Combe Hay Parish Council

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

BATHAVON SOUTH WARD, BATH & NORTH-EAST SOMERSET

 **Minutes of the ANNUAL PARISH COUNCIL MEETING**

**held on Thursday 15th May 2024 at 6.00pm**

**in Combe Hay Church.**

 Councillors present: Malcolm Austwick, Rob Burdett, Crock Harrison, Janet Young, Joan Grieveson, Paul Wontner

In attendance: Fiona Gourley (District Councillor), Olga Shepherd (Clerk) and one resident

**1.5.24 Election of Chairman**

Council voted for Malcolm Austwick to be the Chairman. Malcolm Austwick signed the Declaration of Acceptance of Office of the Chairman.

**2.5.24 To receive the Declaration of Acceptance of Office by the Chairman**

 Council voted for Rob Burdett to be the Vice Chairman.

 PUBLIC PARTICIPATION

* The applicant of the planning application 24/01174/FUL addressed the proposal and answered questions asked by the Councilors.

**4.5.24 Apologies**

Apology received and accepted from Rod Davies

**5.5.24 Declaration of Interests**

No Interests were declared.

6.5.24 Minutes

The Minutes of the Parish Council Meeting of 7th March 2024 were APPROVED and signed by the Chairman.

**7.5.24 Planning Applications**:

a. It was NOTED that Parcel 4234, Combe Hay Lane 22/02169/EOUT Planning application REFUSED by the BANES Planning Committee on the 10th April 2024. Combe Hay PC in conjunction with South Stoke PC and SOBA have made a representation at the Planning Committee to object. The funds raised by the public have been used to obtain the legal planning and traffic advice. It is noted that the Applicant has 6 months to appeal to this refusal. The remaining amount of the donated funds are held by the PC pending clarification on the Appeal. If an Appeal is lodged the PC will discuss use of funds with the benefactor.

b. The following planning applications were considered:

|  |  |  |
| --- | --- | --- |
| **Planning Application number and address** | **Description of proposal** | **Parish Council Comment**  |
| 24/01412/FULRowley House, Rowley Farm Lane | Erection of workshop following demolition of existing workshop. | SUPPORT |
| 24/01231/FUL Warren Wood Stables, Old Bath Road, Combe Hay | Erection of office building (Class Eg) following demolition of existing stable buildings, with associated car parking and landscaping | SUPPORT on condition of provision of turning space and height (AONB).  |
| 24/01174/FULRectory Lodge, Old Bath Road Combe Hay | Reconfiguration of 15/02830/FUL with new plan form and slightly altered aesthetic, including single storey side extension and remodelling to existing house | SUPPORT. |
| 24/01564/FUL Waste recycling at Bath Fosseway Environmental Park |  Erection of two buildings in association with the existing waste and recycling facility along with parking and landscpaing | Extension of time has been requested for the PC comments. Report to be circulated to Council members for approval by email. |
| 24/01566/FULParcel 7512 Fosseway Englishcombe |  Reprofiling of land for the purposes of agricultural improvement, biodiversity benefits and landscape screening | To be considered at the next meeting.Extension of time will be requested for the PC comments. |

**8.5.24** **Parish Assets**

 The update received that two Welcome signs are ready and will be installed in due course.

The Village noticeboard has been sanded, lichen treated and will be painted later.

9.5.23 Grounds maintenance

 The following update were received:

1. Two grass cuts and strimming have been done this year. It was mentioned that the first cut was challenging, and it was proposed that a rota of volunteers need to be established.
2. Tree assessment on the Avenue is due to be organised by the Parish Council.
3. A mower was borrowed from a resident for the use at the cemetery.
4. It was AGREED that Holly Tree Farm could choose a type of plant for the hedge at the new cemetery land, but it was felt best that the removal of current vegetation and planting of new hedge all be done by same person.
5. It was mentioned that an area of the canal has a semi protected status. The new cemetery falls into this area.
6. A quote for £7,000 for the renovation of the cemetery wall was considered. This sum is bigger than the available funds. The parish council agreed to seek other quotes or negotiate the current quote.

10.5.24 Finance and Administration

1. It was confirmed there is no conflict of interests with BDO Auditors. The form provided by BDO has been signed by the Chairman.
2. The Parish Council accounts for the year ending 31 March 2024 were APPROVED.
3. The Internal Audit report for 2023-24 was received and NOTED.
4. ANNUAL GOVERNANCE STATEMENT 2023-2024 Section 1: The Annual Governance Statement was APPROVED. Members AGREED that the Chairman and the Clerk sign the statement.
5. ANNUAL ACCOUNTING STATEMENT 2023-2024 Section 2**:** The Annual Accounting Statement (this section was prepared and circulated by the Responsible Financial Officer before the meeting) was APPROVED and Members AGREED that the Chairman sign the Annual Accounting statement.
6. EXEMPTION CERTIFICATE for the accounts 2023-24: This was APPROVED by members and and signed.
7. The dated of exercise of Public Rights were AGREED: Monday 3rd June 2024 to Friday 12th July 2024.
8. The following schedule of payments APPROVED:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Net | VAT | Total amount |
| Renew Planning Inv 24-040 (legal consultation re Sulis Down funded by public donation). | £3,000 | £600 | £3,600 |
| ALCA subscription 2023-24 |  |  | £67.39 |
| Internal Audit 2023-24 |  |  | £60.00 |
| Fixmymusic invoice for summer band (deposit of £664 paid in March 2023). The final amount confirmed after the meeting. |  |  | £1,235.00 |

To NOTE payments made since the last meeting:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Net** | **VAT** | **Total amount** |
| ARN CNC Invoice 1262 (new Welcome signs).Min. 7.1.24b | £200 | £40 | £240.00 |
| Landmark Chambers Inv 216534 (legal consultation re Sulis Down funded by private donation) | £2,000 | £400 | £2,400.00 |
| SOBA -Contribution towards SOBA publicity campaign prior to 10 April BANES Planning Meeting. (funded by private donation) |  |  | £200 |
| IONOS invoices paid monthly by standing order.  | £3.00 | £0.60 | £3.60 |
| Staff salary |  |  | Available to Council Members |
| Home office expenditure |  |  | £24/mnth |

e. It was NOTED that the National Committee (NJC) pay award for the period from 1.04.2023 has now been agreed. The Clerk working hours and the Salary Point updated. The Contract Addendum has been signed to reflect this.

11.5.24 Items to raise for consideration at the next meeting:

As IONOS email hosting was unreliable on various devices used, the Parish Council decided to create gmail accounts for all members by the 6th June 2024.

12.5.24 Proposed dates of future meetings:

Thursday 27th June 2024

Thursday 5th September 2024;

Thursday 7th November 2024;

Thursday 2th January 2025;

Thursday 6th March 2025,