Combe Hay Parish Council

<https://combehaypc.org.uk>

**Minutes of the Annual Parish Council meeting held at 6:00pm**

**on Wednesday May 5, 2021 remotely via Zoom**

**Present:** Councillors M. Austwick (Chairman), S. Bellars, M. Boyce (Vice-chairman), I. Ford, C. Harrison, P. Wontner (from Minute 21.031b), J. Young

**In attendance**: R. Campbell (Clerk), one member of the public

Decisions and actions are in **bold**Resolutionsare unanimous, unless otherwise shown  
B&NES is Bath and North East Somerset Council

**21.029** **Election of Chairman**

**RESOLVED** (proposed MB, 2nd JY, unanimous) to elect Cllr Austwick as Chairman for the coming year. There were no other nominations. Cllr Austwick signed the declaration of acceptance of office.

**21.030** **Apologies** There were none.

**21.031** **Council**

a) Following advertisement of the vacancy caused by the resignation of Mr. John Long, no request for an election to fill it had been received. Mr. Paul Wontner, who had introduced himself at the March meeting, confirmed his willingness to stand for co-option.

**RESOLVED** (proposed MA, 2nd MB, unanimous) to co-opt Mr. Wontner, who signed the Declaration of Acceptance of Office and was welcomed onto the council.

(b) Cllr Austwick declared a non-pecuniary interest in planning application 21/01606/TCA   
Hen And Chicken Court, as the trees in question overhung his property.

(c) **RESOLVED** (proposed SB, 2nd IF, unanimous) to elect Cllr Boyce as Vice-chairman for the coming year. Cllr Boyce had previously proposed Cllr Bellars, who had declined. There were no other nominations.

(d) It was **AGREED** that the division of responsibilities for the coming year would be as follows:

* Malcolm Austwick Chairman, **planning lead**, planning strategy, planning applications,

parish activities and communications

* Simon Bellars **Finance lead**, planning applications, flood rep
* Martin Boyce Vice-chairman, **Website and data lead**, communications, marquee, highways and rights of way
* Ian Ford **Environment lead**, finance, planning applications
* Crock Harrison **Assets lead**, cemetery, planning applications trees, environment
* Paul Wontner **Parish activities and communications lead**, website and data
* Janet Young **Highways and rights of way lead**, cemetery

(e) It was **AGREED** that ordinary meetings of Combe Hay Parish Council would be held at 7.00 pm on the following Wednesdays:

July 21  
September 15  
November 17   
January 19, 2022  
March 16

May 18 (at 6.00 pm, followed by the Annual Parish Meeting at 7.45pm).

As section 78 of the [Coronavirus Act 2020](https://www.legislation.gov.uk/ukpga/2020/7/contents) only permitted remote council meetings until 7 May 2021, the above-noted meetings will be held in Combe Hay Church. The council will review this arrangement if future legislation permits remote and/or hybrid (part Zoom, part in-person) meetings.

(f) Cllr Ford reported on a training webinar for new councillors which he had attended with Paul Wontner. It had been delivered by Deborah White, ALCA Chief Officer, and hosted by Shoscombe Parish Council, who had been thanked. He noted that:

* it had been a whistle-stop overview of councillors’ responsibilities
* everything should be displayed on the council website, including draft minutes
* all emails on parish business should use the combehaypc.org address

**AGREED that** Cllr Boyce will establish the cost of archiving the emails in one place; the Clerk to establish how long the emails must be retained.

**PUBLIC PARTICIPATION** No member of the public wished to speak.

21.032 Minutes The minutes of the Parish Council Meeting of 17 March 2021 were AGREED to be a true record, with the following amendments: minute 20.024, delete ‘20.024’, insert ‘21.024’; minute 21.028 add bullet point as follows.

* Noted that applications for the Ward Councillor’s Local Empowerment grant should be made by 31 January 2022 once the council has considered whether it has any candidate ideas.

The minutes were signed by the Chairman.

