



Meeting of the above named Parish Council held on

Wednesday 11th October 2023 at 1830 hrs in the Parish Hall, West Lydford.

Present: County Councillor Wiltshire, Parish Cllrs. Bartlett, Fielding,
Frampton (Chair), Persson, Purcell, Seehra, & Stocking and the Clerk.

And x6 members of the public

PLEASE NOTE OUR PARISH WEBSITE: lydfordonfosse.co.uk

October Minutes

171/23 [Public Participation Session.](#)

None.

172/23 Policing/Neighbourhood Watch.

Lynne Mitchell has received the new NHW signs and will put them up around the parish. She would like to thank the PC for funding them. Tim Richards (PCSO) had an informal meeting with her this week.

- 173/23 **Community Speedwatch.**
- Ken Emsley informed the PC that he attended the Mendip Community Speedwatch meeting this week. The ASW was discussed, and the trial continues. A new infra-red version is also being assessed. The MCS provide the Speedwatch team with high vis, hats, jackets etc. so it was suggested that the PC give a donation of £50. This will be proposed at the next meeting. Latest speed figures are attached in the Appendix (Item 1).
- [Council session](#)
- 174/23 **Report from Somerset County Councillors.**
- County Councillor Alex Wiltshire was in attendance this evening. SCC are this week discussing the issue of licences, including Street Vendors, and also Grants for local businesses such as the “Go Green” scheme. Cllr. Bartlett requested that Cllr. Wiltshire enquired into the possibility of installing “polluted water” signs around the Lydford weir when he has his meeting with Wessex Water later this week.
- 175/23 **To receive apologies for absence.**
- None.
- 176/23 **Declaration of Member’s Interests.**
- None.
- 177/23 **Minutes of previous meeting.**
- Minutes from the 13th September Parish Council Meeting were signed and approved by the chair.
- 178/23 **Matters arising from previous minutes.**
- 152/23 Cllr. Seehra to include local police reports on the website
- 154/23 At September’s meeting Cllr. Sully stated that we should report “near misses” as well as RTAs to Highways. How this could be done was discussed and it was suggested that we provide a link on the LOF website for people to be able to do this easily. Cllr. Seehra to investigate this.
- 162/23/1 Playground - Cllr. Seehra was to investigate who owns the land but first wanted to establish the council’s position on taking over the ownership of the playground.
- See item 183/23/1

Signed: _____

162/23/2 Cllr. Bartlett to ask The Heals for permission to put up a new noticeboard on their property - permission granted.

162/23/4 Lottisham Fingerpost - Cllr. Fielding has established that the fingerpost would need extensive restoration and as it is not in the LOF parish, she will report it to SCC.

162/23/4 Mini-matrix update - see item 183/23/4

165/23 Future Meeting Dates - Cllr. Seehra will continue to publicise dates in the parish magazine on a monthly basis.

179/23

Planning matters.

New Planning applications: (2)

2023/1474/FUL (Case Officer: Anna Jotcham)

Continued use of building as a general industrial workshop (Class B2),
Ash View Farm Fosse Way West Lydford.

Deadline for comments 12th October.

The councillors were unanimously in favour of supporting this application. Comments were emailed to SCC on 12th October.

2023/1604/FUL (Case Officer: Jennifer Alvis)

Erect steel portal frame agricultural building.
Church Farm, Church Lane East Lydford.

Deadline for comments 12th October.

The councillors were unanimously in favour of supporting this application. Comments were emailed to SCC on 12th October.

Applications Decided: (4)

2023/1453/FUL (Case Officer: Jennifer Alvis)

Change of use of agricultural land to Equestrian. Erection of menage and landscape planting.
Banchory High Street West Lydford

Approved 19/9/23 (after publication of October agenda)

2023/1591/HSE (Case Officer: Jane Thomas)

Partly demolish existing garage and convert with extension. Single storey side utility/porch extension.

Banchory High Street West Lydford

Approved 9/10/23 (after publication of October agenda)

2023/1509/FUL (Case Officer: Kelly Pritchard)

Erection of replacement stable building for private equestrian use. (Retrospective).
The Old Rectory High Street West Lydford

Approved 10/10/23 (after publication of October agenda)

2023/0734/FUL (Case Officer Kelly Pritchard)

Erection of 1no. single storey dwellinghouse.

