



MINUTES OF HIGH HAM PARISH COUNCIL MEETING
HELD AT HIGH HAM VILLAGE HALL
ON TUESDAY 23rd MAY 2023

Present: Dave Vigar (Chair), Amanda Chuter, Robert Webb, Catherine Roberts, Nancy Green, Robert Rice, Nick Fear.

Unitary Councillors: Richard Wilkins Clerk: Vicky Young

Public Approx: 5

Meeting opened at the conclusion of the Annual Parish Meeting at 8.15pm

1) Present, consideration of apologies received and confirmation that a quorum is present –Apologies were received from Mike Stanton (Unitary Councillor). Quorum confirmed present.

2) Election of Chairman for the year and signing of Chairman’s Declaration of Acceptance of Office.

This item was chaired by the clerk. David Vigar was elected Chairman. Proposed by Amanda Chuter, seconded by Nancy Green. David Vigar having indicated that he would be willing to stand again the motion was carried unanimously.

3) Election of Vice-Chairman for the year. David Vigar took the chair. Nick Fear proposed Amanda Chuter as vice-chairman, seconded by Dave Vigar. Amanda Chuter indicated that she would be willing to stand again as vice chairman - the motion was carried unanimously.

4) Declarations of interest on agenda items. None

5) Public Session: None

6) Representatives, Appointments & Policies including

- Planning Officer. Dave Vigar appointed. Proposed by Nancy Green, seconded Catherine Roberts and carried unanimously. Rob Rice was to be the reserve/deputy planning officer.
- The School Representative. – Nick Fear and Rob Rice appointed. Proposed by Dave Vigar, seconded by Nancy Green and carried unanimously.
- The Village Hall Representative. – Nancy Green appointed. Proposed by Rob Rice, seconded Rob Webb and carried unanimously. This was not to be a committee member but a liaison point of contact.
- SALC. Vicky Young appointed – Proposed by David Vigar, seconded Nancy Green and carried unanimously.
- Parish Lengthsman Liaison and Strimmer project. Amanda Chuter appointed. Proposed by Dave Vigar seconded Nancy Green and carried unanimously.
- The Hext Almshouse Trust. – Jane Vigar kindly agreed to continue.
- Speed Indicator Device . - Dave Vigar was the agreed contact for High Ham Parish.
- Footpath officer – Nick Fear was appointed. Proposed by Robert Webb, seconded by David Vigar.
- To appoint the Council’s Tree Warden. – Paul Brunsdon appointed. Proposed by Amanda Chuter, seconded Nancy Green and carried unanimously. Paul had indicated that he would be willing to continue in this role.
- To appoint the Honorary Auditor. – Mike Tottle appointed. Proposed by Nick Fear, seconded by David Vigar and carried unanimously.

Playing Field Management Committee ratification. (2 from pc reqd)

Robert Webb, Leslie Deighton, Charlotte Bean, Catherine Roberts, Paul Devall, Robert Rice were ratified as members.

The council unanimously ratified the members of the playing field committee.

• Millennium Wood Management Committee ratification including at least 2 council members. Amanda Chuter , Dave Vigar and Catherine Roberts Nick Fear and Roger Powell were ratified as members.

- Adoption of Code of Conduct, Standing Orders, Financial regulations – unanimously decided to carry on with current arrangements. The newest code of conduct for ‘Somerset’ had been circulated shortly before the meeting as a reminder of the current version.

- Environmental issues – Rob Webb was nominated as lead councillor.



MINUTES OF HIGH HAM PARISH COUNCIL MEETING
HELD AT HIGH HAM VILLAGE HALL
ON TUESDAY 23rd MAY 2023

- Cemetery contact – Nancy Green would continue in the role. Proposed by Dave Vigar, seconded Nick Fear and carried unanimously.
- Defibrillators – Dave Vigar was to be the contact for queries relating to the defibrillators.
- Highways liaison – Catherine Roberts was appointed. Proposed by Amanda Chuter, seconded Nick Fear and carried unanimously. Dave Vigar would continue on the Abattoir Liaison Group which had raised concerns concern about the HGV route that took lorries twice passed the school – proposed by Nancy Green and seconded by Catherine Roberts.
- Any other – Finance committee - Dave Vigar, Nancy Green and Amanda Chuter to make up committee. Proposal carried unanimously.
- Any other – LCNS representatives. Dave Vigar and Amanda Chuter were unanimously nominated by the council.

