

## NYNEHEAD PARISH COUNCIL

### MINUTES OF THE MEETING OF THE COUNCIL HELD ON MONDAY 21<sup>st</sup> July 2025 AT THE MEMORIAL HALL, NYNEHEAD

**The meeting started at 20.05 and concluded at 21.55**

<b>Present</b>	Mr J Toye - Dr J Butterley - Mrs R Ball Risk - Mr M Vest - Mr G Wren (Somerset Councillor) attended the first part of the meeting. Mr Syed Shah (SC Public Liaison Officer), PCSO Henderson, PCSO Whelan, Malcolm and Julie Turner, Barbara and Mark Greenslade and Sarah Burt attended the public question time.
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25/240	Apologies	Mrs A Harcombe
25/241	Declarations of Interest	There were no Declarations of Interest or Dispensations.
25/242	Approval of Minutes	The Minutes of the meeting held 16 <sup>th</sup> June were approved and signed as a correct record.
25/243	Actions from the previous meeting	(i) December 2026 PC meeting date changed to 7 <sup>th</sup> December (ii) Advice from SALC: <i>Public Questions at NPC meetings do not form part of the official Meeting, so are best included before the formal Meeting starts. It is for the Council to set the time limits (total, and per resident), 3 minutes per contribution is a standard and reasonable limit per contribution. There is no requirement to Minute these Public Questions / Statements.</i>
25/244	Planning Matters	<b>26/25/0005</b> – Change of use of part of workshop for pet grooming at Blockhouse Farm – no comment <b>26/25/0007</b> – Erection of conservatory at 11 Nynehead Mews -no comment <b>26/25/0004/CQ</b> – approved by SC 18/07/2025
25/245	Parish Council Administration	(i) Scribe Payments and Receipts - noted (ii) Q1 Bank Reconciliation - noted (iii) Google analytics for nynehead.org – as expected views to nynehead.org are down now that the Memorial Hall has its own website. Active users were down by 7.1% to 183. Further work to nynehead.org is needed to prevent searches for the Memorial Hall hitting an error page. (iv) Members agreed changes to the agenda to accommodate a <b>Public Question Time</b> and a change to the order of the agenda so that matters more likely to be of public interest are discussed before Parish Council Administration in future meetings. (v) <b>Emergency Plan For Nynehead</b> – good progress has been made drafting the wording for this plan. It is hoped that a lead volunteer can be recruited followed by area volunteers for Nynehead (vi) <b>Change of Clerk email</b> – following new guidance from the Smaller Authorities Proper Practices Panel (SAPPP) every authority must now have a generic email account hosted on an <u>authority-owned domain</u> . Members discussed options available and agreed to work towards changing the Clerk's email address and website domain to a gov.uk address to comply with the new guidance by the end of March 2026. Initially NPC will take up the Parish Online offer of 1 free <b>gov.uk email</b> mailbox and purchase an additional 30GB of storage (total cost £42). (vii) NPC recognise the value of <b>Members attending training courses</b> , the budget of £200 will allow Members to choose courses relevant to their needs.
25/246	Police Report	(i) Nynehead, Oake, Bradford on Tone, Langford Budville. Crime Stats There were 7 police reports for Nynehead, Oake, Bradford on Tone, Langford Budville for the month of June. These calls involved: 2 x Domestic incident,

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		<p>1 Public order, 1 Theft, 1 Threats and 1 Assault. No details of the incidents were included in the report</p> <p>(ii) PCSO Henderson and PCSO Whelan answered questions about the recent burglaries in Bradford on Tone and vehicular noise and speeding issues within Nynehead. Their advice is to – <i>Please report road incidents and offences to <a href="http://www.avonandsomerset.police.uk/roads">www.avonandsomerset.police.uk/roads</a> Report and we will act on it, your valuable information will help make the roads safer for all.</i></p>
25/247	Rights of Way	(i) NPC is continuing to find ways to manage footpath issues within the Parish whilst a volunteer Footpath Liaison Officer is sought.
25/248	Highways	<p>(i) Nynehead Hollow Trees were discussed and Members agreed that it is the landowners or SC Highways responsibility to maintain them.</p> <p>(ii) SC has made available free online <b>Volunteer training courses</b> for lower risk activities such as sign maintenance, clearing drain covers and general clearing/cleaning. However, a <b>Litter Pick</b> (repeat activity) would be ok to undertake without training or a license.</p> <p>(ii) With progress on new SC Highways signage for the Hornshay and Ash roads that are liable to flooding, Members agreed that temporary <b>road closures for flooded roads</b> would be put on hold until full proposals for the new signage are known.</p>
25/249	Receipts and Payments	<p>(i) The Council authorised and instructed payment for:</p> <p>(a) . The Clerk’s Salary (£297.08) and Expenses (£20) Total <b>£317.08</b></p> <p>(b) HMRC (Clerk’s Tax for July) <b>£74.20</b></p> <p>(c) Nynehead Memorial Hall Hire for 6 x N Natters mtgs <b>£144.00</b></p> <p>(d) Nynehead Memorial Hall Hire for 2 x PC mtgs <b>£60.00</b></p> <p>(e) Nynehead Memorial Hall Hire for 2 x Defib Training <b>£48.00</b></p>
25/250	Correspondence	
25/251	Items requested for next agenda	<p>Items Requested for the next Agenda (August 18<sup>th</sup> 2025):</p> <p>(i) IT policy for NPC</p>