



MINUTES OF HIGH HAM PARISH COUNCIL MEETING
HELD AT HIGH HAM VILLAGE HALL
ON TUESDAY 26th MAY 2026

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

Unitary Councillors: Richard Wilkins Clerk: Vicky Young

Public Approx: 6

Meeting opened at the conclusion of the Annual Parish Meeting at 8.30pm

1) Present, consideration of apologies received and confirmation that a quorum is present –Apologies were received from Rob Webb, Richard Wilkins (Unitary Councillor), 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. Nancy Green was elected Chairman. Proposed by Dave Vigar, seconded by Amanda Chuter. Nancy Green having indicated that she would be willing to stand the motion was carried unanimously and the chairman’s acceptance of office was duly signed.

3) Election of Vice-Chairman for the year. Nancy Green took the chair. Amanda Chuter proposed Rob Rice as vice-chairman, seconded by Nick Fear. Rob Rice indicated that he 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: It was requested that the lengthsman cut some verges. It was noted that the Unitary Council had started some verge trimming.

6) Representatives, Appointments & Policies including

- Planning Officer. Dave Vigar appointed with Rob Rice as deputy.
- The School Representative. – Nick Fear appointed.
- The Village Hall Representative. –Dave Vigar was appointed. This was not to be a committee member but a liaison point of contact.
- SALC. - Vicky Young appointed
- Parish Lengthsman Liaison. - Amanda Chuter appointed.
- Strimmer project – Nick Fear was thanked and appointed to continue.
- 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.
- To appoint the Council’s Tree Warden. – Tim Lawton had been asked and accepted and was duly appointed.
- To appoint the Honorary Auditor. – Mike Tottle appointed.
- Playing Field Management Committee ratification. (2 from pc reqd) - Derek Deighton (Chair), Rob Rice, Rob Webb, Charlotte Bean, Paul Duvalle, Lesley Deighton, Catherine Roberts).
- Millennium Wood Management Committee ratification including at least 2 council members. Amanda Chuter , Dave Vigar, Rob Webb, 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.
 - 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. Dave Vigar to deputise if required.
 - Defibrillators – Dave Vigar was to be the contact for queries relating to the defibrillators.



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- Highways liaison – Catherine Roberts was appointed. Dave Vigar would continue on the Abattoir Liaison Group .
- Any other – Finance committee - Dave Vigar, Nancy Green and Rob Rice to make up committee.
- Any other – LCNS representatives. Dave Vigar and Nancy Green were unanimously nominated by the council.

All appointments were unanimous.

7) Councillors reports

The Unitary Councillor report had been given in the Annual Parish Meeting earlier in the evening.

8) Approval of Minutes - The minutes of the meeting held on 28th April 2026 were approved as a true record with minor amendment.

9) Adoption of accounts for year ending 31 March 2026 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) Dave Vigar proposed, Rob Rice seconded that ‘The Annual Statement of Governance’ was approved for the year ending 31 March 2026. Carried unanimously.
- b) Nick Fear proposed and Amanda Chuter seconded that the statement of accounts for the year ending 31 March 2026 be adopted. Carried unanimously.
- c) Risk Assessment and statement of Internal Control. The statements had been reviewed in April 2019 It was unanimously confirmed by the council that these statements should continue as they were and financial regulations would be updated shortly.

10) Matters arising/Items for Discussion

a. Highways - Some of the quotes for various options for a ‘gateway’ were looked at. A further site meeting was needed to see what would fit and if the visibility out of the relevant driveways would be restricted. Landowner permission would also be required. The estimate for one small ‘gateway’ was approximately £3100. Signs rather than a gateway would be in the region of £1800. It was thought that it might be more beneficial to have a dedicated SID for the site.

The jetting work of Field Road near Burrow Lane in March had not given satisfactory results. Highways had said that they would look at this area again and repeat if required.

b. Lengthsman – The report had been included in the Annual Parish Meeting earlier in the evening.

c. Cemetery- The drain which was not connected to anything would be filled in permanently when the weather was suitable for that work.

d. School - The school had confirmed that they would like the signage to confirm the parking order to make not parking on the yellow zig zags enforceable. The parking-buddies (child shaped signs) would be used at High Ham School soon. The Chairman was chasing up the police who again had not responded to a matter related to the school traffic parking.

e. Playing Fields – report given in Annual Parish Meeting. The new equipment had been ordered and would be installed soon.

f. Millennium Wood – the matter of the use of the car park was raised. A neighbour had mentioned that 4 cars seemed to park there on a regular basis. The matter was to be monitored.

g. Footpaths – Nick Fear was thanked for trimming the footpath from Fountain/turnhill to Rushley Field Drove.

h. Village Hall- 20th June was the next event at the hall.



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11) Correspondence.

Correspondence had been received to say that the Burrowbridge Rd (A361) would be closed at the bridge between 23rd July and 2nd September.

12) Planning applications for consideration

A & B) 26/00535/FUL & 26/03045/LBC (One Full application, one listed building consent for the same)
Fir Tree Farm, Low Ham - Rebuilding of a storm damaged stone agricultural barn These two applications met with unanimous support.

C) 26/01066/AGN, Tibbs Barn, Henley -Notification of intent to erect an agricultural storage barn. The Parish Council had no objections to raise with regard to this application.

13) Planning Applications Decided

26/00531/FUL – retrospective application for Broadham – Approved

25/02942/PAMB – Withies – The conversion of 2 agricultural buildings into 8 dwellings – Approved but with lots of conditions.

14) Summary of Meetings attended. - Village Hall AGM had been attended and an Online Briefing meeting with regard to the Unitary Council 'Local Plan'.

15) Payments for approval and cheques to authorise

The following items were approved for payment

Clerks wages - £469.63

Parish Lengthsman - £660.00

Cemetery maintenance and the green - £382.67

Insurance - £1289.40

Village Hall - £1000.00

Mike Cox (mowing Playing Fields – first payment) - £540.00

Playing Field inspection (authorisation for when invoiced) – agreed in principle

Deposit payment for playing field equipment – agreed to ask bank to set up two payments (deposit and balance).

16) Matters of Report and items for next meeting:

Fingerposts to go on the next agenda.

17) Date of Next Meeting

The Date of the next meeting was set as Tuesday 23rd June 2026.

The meeting closed at 9.43pm