7) Councillors reports

Richard Wilkins presented the unitary councillors' report. Richard Wilkins would chase up with regard to when the work will happen with the damaged section of collapsed Road at the Henley side of Cradle Bridge.

8) Approval of Minutes - The minutes of the meeting held on 27th April 2023 were approved as a true record with minor amendment.

Richard Wilkins left the meeting with his apologies.

9) Adoption of accounts for year ending 31 March 2023 and resolution to agree annual return figures and Annual Statement of Governance. – the statement of governance must be completed before the resolution on the accounts.

- a) Amanda Chuter proposed, Nancy Green seconded that 'The Annual Statement of Governance' was approved for the year ending 31 March 2023. Carried unanimously.
- b) Nancy Green proposed and Rob Webb seconded that the statement of accounts for the year ending 31 March 2023 be adopted. Carried unanimously.
- c) Risk Assessment and statement of Internal Control. The statements had been reviewed in April 2019 It was confirmed by the council that these statements, that these documents should continue as they were.

10) Matters arising/Items for Discussion

- a. Highways -Potholes were noted. Highways issues at Picts Hill were ongoing. The faulty wig wag had been reported.
- b. Parish Lengthsman – Lengthsman Report – May Cemetery - Start of the month, all paths were mown, grave edges strimmed. A new grass path has been created round boundary of unmown area, the route sensitive to the wild flowers that now proliferate in that area.

Millennium Wood - Rides and paths mown.

c. Millennium Wood/Cemetery- as above

d. Any Other – The Playing Field committee – Robb Webb was the new chair of the committee. An update was given with regard to the moveable goal posts. It was unanimously agreed that the new quote for the wheels of £52.85 was acceptable.

Defibrillators- No matters arising

Toposcope – Rob Webb reported on the progress. The hand drawn artwork was to be transferred into a digital program. It was unanimously agreed that the cost of having this done professionally of £60 was good value and this should proceed. It was hoped to have a 'grand opening' at some suitable juncture. Rob Webb was thanked for his work on this project.



MINUTES OF HIGH HAM PARISH COUNCIL MEETING
HELD AT HIGH HAM VILLAGE HALL
ON TUESDAY 23rd MAY 2023

11) Correspondence.

Cemetery – There had been a request with regards to scattering of ashes over an occupied grave. The council had been advised that this was legal in cemeteries but not churchyards and that the procedure was the same as that for burial of ashes in the garden of remembrance. It was suggested that a nominal fee of £25 be added to the fees list. This was carried unanimously. There was a further memorial application which required consideration.

12) – Planning Applications for Consideration.

A) Application Number: 23/01145/HOU - Proposal: Single storey side extension, internal alterations & fenestration changes. Location: Loxhams Stout Road High Ham Langport Somerset TA10 9BX – Unanimously agreed to raise no objections.

B) Application Number: 23/01146/LBC - Proposal: Single storey side extension, internal alterations & fenestration changes. Location: Loxhams Stout Road High Ham Langport Somerset TA10 9BX – Unanimously agreed to raise no objections.

C & D) Application Number: 23/01185/HOU and 23/01186/LBC for listed building consent.

Proposal: Single storey rear extension, internal alterations, installation of outdoor swimming pool and conversion of the existing outbuilding into ancillary accommodation. Location: Fountain House Hillside Farm Road High Ham Langport Somerset TA10 9DB - Unanimously agreed that no objections should be raised unless it was felt to adversely impact on the near neighbours – Dave Vigar would confirm if there were neighbour objections. The comments were to include a note to request conditions with regards to the lighting.

13) Planning Applications Decided - It was noted that Ashbrook Lodge had been granted on the revised application where the Parish Council had requested that the landscaping of the original application be adhered to. This was very disappointing in that it had been approved with no account taken of the Parish Council view point.

14) Summary of Meetings attended. - Fortnightly meetings with regards to LCNs and the new unitary council were continuing. Dave Vigar had attended a training meeting for parish council chairs.

16) Payments for approval and cheques to authorise

The following items were approved for payment

Clerks wages - £437.13

Parish Lengthsman - £891.80

Toposcope - £843.89 (inc Vat)

D Vigar/Yandles- re Bollards for The Green - £689.20 (exc VAT)

Insurance - £1028.41

Somerset Landscapes (mowing Playing Fields) - £138.89

Playing Field inspection (authorisation for when invoiced) - £295.00

M Tottle – internal audit - £50

17) Matters of Report and items for next meeting – none

17) Date of Next Meeting

The Date of the next meeting was set as Tuesday 27th June 2023.

The meeting closed at 9.50pm