Combe Hay Parish Council

**Minutes of the Parish Council meeting held at 7.00pm**

 **on Wednesday November 17, 2021 in Combe Hay Church**

**Present:** Councillors M Austwick (Chairman), S. Bellars, M. Boyce I. Ford, A. Harrison
P. Wontner, J. Young

**In attendance**: R. Campbell (Clerk), four members of the public

Decisions and actions (on the Clerk and any Councillor noted) are in **bold**.Resolutionsare unanimous, unless otherwise stated.

**PUBLIC PARTICIPATION**

The Chairman invited public participation. No-one wished to speak and no written questions had been received.

**21.077 Apologies** Ward Councillors N. Butters and M. McCabe had sent their apologies.

They were attending a virtual B&NES meeting.

**21.078** **Interests**

There were no declarations of interests.

**21.079** **Minutes**

 **RESOLVED** (proposed MA, 2nd IF) that the minutes of the meeting of 15 September were a true record. They were signed by the Chairman.

21.080 Clerk’s reportA report on actions from previous meetings (circulated) was NOTED. Actions
 are listed under the relevant minute below.

21.081 Councillors’ reports

 Village meet-upCllr Wontner reported on a successful event held jointly with the PCC and attended by about 50 parishioners. Excellent food had been provided by the Wheatsheaf, who were thanked. The evening had been pitched about right in terms of informality. A number of matters had been raised at the meeting and more were emerging in questionnaires so far returned. Responses were due back by 28 November.

 **ACTIONS**

* (PW) Send questionnaire reminders and gather responses, with preliminary findings to PC before Christmas
* (PW) Summary to Parish
* (MA, PW) Liaise with PCC and Wheatsheaf on form of next meeting

Environment Cllr Ford had distributed a written report. Items are listed under the relevant minute below. In addition:

* RESOLVED (proposed JY, 2nd SB) to purchase litter pickers to a maximum value of £50
* ACTION (IF) Source a traffic mirror to go opposite the top of Flowers Hill
* ACTION Ask the utility provider to identify underground pipelines in the parish

Cllr Ford and Mr David Barrow were thanked for pruning and clearing scrub at the bottom of The Avenue Railings.

21.082 Planning

 (a) The following applications were considered:

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| --- | --- | --- |
| 21/04692/FULUphill, The Lower Lane, Combe Hay, BA2 7EG | Two proposed windows to the facades of the existing main residenceCase officer: Christine MoorfieldExpiry for consultation: 25/11/2021 | **RESOLVED** (proposed ~~SA~~MA, 2nd IF) **to recommend approval**  |
| 21/04661/FUL 21/04662/LBA2 Rose Cottages, The Lower Lane, Combe Hay BA2 7EQ | Replacement roof to existing rear extensionExternal alterations for the replacement . . .Case officer: Caroline PowerExpiry for consultation: 25/11/2021 | **RESOLVED** (proposed PW, 2nd MB) **to recommend approval** |
| 21/04481/TCAUphill, The Lower Lane, Combe Hay, BA2 7EG | Ash (T1) - Ash Dieback - Remove.Case officer: Jane BrewerExpiry for consultation: 27/10/2021 | **Confirmed** delegated recommendation to **leave to the officer**B&NES decision: no objection |
| 21/04423/FUL &04424/LBA1 Rose Cottages The Lower Lane Combe Hay BA2 7EQ  | Erection of link extension connecting host cottage to outbuilding to provide additional ancillary habitable accommodation, reinstatement of 2nd floor window to front elevation, replacement 2nd floor rear elevation, alterations to rear dormer window, replacement of summerhouse, erection of greenhouse and associated landscaping works.Case officer: Christopher MastersExpiry for consultation: | **RESOLVED** (proposed IF, 2nd JY) **to recommend approval** |

 (b) To following planning decisions by B&NES Council were noted:

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| --- | --- | --- |
| 21/03978/FULYard To North East Of The Firs Fosseway Environment Park Englishcombe Bath  | Erection and siting of fibre exchange telecommunications infrastructure to provide a full fibre (gigabit) to the premises service. | **Permit**Parish Council: leave to the officer |
| 21/03950/TCA Uphill The Lower Lane Combe Hay BA2 7EG  | Trees, goat willow and others | **No objection**Parish Council: leave to the officer |
| 02160/CONDLB2 Manor Farm Cottages, Anchor Lane, Combe Hay, BA2 | Discharge of conditions 3 (Sample Panel of Materials) and 4 (Details of restored/rebuilt boundary walling) of application 17/01709/LBA allowed on appeal 09/05/2019  | **Condition discharged** |
| 21/01296/COND2 Manor Farm Cottages, Anchor Lane, Combe Hay BA2 7EH | Discharge of conditions 3 and 4 of application 17/01708/FUL allowed on appeal 09/05/2018 (Interior and exterior alterations, including a two-storey extension and creation of new vehicle access) | **Condition discharged** |

