Combe Hay Parish Council

Annual Parish Council Meeting

**https://combehaypc.org.uk**

BATHAVON SOUTH WARD, BATH & NORTH-EAST SOMERSET

**Minutes of the Parish Council meeting held at 6.00pm**

**on Thursday 11th May 2023 in Combe Hay Church**

Present: Malcolm Austwick, Rod Davies, Paul Wontner, Janet Young, Joan Grieveson

In attendance: Matt McCabe (Ward Councillor), Fiona Gourley (Ward Councillor), Olga Shepherd (Clerk), two Members of the Public

**PUBLIC PARTICIPATION**

There were no matters raised under this section.

**1.5.23 Election of Chairman**

The Council voted for Malcolm Austwick to be the Chairman.

Malcolm Austwick signed the Declaration of Acceptance of Office of the Chairman.

**2.5.23 Apologies**

Apologies received from Rod Burdett and Crock Harrison and accepted by the Council.

**3.5.23 Declaration of Interests**

No Interests were declared on items of this Agenda.

**4.5.23 Election of Vice Chairman**

The Council voted for Rob Burdett to be a Vice-Chairman.

The Declaration of Acceptance of Office will be signed at a later date.

**5.5.23 Acceptance of Councilor Office**

Councilors signed the Declaration of Acceptance of Councilor Office prior to this meeting.

**6.5.23 Declaration of Interests**

Councilors signed the Declaration of Interests forms prior to this meeting.

**7.5.23 Committees**

The following Committees have been appointed:

* Planning Committee – Malcolm Austwick and Rob Burdett
* Finance – Joan Grieveson
* Grounds Maintenance – Rob Davies

8.5.23 Minutes

The Minutes of the Parish Council Meeting on 9th March 2023 – APPROVED and signed the Chairman.

9.5.23 Clerks report

a. Clerk updated the Council on donations received for two separate funds: 1 - for the village Coronations event and 2 - Donations towards the legal fees for Sulis Down development.

Clerk and the Chairman is to compare and finalize the amounts received.

b. The Coronation Village event was a success - more than 60 people participated and contributed in organization of the event. Very positive feedback was received. The Parish Council is especially grateful to everyone in the village!

10.5.23 Councillors report (not covered elsewhere)

- Community Speed Watch – to be covered at the Annual Residents meeting later this evening.

**11.5.23 Planning Applications**:

a. Update on 22/02169/EOUT, Parcel 4234, Combe Hay Lane:

More documentation was submitted by Hignett Family Trust with regards to the allotments in Derrymans. In depth study of these documents is required to see how it affects the overall planning application. Cllr Matt McCabe confirmed that the planning officer has no further details at present. The consultation period has been extended again. This time until the middle of June 2023. Much of the new documentation is related to removal of allotments to Phases 3&4 from Derrymans. It was agreed that the parish council will write to BANES that the application for Phase 1 allotments should not be required.

It was noted that Wessex Water had concerns about the drainage. A discharge was discovered by residents in a stream, which is further towards Southstoke.

b. Fullers Works

Cllr Matt McCabe has also updated the Council that a mitigation plan by Fuller Earth has failed and the site is now subject to enforcement. Negotiations about sale of the business and the land have also stalled.

c. The following decisions on planning applications were NOTED:

|  |  |  |
| --- | --- | --- |
| **Planning Application number and address** | **Description of proposal** | **Parish Council Comment** |
| 23/00954/REG03  Odd Down Park And Ride Car Park | Temporary relocation (up to 3 years) of the SEND Passenger Service Depot and associated works comprising: (i) formation of parking compound with associated works; and (ii) conversion of existing building to provide driver welfare and administrative facilities | PC comments - No objection  BANES decision – No objection |
| 23/00824/TCA  Combe Hay Manor  Backy Hill | Dismantle all road side Ash trees showing signs of die back on the estate. Dismantle Ash trees with dieback of more than 50% in the gardens. | PC comments - No objection  BANES decision – No objection |
| 23/00978/FUL  Upper Tunnel Farm Browney Lane | Erection of two dwellings and associated works following the demolition of existing B8 buildings. | PC Comments – No objection  BANES – target decision date 12.05.2023 |

c. It was NOTED that no planning decisions by B&NES Council were received since the last meeting

