Combe Hay Parish Council

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

BATHAVON SOUTH WARD, BATH & NORTH-EAST SOMERSET

**ANNUAL PARISH COUNCIL MEETING**

will be held on

**Wednesday 8 May 2025 at 6.00pm**

in Combe Hay Church.

Olga Shepherd, Clerk, 1th May 2025

**1.5.25 Election of Chairman**

Council to vote for a Chairman

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

The elected Chairman to sign the Declaration of Acceptance of Office

**3.5.25 Election of Vice Chairman**

Council to vote for a Vice- Chairman.

PUBLIC PARTICIPATION

The members of the press and public have the right to attend and may address the Council on matters of local concerns. Three-minute slot is allocated for each question. Questions may also be submitted to the Clerk in advance.

**4.5.25 Apologies**

To CONSIDER apologies for absence

**5.5.25 Declaration of Interests**

To declare interests

6.5.25 Minutes

To APPROVE and SIGN the minutes of the Parish Council Meeting of 13th March 2025.

7.5.25 Clerk’s report

- Bathavon South New Local Plan Parish Councillors’ briefing is on Saturday 17 May from 10.30 am to 12.30 in Camerton Parish Hall.

8.5.25 Councilor’s Report (on items not on the Agenda)

**9.5.25 Planning Applications**:

a. There were no planning applications received since the last meeting.

b. There were no planning decisions by BANES since the last meeting.

**10.5.25 Highways and Rights of Ways**

To receive any updates

**11.5.25 Environment**

To receive any updates

**12.5.25** **Cemetery**

* Trees to be inspected by the specialist during May/June with special attention given to Ash tree and pruning of trees on north side*.*
* Walls and boundaries inspected, and maintenance budget amended. It was proposed to monitor the remaining stretch of wall and, ideally leave until further ‘on site’ stonework required. (N.B. Lime, blue circle, white cement and bidford grit to match PH).
* To receive update on installation of water tap on new cemetery area.

13.5.25 Parish Assets

1. to note the updates to the Parish Assets Maintenance program, in May 2025.

14.5.25 Community and Communication

1. Welcome Pack To note any new residents to whom a pack should be delivered
2. To note Spring Litter picking event went well in April 2025.
3. To discuss Summer event plans.

16.5.25 Annual Return for Year Ending 31st March 2025

1. To receive the 2024-25 accounts ending 31 March 2025 and to note that the accounts are due to be submitted to the External Auditor as the gross income and gross expenditure exceeded £25,000.
2. To confirm there are no conflicts of interest with BDO Auditors (External Audit) and sign the paperwork.
3. To receive Internal Audit Report.
4. ANNUAL GOVERNANCE STATEMENT 2024-2025 Section 1: To review and APPROVE the Annual Governance Statement.
5. ANNUAL ACCOUNTING STATEMENT 2024-2025 Section 2**:** To review and APPROVE the Annual Accounting Statement (this section was prepared and circulated by the Responsible Financial Officer before the meeting). To AGREE that the Chairman signs the Annual Accounting statement.
6. To AGREE Dates for the period for the exercise of public rights: 3rd June 2024 to 14th July 2025
   * 1. **Other Finance and Administration**

a. To note that donation of £3,000 was received from a resident for use in the village.

b. To note that £300 was received from Ward Councilor Empowerment Fund for bulb planting project until March 2026.

c. To decide whether the IONOS email hosting can be terminated.

d. To note Clerk’s rate of pay to be adjusted to 2024 NJC salary scale as per budget.

e. To APPROVE the following schedule of payment:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Net** | **VAT** | **Total amount** |
| ALCA subscription 2024-25 |  |  | £67.39 |
| Internal Audit 2024-25 |  |  | £60.00 |
| The Community Heartbeat Inv 26098  (Replacement battery 4 yrs life 10.5.25 and  Adult pads to 28.05.2027) | £413.50 | £82.70 | £496.20 |

* + 1. To approve the following regular automated payments :

|  |  |
| --- | --- |
|  | **Total amount** |
| Staff salary s/o | Available to Council Members |
| Home office s/o | £24.00 |
| HMRC PAYE Direct Debit d/d | TBC |

18.5.25 Items to raise for consideration at the next meeting

- To invite Tim Sheppard – Cotswold Voluntary Wardens, Combe Hay

- To discuss the use of £3,000 donated by a resident for the village.

- To review Cemetery Rules and forms.

19.5.25 Proposed dates of future meetings:

Thursday 3rd July 2025; 4th September 25: 6th November 25; 8th January 25; 5th March 26.