(c) Enforcement

* **ACTION (SB)** Prepare an agenda for discussion with B&NES on an enforcement matter

(d) Sulis Down It was understood the developer hoped to have two completed houses by Christmas

* Allotments – an application, almost certainly for Derrymans Field, was awaited.
* Soakaway – **ACTION (SB)** Prepare a draft response to the letter from the B&NES Senior Drainage Engineer (via Ward Cllr McCabe) for approval by the planning groupand despatch via Cllr McCabe.
* Mud on Combe Hay Lane – **ACTION** Contact the site manager

21.083 Highways and Rights of Way

Update from the Highway Inspector:

* Blocked ditches above Combe Hay Bridge and on Fosse Farm corner are out for clearance, but it is uncertain if this will be before or after Christmas.
* Blocked gullies at Browney Lane are now the responsibility of the drainage team, who operate on a strict rota.
* The Lower Lane is on a six-monthly inspection pothole inspection, but Inspector would look that week anyway and advise.
* Low tree canopy. Inspector chasing landowners to cut branches between Fosse Farm corner and Park and Ride.

Excess Water was reported to be running out between Watercress Cottage and Meribah.

**ACTION** Contact B&NES drainage engineer.

**21.084 Environment**

(a) NOTED that agreed tree work had been carried out in the Avenue and at the top of Stoney Lane.
(b) **RESOLVED** (proposed JY, 2nd MA) to CONFIRM the order for work carried out to the large ash tree in the Cemetery at a cost of £450. The order had been placed by the Clerk in consultation with the Chairman (Financial Regulation 4.1).

**21.085 Data** The Working Group had met. Cllr Boyce reported:

* There will be a data retention and destruction policy, which will apply to all data held
* The burden to apply this retrospectively will fall on the Clerk and on Councillors for the data they hold
* Examples of best practice will be sought
* To be a January agenda item

**21.086 Emergency Plan** Cllr Bellars, flood rep, ~~considered what~~ said that:

* Combe Hay is not in a flood zone
* The prime body for community-wide emergencies is the local resilience forum, coordinated by B&NES
* The default local group would be the Parish Council
* Resources to be provided would notably include communications
* He outlined various scenarios that could be planned for

 **ACTION (SB)** Prepare the framework for an emergency plan
 **~~ACTION (PW)~~** ~~Consult the community re content (~~**~~PW~~**~~)~~

**ACTION (PW)** Review framework with SB, and then think about next steps on engaging the community

**21.087** **Parish Assets**

Cemetery The draft cemetery rules were CONSIDERED

Cllrs Young and Harrison will review the proposed dimensions of graves and monuments.

The Avenue Railings

* The railings would need to be painted in 2022
* The community engagement questionnaire should point the way to whether this work could be done by the community in Spring.

Defibrillator Kiosk

* Paint had been ordered. A parishioner had offered to help paint
* An electrician was identified who will be asked to look at the kiosk light and power

21.088 Community and Communication

(a) Welcome Pack One pack to be delivered to new residents.

(b) Queen’s Platinum Jubilee CONFIRMED that the PC will participate.

21.089 Finance
(a) The Month 7 financial statement/reconciliation was approved. It and the bank statement were signed.

 (b) Budget parameters for financial year 2022-23 were CONSIDERED

(c) The mandate for an additional bank signatory had been completed.
The bank to be chased.

(d) Payments made since the last meeting had been previously approved.

(e) **RESOLVED** (proposed SB, 2nd MA) to pay:

 **£**

A. Lewis tree Services 940.00

Clerk’s Salary October

Clerk’s Salary November

Signatories to authorise online: SB &MA

21.090 Information

No correspondence not otherwise in the agenda had been received.

 There were no other reports

**21.091**  The date, time and venue of the next meeting were confirmed as follows:

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| --- | --- | --- |
| Wednesday 19 January 2022 7:00pm | Parish Council Meeting(budget) | Combe Hay Church |

 The Chairman thanked all for attending and closed the meeting at 9.13pm.