21.033 Clerk’s report

A written report had been circulated. Actions are noted under the relevant minute.   
In addition:

* A proof of the ‘Water Not Safe For Drinking’ notice had been received

**AGREED** to make amendments to colour and type style

* Those responsible (B&NES and private individuals) for treating continuing outbreaks of Japanese Knotweed had been chased

**AGREED** to request undertakings to treat, with dates

* Repair of light to defibrillator kiosk was in hand with Community Heartbeat Trust

A special screwdriver to enable the council to make future repairs itself to be obtained

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| --- | --- | --- |
| 21/01606/TCA  Hen And Chicken Court, Anchor Lane, Combe Hay BA2 7EG | Sycamore T1 - Crown lift branches over service lines by 2-3 metres Sycamore T2 - Remove back stem and reduce crown by 2 metres | The decision to **support**, which had been delegated to the Clerk under Standing Order 27, was NOTED. |
| 21/01839/ELEC  2 Manor Farm Cottages, Anchor  Lane, Combe Hay BA2 7EH | To move 1 electricity pole approx. 10m to new position | **RESOLVED** (proposed SB, 2nd JY) to **support** |
| 21/02021/TCA  The Old Rectory, Anchor Lane, Combe Hay BA2 7EG | Ash T1, T2, T3, T4 - remove to ground level | **RESOLVED** (proposed IF, 2nd CH) to **leave to the officer** |

21.034 Planning

(a) The following applications were considered

(b) The following planning decision by B&NES Council since the last PC meeting was NOTED

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| --- | --- | --- |
| 21/00804/TCA  Stradling House, Backy Hill, Combe Hay, BA2 7EG | Various tree works | No Objection  (PC: leave to the officer) |

(c) Stables adjacent to Combe Hay Vineyard **AGREED** to take no action, as there was no clear guidance that there had been a breach of planning regulations. Tunnel Farm NOTED that new information had been received from the applicant’s agent.

(d) Local Plan Partial Update webinar Cllr Bellars had circulated a report on the three topics discussed: addressing the housing supply shortage; infill housing in Green Belt villages; parking standards in the context of the climate emergency

**AGREED** that planning councillors will review the existing Combe Hay village development boundary and report.

21.035 Highways and Rights of Way

* NOTED that an application had been made by the council to B&NES for inclusion of a statutory 20mph limit in Combe Hay in their budget for financial year 2022-23.
* Potholes, especially in The Lower Lane, Stony Lane and Anchor Lane had been reported to the Highways Inspector
* A re-blocked gully in Browney Lane had been reported to the Highways Inspector.

21.036 Parish Assets

(a) Cemetery Repair of the agreed section of cemetery wall was due to be completed within a week

(b) The Avenue Railings Noted that the railings were of the Estate type and that Jacksons Fencing was a supplier

21.037 Community and Communication   
(a) Parish Party Arrangements for Parish Party on 18 July were in hand. Three councillors and as many other parishioners as possible, including 12 on the marquee team, would be involved in planning and rehearsing the event  
(b) Welcome pack Distribution to new residents was up to date.

**21.038 Standing Orders and Financial Regulations**

(a) **AGREED**  to hold over review of Standing Orders until July

(b) **AGREED**  to hold over review of Financial Regulations until July

**21.039** **Year ended 31 March 2021**

(a) The Annual Internal Audit Report 2020-21 was RECEIVED.

It was NOTED that the Internal Auditor had given a negative response to Control Objective M, because the “Notice of Exercise of Public Rights did not commence the day after the Announcement date”.

The Clerk apologised for this error and undertook to ensure that the correct dates were published for financial year 2020-21*. [Post meeting note: On 14 May 2021 the Internal Auditor submitted a revised, unqualified report.]*

**AGREED**  that other comments not affecting the internal auditor’s opinion will be reviewed at the meeting of 21 July.

(b) **RESOLVED** (proposed SB, 2nd MB) to APPROVE and SIGN the Annual Governance Statement 2020-21. Item 4, relating to the exercise of public rights, was marked No (see (a) above).

(c) **RESOLVED** (proposed SB, 2nd MA) to APPROVE and SIGN the Accounting Statements 2020-21

(d) **RESOLVED** (proposed SB, 2nd MA) to APPROVE and SIGN the external audit exemption certificate 2020-21

(e) NOTED that notice of the period for exercise of Electors’ Rights will include the first 10 working days of July

21.040 Finance   
(a)The Month 1 financial statement, which had been circulated, was APPROVED and SIGNED.

(b) **RESOLVED** (proposed MA. 2nd SB) to pay:

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| --- | --- |
| Shoscombe Parish Council - training | 57.14 |
| Staff salaries April and May 2021 | per minute 20.079b |

21.041 Information only

(a) Correspondence No correspondence requiring action had been received

(b) Miscellaneous reports There were none

21.042 Meetings

The date, time and venue of the next Parish Council meeting were confirmed as

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| --- | --- | --- |
| Wednesday 21 July, 7:00pm | Parish Council Meeting | Combe Hay Church |

The Chairman thanked all for attending and closed the meeting at 7.35pm