Location: Land At 355328 131038 Castle Cary Road Lydford On Fosse (Cotton's Lane)

Approved 5/10/23 (after publication of October agenda)

Applications awaiting Decision: (8)

2023/1600/LBC (Case Officer: Jayne Boldy)

Internal renovation works, new mechanical and electrical services and new family bathroom
Perrotts, Castle Cary Road, Lydford On Fosse

Comments were submitted to Somerset Planning East by 14th September 2023

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.
Comments were submitted to MDC by 12th October 2020.
Amended development proposal - One dwelling with details of access to be considered.
Comments were submitted to Somerset Planning East by 15th June 2023.

[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
Comments were submitted to Somerset Planning East by 5th June 2023.

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

Proposed concrete block for lodge.
New Oaks Farm, Castle Cary Road, West Lydford Church Lane
Deadline for comments: 6th March 2023.

[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
Deadline for comments: 11th November 2021.

[2021/0898/FUL](#)

Erection of new dwelling, garage and associated access and parking.
Chestnut House Church Lane East Lydford Glastonbury Somerton
Comments were submitted to MDC 20th May 2021.

[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
Comments submitted to MDC by 26th May 2020.

[2020/0910/FUL](#)

Erection of a single storey dwelling with associated access and parking
Land east of Squires Mardi's Lane, West Lydford
Comments submitted to MDC by 3rd June 2020

Planning Enforcements: (1)

[ENF/2022/0014](#)

Ash View Farm Fosse Way Lydford On Fosse

180/23 Finance:
/1 Payments Due

The following payments were approved.

Name of Payee	Description of Payment	Amount
Additional payments made since the last notification of the Agenda: Tess Group	Chapter 8 Training	£316.80
The following payments are due:		
J. Nicol	Clerk's Salary for October '23	£293.40
Shepton Mallet Landscapes	Grounds Maintenance (August)	£198.00
Eventbrite	Training (Cllr Seehra)	£52.04
SALC	Affiliation 23/24	£151.53
Lydford Parish Hall	Hall Hire	£32.00
Lydford Parish Hall	Hall Hire (War Memorial meetings)	£20.00
Shepton Mallet Landscapes	Grounds Maintenance (Sept)	£132.00

/2 To agree accounts for September '23

The accounts were sent electronically to the chair and the other councillors, then approved and signed in the meeting.

/3 To agree the bank reconciliation for September '23

The bank reconciliation was sent electronically to the chair and the other councillors, then approved and signed in the meeting.

/4 PC Debit/Credit card/new bank account

Clerk has chased Lloyds Bank and the application has been expedited.

Signed: _____

/5 October Budget Sheet/Budget Allocation

Figures attached in the appendix (Item 2)

181/23 Approval/Adoption of new Standing Orders

Cllr. Frampton to suggest amendments for discussion at next month's meeting.

182/23 Roles & Responsibilities

It was requested that the list of Roles & Responsibilities be published in the minutes. Please see item 3 in the appendix.

183/23 To receive reports on the following:

/1 **Built Environment:**

Planning

See 179/23

Local Plan

Cllr. Purcell attended the Mendip East Local Plan II meeting. Five sites have been struck off the new housing site list, so there was a call for more sites with a minimum of six houses per site in mid Summer. There are now 505 proposed plots that are being scrutinised and assessed. The results of the assessment are expected some time in 2024.

LCN Update - Feedback from briefing session 26/9/23

Cllr. Purcell attended the latest meeting this month. The main focus was footpaths, highways (SIDS/Speeding) and flooding. Cllr. Purcell raised the issue of wild swimming. There were also some concerns raised regarding the financial viability of SCC.

Playground - Discussion - Should LoFPC take on responsibility for the West Lydford Playground?

It was agreed that the playground is in need of updating. The priority however is to make it safe for use, which could mean de-commissioning some of the equipment. Cllr. Seehra to look at the RoSPA report and advise on this at the next meeting. It was noted that Keinton Mandeville, Queen Camel and other local playgrounds have superior playgrounds. Cllrs. Stocking and Persson have volunteered to join Cllr. Seehra's sub committee to discuss the way forward, and will ask Nigel Lee from Lydford Sports Ground to also ask for volunteers to join the sub committee.

/2 **Natural Environment:**

Footpaths - Slow Ways National Walking Network

Cllr. Fielding to undertake a parish 'walkabout' with Glyn Edwards from SCC to assess the various needs of the parish with a focus on 3 of its bridges. She stated that the Millennium Bridge is unsafe and should be closed pending repair. Slow Ways walking network to be discussed next month.

Climate/Environment - The Local Nature Recovery Strategy

For inclusion on next month's agenda.

/3

Governance & Finance

Governance: Motion to adopt new matrix based approach to future PC meetings.

This was agreed. Cllr. Frampton/clerk to work on a new look agenda in time for November's meeting. Please see item 4 of the appendix.

