



PARISH COUNCIL

**Minutes of The Parish Council Meeting held
Tuesday 9 December 2025 at 7.00pm
at Bailey Lane End Chapel**

Present: Councillor Lori Weber (Chairman), Councillor Ellen West, Councillor Tim Hardie, Councillor Sheila Heath, Councillor Geoff Phelps, Councillor Janet Wall Susan Mountcastle (Parish Clerk)

Apologies: Councillor Diana Tobin

In Attendance: There was 1 member of the public in attendance.

1. Welcome and Attendance

The Chairman welcomed everyone to the meeting and attendance is recorded above. An amended budget sheet and hard copies of risk register, and H&S policy were circulated for consideration and approval.

2. To receive apologies for absence.

Apologies for absence were received from Councillor Tobin.

3. To receive declarations of interest and written requests for dispensations.

None declared.

4. Open forum to receive the views of local residents on Parish matters.

A resident expressed concern about duplication and ambiguity within the planning policy, making references to last minutes and the policy document . The Chair said the planning policy is recommended from another parish council and will look at ambiguity, duplication and reword the policy, if necessary, to be clearer. The reference to a group means there will not be a standing group but when necessary a group will be formed from those who are available.

ACTION Chair to review and amend if necessary the policy wording.

5. To agree and sign the minutes of the previous meeting held on Monday 20 October 2025.

The minutes of the Parish Council meeting held on Monday 20 October 2025 meeting were **AGREED** and signed. An update from Councillor Phelps re Action 4 - Eunice Saunders Way is adopted by HC, the Council also removed the cattle grid and repaired part of the road.

6. Matters Arising.

The Action Log was noted and completed actions were removed.

HALC membership – PC agreed to rejoin. Email received about cost £539.40 incl £89.90 returnable VAT including 3 months free membership. Payment was **approved**.

Kiln Lane – The meeting to obtain a quote for drainage works did not go ahead due to weather, and was rescheduled to 13 December 2025.

Grants – Applications closed in September so too late for this year. Re-opens in June 2026.

Planning policy – to be reviewed Action Lori

Police priorities – complete
Weston News – complete
Viewpoint picture – complete

ACTION

Clerk to pay HALC invoice
Clerk to set up VAT reclaim process for HMPC
Planning policy LW

7. Standing Items.

7.1 Correspondence

7.1.1 Email from JW – Discussion with the Lengthsman to establish the cost involved in clearing the culvert. Action: TH
Internet cable - to be reported on Fix my Street by TH and also email Highways to quote the resident's email by LW
Clerk to send the full email to TH so that he can respond to JW.

ACTION LW TH

7.2 Finance

The budget report, included with the associated documents for this meeting and available on the website, was **approved**.

The bank balances as at 23 November 2025 of £3,809.85 and £150.25 and associated bank reconciliation were **approved**. It was noted that the bank reconciliation had been checked by Councillor Tobin.

7.2.1 To consider invoices for payment.

The following invoice was **approved** for payment:
550382730 Gallagher Insurance £651.51

Budget – the PC approved the budget circulated. Precept set at £6,361.58 and clerk will submit to HC before end of December 2025.

ACTION Clerk to apply for Precept

7.3 Roads, Footpaths and Rights of Way

Stile at Bailey Brook should be complete this week.

HM14 – damaged fence has been reported to Councillor Hurcombe as well as the Ward councillor. Councillor Hurcombe will meet with TH to discuss. As it is criminal damage the police have been informed.

7.4 Local Amenities

Thanks to Meri Mayhew and Councillor Heath plus others for litter picking in the Parish.

7.5 Planning

Nothing to report.

7.6 Policing

HM14 – damage reported (see above).

Viewpoint – anti-social/drug activity continues. PCSO has been contacted. LW informed the resident who confirmed the activity is at random times.

7.7 Communication

Forestry Commission have x-rayed a tree at Dancing Green. Councillor Phelps will request a report.

8. Risk Register.

Thanks to Councillor Tobin for all the hard work on the risk register. Councillors were asked to inform Chair if it is approved, by Christmas.

H&S POLICY – Similar to above – councillors to read and comment to Chair before Christmas.

Agreed to have both Word/Excel and PDF versions of policies saved

Agreed to purchase an external hard drive

ACTION Councillors to approve 2 policies and inform Chair before Christmas

9. Matters for next agenda.

Suggested to have Policies as a Standing Item ACTION Clerk

Advertise for new Parish councillor – the Chair informed the PC that Councillor Tobin has resigned from the Council. The PC wishes to place on record its thanks to Councillor Tobin for her support as deputy chair and for all her time and efforts on the Council.

Advertise for a new Clerk – the clerk has tendered her resignation with effect from 31 December 2025 and will work with the Chair towards a clean handover. The PC wishes to place on record its thanks to the clerk for her hard work as well as being a source of advice.

10. Date of next meeting

The next Parish Council meeting will be held on Monday 23 February 2025 at 7.00pm at Hope Mansell Village Hall

Meeting closed – 7.53 pm.

Susan Mountcastle Parish clerk – 23 December 2025

SIGNED:

DATE:

Lori Weber, Chairman.