



MINUTES OF HIGH HAM PARISH COUNCIL MEETING  
HELD AT HIGH HAM VILLAGE HALL  
ON TUESDAY 28<sup>th</sup> MAY 2024

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

Unitary Councillors: Richard Wilkins Clerk: Vicky Young

Public Approx: 5

Meeting opened at the conclusion of the Annual Parish Meeting at 8.35pm

**1) Present, consideration of apologies received and confirmation that a quorum is present** –Apologies were received from Rob Rice and 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 Catherine Roberts. 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. Dave Vigar proposed Amanda Chuter as vice-chairman, seconded by Nancy Green. 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 with Rob Rice as deputy. Proposed by Nancy Green, seconded Catherine Roberts and carried unanimously.
- The School Representative. – Nick Fear appointed. Proposed by Dave Vigar, seconded by Nancy Green and carried unanimously.
- The Village Hall Representative. – Nancy Green appointed. Proposed by Amanda Chuter, 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 Nick Fear and carried unanimously.
- Parish Lengthsman Liaison and Strimmer project. Amanda Chuter appointed. Proposed by Catherine Roberts seconded Nick Fear 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 to be asked if he could continue.
- 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) - ito be confirmed after the committee agm next week.
- 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. This was the newest code of conduct for ‘Somerset’ had been circulated previously.
  - Environmental issues – Rob Webb was nominated as lead councillor.
  - Cemetery contact – Nancy Green would continue in the role. Proposed by Dave Vigar, seconded Nick Fear and carried unanimously.



MINUTES OF HIGH HAM PARISH COUNCIL MEETING  
HELD AT HIGH HAM VILLAGE HALL  
ON TUESDAY 28<sup>th</sup> MAY 2024

- 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 23<sup>rd</sup> April 2024 were approved as a true record with minor amendment.

**9) Adoption of accounts for year ending 31 March 2024** 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 2024. Carried unanimously.

b) Nick Fear proposed and Rob Webb seconded that the statement of accounts for the year ending 31 March 2024 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 should continue as they were. The complaints procedure that had been circulated previously was adopted for the year ending 31/3/2025

### 10) Matters arising/Items for Discussion

a. Highways -Potholes were noted. Unauthorised signpost (finger posts) obscuring highway visibility had been reported. The crater/dip in Nythe Road about 100yards the Ashcott side of the junction with the sign to the denture clinic had been filled. Picts Hill – verge growth reported to highways as the location of this meant it was not something the lengthsman could do but was for the highways authority.

b. Parish Lengthsman/Millennium Wood– report had been given in Annual Parish Meeting. Work was scheduled for the half term holiday. This included strimming visibility splays, cemetery mowing, Millennium Wood as usual. Weed spraying to be carried out where needed on parish verges where it was growing on collected mud. The wild flowers by Manor Farm would not be sprayed but the kerb edges would be.

c. Cemetery- It was noted that there had been a few recent interments. Rob Rice was pricing a small noticeboard for the cemetery.

d. Any Other – The Playing Field committee – another fund raising meeting was coming up on the 10<sup>th</sup> June. Village Hall – The AGM had recently taken place and a committee was in place. A mid-summer party was being organised for 22<sup>nd</sup> June.

e. Footpaths - some spoil from the cemetery was to be used to even up a dip on a footpath between Jenkins/Vigar property.

f. Defibrillators- No matters arising



MINUTES OF HIGH HAM PARISH COUNCIL MEETING  
HELD AT HIGH HAM VILLAGE HALL  
ON TUESDAY 28<sup>th</sup> MAY 2024

**11) Correspondence.** The MP had replied to the letter with concerns that retrospective planning applications had not quite addressed the point of principle that the Parish Council had highlighted that it felt that the regulations/policy making needed changing to protect ecological sites.

Amanda Chuter would send a brief reply with regards to an enquiry about a footpath and whether the Parish Council would mow it and pay for it. It was noted that this was the landowners responsibility.

**12) – Planning Applications for Consideration.**

Planning Applications for Consideration: 24/00829/FUL - Lot 1 Windmill Road High Ham Langport Somerset - Change of use of land to a mixed agricultural, equestrian and educational (equine assisted learning) use and the erection of a stable block and horse arena. - After introduction from the applicant's agent and discussion the application was unanimously supported but only on the basis that it would not be lit and any future lighting installed would be subject to a separate and new application. This was also thought to be the case for any amplified music or sound from the site.

**13) Planning Applications Decided -**

Thornside, Wagg Drove – approved

Aunt Emily's - a notice of appeal had been received. This was for information only unless the Parish Council had any new evidence, which they did not.

Tree work at The Old Rectory had been approved.

**14) Summary of Meetings attended.** - It was reported back that the LCN Active Travel Group was due to meet at Aller village hall. The group was making good progress but other areas of the LCN seemed less productive.

**16) Payments for approval and cheques to authorise**

The following items were approved for payment

Clerks wages - £437.13

Parish Lengthsman - £758.34

Cemetery Contract - £226.67

Insurance - £1028.41

Somerset Landscapes (mowing Playing Fields) - £72.22

Playing Field inspection (authorisation for when invoiced) – It was agreed to approve in principle the play ground inspection fees up to the amounts received in the quotes.

It was approved in principle to pay the quote asked for migrating the website to a different platform as advised by Cosmic since the current one will be becoming 'defunct' in 2025. The meeting unanimously approved the quote of £4000 for this work. Vicky Young, Amanda Chuter, Rob Webb and Nancy Green volunteered to attend the training on the website maintenance that was offered.

**17) Matters of Report and items for next meeting** – internal audit fee to be considered at a future meeting.

**17) Date of Next Meeting**

The Date of the next meeting was set as Tuesday 25<sup>th</sup> June 2024

The meeting closed at 9.45pm