Strategic Planning

Priorities include training inexperienced councillors, community engagement and sustainability.

Strategic planning will include short (next 6 months), medium (6-18 months) and long term planning (2-5 years).

Financial Planning

Clerk to provide Cllr. Frampton with Year On Year spending comparisons to aid financial planning and to identify any new or one off expenditure. Cllr. Frampton to build financial risk mitigation into the plan.

- Precept - For discussion at the November meeting.
- Training - to include approval for Cllr. Frampton's training, forthcoming training courses & development of training matrix - Cllr. Frampton's training expenditure was approved. It was agreed that a training matrix should be developed to make sure all councillors are up to speed and to aid their roles within the council.

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- Emergency & Resilience Planning - It was agreed that having a parish E & R plan was a good idea. Cllr. Frampton, with guidance and collaboration from the other councillors, to develop this over the coming months and identify potential risks. Sharing social media links with SCC may be required - this was agreed.
- SCC Community Resilience Survey response - to be completed by 15th November. It was agreed that Cllr. Frampton would respond to the survey. The full questionnaire has been requested by the clerk and is currently awaited.
- New Noticeboard for East Lydford - for further discussion. Cllr. Bartlett advised that a quotation for making a new noticeboard was being prepared by Richard Eames.
- Opportunities for Lydford On Fosse Parish under Rural England's Prosperity Funding Financial Management - This is a match funding initiative from Rural England offering grants from £5K to £100K. Councillors to canvass any local businesses that may like to be considered and report back next month.

/4

Transport

Highways

- Mini Matrix Update - The three options to consider are as follows:

- Complete refund on matrix
- Swap matrix for x2 mini SIDs
- Retain matrix and endeavour to reposition in time

Cllr. Persson would prefer to keep the mini matrix as it has future development built-in and superior data collection. The mini matrix is solar powered which negates any complicated charging and ensures it is always ready to be used. It also has the advantage that we already own it, so no further time is wasted on a re-order. Cllr. Persson will contact David Marten regarding cutting down some branches at his property that will enable the matrix solar recharging if Highways agree to this as a possible new site. Following an amended proposal from Cllr Persson, councillors unanimously voted to approve her 3-point plan to (a) erect the mini-matrix by the used car parking lot on the A37 as soon as SCC have erected a post for it; (b) discuss the possibility of cutting back the trees in David Marten's garden if this would enable the mini-matrix to operate from a position adjacent to his house; and (c) discuss establishing an additional position further north along the A37 for future employment of the mini-matrix. Before voting, councillors confirmed with the Speedwatch team that this would not adversely affect their operations. The Speedwatch team agreed that this was acceptable from their perspective, and that they would concentrate on other sites whilst the matrix was operating for its allowed two week period. It was agreed that ongoing co-ordination with Speedwatch would also be key.

- Finger Post restoration - See item 162/23/4

Public Transport - Nothing to report this month.

/5

Community Engagement & Support

Marketing/Website

Cllr. Seehra gave his feedback on his recent training course. It was generally geared more towards larger towns and councils but had some interesting information regarding how councils work with the community and how to get the community to communicate with the council. Cllr. Seehra to investigate parish Facebook pages.

Village Events

Cllr. Seehra to add any village events to the parish website. Website is undergoing a small overhaul.

'Grit & Determination' initiative - for further discussion.

Creating 'Places for People' consultation - for further discussion.

184/23 War Memorial update

The committee will present to the council in the November meeting,

Signed: _____

185/23 Memorial for Nigel Woollcombe-Adams

Cllr. Fielding will update the council next month.

186/23 Agenda items for next meeting

Defibrillators

187/23 To confirm the date of the next meeting as November 8th

This was confirmed. Cllr. Fielding to chair meeting.

Meeting finished at 2057 hrs
Minutes prepared by Julie Nicol, Parish Clerk.

Signed: _____

Appendix...

- October Speedwatch Figures

Speedwatch Summary		15th August 2023 to 6th October 2023				
Date	Time	Location	Movements	Speeders	Fastest mph 30	Fastest n
15/08/2023	1520	B3153	287	5	51	
16/08/2023	1440	B3153	288	8	51	
17/08/2023	0835	B3153W	271	9	47	
21/08/2023	1700	B3153	322	11	42	
22/08/2023	0830	A37 LB	633	10		52
29/08/2023	1125	B3153	287	7	40	
30/08/2023	0835	B3153W	297	24	54	
04/09/2023	1215	B3153	249	9	44	
07/09/2023	0845	B3153	268	12	46	
08/09/2023	0845	B3153W	347	12	48	
14/09/2023	1345	B3153	236	3	41	
18/09/2023	1615	B3153	343	8	55	
22/09/2023	1040	B3153	209	7	39	
25/09/2023	0835	B3153W	288	12	47	
28/09/2023	1400	B3153	229	7	45	47
29/09/2023	0815	A37 LB	615	10		56
04/10/2023	1420	B3153	258	3	43	
06/10/2023	1420	A37 LB	815	8	40	47
Totals for this time period		9 sessions	3340	70	55	56

