		
JPH Electrical	Defibrillator installation	£101.03
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The following payments are due:		
Julie Nicol	Clerk's Salary for May '24	£333.40
Shepton Mallet Landscape Ltd	Sports Club grounds maintenance	132.00
Zurich	Insurance Renewal	£363.00

2) Planning

New Planning Applications: (1)

2024/0700/HSE (Case Officer: Kirsty Black)

Erection of porch on side elevation. Location: Chapel Gate Fosse Way West Lydford Somerton Somerset

Deadline for comments: 16/5/24

Applications Decided: (2)

2021/1975/OTS

Outline application with all matters reserved except for access for the erection of dwelling and garage. Land At 356804 130886 Castle Cary Road Lydford On Fosse.

Approved. Approval of details reserved by condition 8 with new application number: 2024/0779/APP. This is also approved.

Signed: _____ 

[2024/0445/HSE \(Case Officer: Kirsty Black\)](#)

(Retrospective) Alterations to existing dwelling and erection of a two storey extension and garage
Location: Ash View Farm Fosse Way West Lydford Somerton.

Approved.

Ongoing Planning Applications: (7)

[2024/0414/FUL \(Case Officer: Kelly Pritchard\)](#)

Extension to Agricultural Buildings for the Housing and Quarantine of Cattle. Location: Land At 356549
133068 Westwood Drove West Lydford Somerton

Deadline for comments: 11/4/24

[2024/0148/LBC \(Case Officer: Jayne Boldy\)](#)

Installation of additional conservation rooflights (retrospective). Location: The Coach House, The Old
Rectory, High Street, West Lydford.

[2020/1602/OTS \(Case Officer Kelly Pritchard\)](#)

Outline Planning Permission for the erection of two dwellings with
details of access. Location: Land adjacent to Millway House, Fosse
Way, Lydford On Fosse.

[2023/0806/FUL \(Case Officer Kelly Pritchard\)](#)

Conversion and alterations of the existing barn to a residential dwelling. Location: Rubbery Farm, Rubbery
Lane, Lydford On Fosse.

[2023/0264/FUL \(Case Officer Kelly Pritchard\)](#)

Proposed concrete block for lodge.
New Oaks Farm, Castle Cary Road, West Lydford Church Lane.

[2021/0898/FUL](#)

Erection of new dwelling, garage and associated access and parking. Chestnut House Church Lane East
Lydford Glastonbury Somerton.

[2020/0851/OTS](#)

Application for Outline Planning Permission with some matters
reserved for the construction of five dwellings and associated
vehicular access with details of access & layout.
Church Lane, East Lydford, TA11 7HD.

Enforcements (1)

[ENF/2024/0066](#)

Ash View Farm Fosse Way Lydford On Fosse

Signed: _____