12.5.23 Highways and Rights of Way

a. There was a report that water is running down Anchor Lane by Cote Farm from into the private road by Hen&Chicken Court. Subject to adequate capacity in drains further down Anchor Lane, a ridge need to be built to direct water away from this private road. This will need to be reported in Fix My Street portal and a separate letter sent to Highways Department in BANES.

b. A request is sent to install ‘Unsuitable for HGV’ sign at the top of Combe Hay Lane. Clerk to follow up with BANES and also to request a 7.5 ton limit on the lane as is the case further along the lane towards Wellow.

**13.5.23 Environment**

a. There was a request from a resident to mow the tringle of green grass at the top of the Avenue. As there is no visibility obstruction, the proposed schedule works showed that this area will be mowed in early June to allow No-Mow- May period. The cemetery will also be mowed in June.

**14.5.23** **Parish Assets**

a. A document, confirming ownership of the defibrillator by the PC is still to be obtained by the Clerk.

b. A barbeque has been donated to the Parish Council by a resident. It will be added to the Parish Council Asset Register at the value of £465.00

15.5.23 Cemetery

a. National Grid Electricity Distribution (NGED) is proposing to install a new underground cable in order to supply electricity to Holly Farm. The proposal is to lay a cable through the land, recently acquired as an extension to the cemetery. The Council will meet a representative from NGED to discuss the best possible solution.

16.5.23 Community and Communication

- There were no new residents arriving in Combe Hay since the last meeting.

17.5.23 Grounds maintenance

a. Discussions took place about maintenance and frequency of mowing in various areas of the village in the coming summer months. Rod Davies has the proposed schedule.

18.5.23 Finance and Administration -

1. The Parish Council accounts at the end of financial year 2022-23 were reviewed and APPROVED.
2. The Internal Audit Report for 2002-23 was reviewed and NOTED.
3. ANNUAL GOVERNANCE STATEMENT 2022-2023 Section 1 - APPROVED. The Chairman and the Clerk signed the Annual Governance Statement
4. ANNUAL ACCOUNTING STATEMENT 2022-2023 Section 2 **–** APPROVED. The Chairman and the Responsible Financial Officer signed the Annual Accounting Statement. (this section was prepared and circulated by the Responsible Financial Officer before the meeting).
5. EXEMPTION CERTIFICATE for the accounts 2022-23

Responsible Financial Officer confirmed that the Council qualify for exemption from the limited assurance review. The Chairman signed the form.

1. Dates for the period for the exercise of public rights AGREED: 5 June 2023-14 July 2023
2. The Council AGREED to set up a standing orders in the PC Bank account to pay Clerk’s salary and IONOS monthly invoices.
3. The following schedule of payments was APPROVED:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Net** | **VAT** | **Total amount** |
| ALCA subscription 2023-24 |  |  | £67.39 |
| Internal Audit for 2022-23 |  |  | £45.00 |
| Coronation event expenses | £812.48 | £87.63 | £900.11 |

To NOTE payments made since the last meeting:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Net** | **VAT** | **Total amount** |
| IONOS invoice 22.04.23-22.05.23 | £1.50 | £0.30 | £1.80 |
| Staff pay – March 2023 |  |  | Available to Council Members |
| Home office expenditure |  |  | £24/mnth |

19.5.23 Open forum for Information only

David Burrows suggested, that the at the cemetery should be mowed down on the regular basis including grass on the gravestones.

Matt McCabe confirmed that going forward Fiona Gourley will be representing Combe Hay PC.

20.5.23 Next meeting: 6th July 2023 (The Chairman will be away, the meeting is to be chaired by the Vice- Chairman)

Proposed further dates: 7th September 2023; 9th November 2023; 4th January ; 2024; 7th March 2024