- October Budget Sheet

	AS AT	CURRENT A/C	SAVINGS A/C	TOTAL	APPE EX
APRIL	12/04/2023	£167.03	£11,314.38	£11,481.41	
MAY	17/05/2023	£580.64	£22,314.38	£22,895.02	
JUNE	14/06/2023	£2,167.65	£20,314.38	£22,482.03	
JULY	28/07/2023	£1,108.51	£20,406.06	£21,514.57	
AUGUST					
SEPTEMBER	13/09/2023	£809.87	£15,806.06	£16,615.93	
OCTOBER	11/10/2023	£1,111.67	£14,922.67	£16,034.34	
NOVEMBER					
DECEMBER					
JANUARY					
FEBRUARY					
MARCH					

*** Less ringfenced expenditure: £5,500 for Road Safe**

Roles & Responsibilities

- **Built Environment**

- Planning – Cllrs Bartlett & Stocking
- Local Plan – Cllr Purcell
- Playground – Cllr Seehra

- **Natural Environment**

- Footpaths – Cllr Fielding
- Climate/Environment – Cllr Fielding

- **Governance & Finance**

- Strategic Planning - Cllr. Frampton
- Financial Planning & Management/Precept - Cllr. Frampton

- **Transport**

- Highways – Cllr. Seehra
- Public Transport – Cllr. Seehra

- **Community Engagement & Support**

- Marketing/Village Events – Cllr. Seehra
- Village Events – Cllr. Seehra

- Proposed Matrix-Based Agenda

Matrix-Based Agenda

Lydford on Fosse Parish Council - Agenda Matrix - DRAFT (V1.0)											
Item	Standing Agenda Items	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
1	Declarations of Acceptance of Office	By Exception (when Required)									
2	Receive Apologies for Absence	x	x	x	x	x	x	x		x	x
3	Declaration of Members' Interests	x	x	x	x	x	x	x		x	x
4	Minutes of the Previous Meeting	x	x	x	x	x	x	x		x	x
5	Matters arising from Previous Minutes	x	x	x	x	x	x	x		x	x
6	Review Actions Database	x	x	x	x	x	x	x		x	x
7	Confirm Motions to be Considered	x	x	x	x	x	x	x		x	x
The Built Environment											
8	New Planning Applications	x	x	x	x	x	x	x		x	x
9	New Planning Enforcements	x	x	x	x	x	x	x		x	x
10	New Planning Decisions	x	x	x	x	x	x	x		x	x
11	Updates to the Local Plan	x			x			x			x
12	Local Community Network		x		x		x				x
13	Parish Development Plan			x			x			x	
The Natural Environment											
14	Footpaths	x		x		x		x		x	
14/1	• Nigel Woodcombe-Adams Memorial										
15	The Climate & Environment	x			x			x			x
Transport											
16	Highways / Road Safety	x		x		x		x		x	
17	Speedwatch		x		x		x			x	
18	Somerset Bus Partnership			x			x				x
Community Engagement & Support											
19	Community Assets	x			x			x			x
19/1	• Playground	x			x			x			x
19/2	• (As required)										
20	Marketing		x			x				x	
21	Charities			x			x				
22	Village Events		x			x					x
23	Community Engagement	x	x	x	x	x		x			x
24	Ad Hoc Committees										
24/1	• Neighbourhood Watch	x		x		x		x			x
24/2	• War Memorial			x			x			x	
24/3	• Defibrillators		x			x		x			
24/4	• (As required)										
Governance & Finance											
25	Parish Strategic Plan	x			x			x		x	
26	Budget Plan / Precept Submission		x			x					x
27	Financial Statement	x	x	x	x	x	x	x		x	x
28	Governance		x			x				x	
28/1	• Internal / External Audit				x					x	
28/2	• Review of Standing Orders, Etc			x							
28/3	• (As required)										
29	Training		x				x				x
Total No. of Agenda Items		19	19	19	19	19	17	20	0	19	21
Appendices - standing											
A - Planning Applications awaiting a Decision											
B - Financial Statement (last month)											
Other Appendices - as required											

No August Meeting (Summer Holiday)