Combe Hay Parish Council

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BATHAVON SOUTH WARD, BATH & NORTH-EAST SOMERSET

**Minutes of the**

**ANNUAL PARISH COUNCIL MEETING**

**Held on Thursday 8th May 2025 at 6.00pm**

**in Combe Hay Church.**

Councillors present: Malcolm Austwick, Paul Wontner, Janet Young, Joan Grieveson, Rod Davies, Joan Grieveson.

In attendance: one resident and Clerk (Olga Shepherd)

**1.5.25 Election of Chairman**

Council voted for Paul Wontner to be the Chairman.

**2.5.25** Paul Wontner signed the Declaration of Acceptance of Office of the Chairman.

**3.5.25 Election of Vice Chairman**

Council voted for Rob Burdett to be the Vice Chairman.

PUBLIC PARTICIPATION

No issues were raised.

**4.5.25 Apologies**

Apologies for absence were received and accepted from Rob Burdett and Crock Harrison.

**5.5.25 Declaration of Interests**

No interests were declared.

6.5.25 Minutes

The minutes of the parish council meeting of 13.03. 2025 was APPROVED and SIGNED by the Chairman.

7.5.25 Clerk’s report

- Bathavon South New Local Plan Parish Councillors’ briefing is taking place on Saturday 17 May from 10.30 am to 12.30 in Camerton Parish Hall. Clerk and Chairman will attend.

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

No updates were received.

**9.5.25 Planning Applications**:

a. Request for comments to the following planning application was received. There were no planning decisions by BANES since the last meeting:

|  |  |  |
| --- | --- | --- |
| **Planning Application number and address** | **Description of proposal** | **Parish Council Comment** |
| 25/01756/ADCOU  Cromwell Farm Combe Hay Lane | Prior approval request for change of use from Agricultural Building to 1no. Dwelling (C3) and associated operational development. | Parish Council comments will be submitted before expiry of the consultation on the 6th June 25. |

**10.5.25 Highways and Rights of Ways**

It was NOTED that the gate to the meadow footpath has been repaired by Cotswold Voluntary Wardens Group.

**11.5.25 Environment**

- spring flower bulb planting project will start in the autumn 2025. The budget of £600 has been set aside (£300 from WCEF and £300 from PC) for purchasing the bulbs.

**12.5.25** **Cemetery**

* Trees are 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. It was proposed to monitor the remaining stretch of wall and, ideally leave until further ‘on site’ stonework is required. (N.B. Lime, blue circle, white cement and bidford grit to match PH).
* Installation of water tap on new cemetery area will be done when water supply is connected.

13.5.25 Parish Assets

1. The updates to the Parish Assets Maintenance program were NOTED.
2. New defibrillator battery and pads were installed.

14.5.25 Community and Communication

1. Welcome Pack: no new residents since the last meeting.
2. It was noted that Spring Litter picking event went well in April 2025.
3. The Summer event is planned on 5th July. Further details will be published asap.
   * 1. Annual Return for Year Ending 31st March 2025
4. The 2024-25 accounts were NOTED. The External Audit is required as the gross income and gross expenditure exceeded £25,000.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. It was confirmed there are no conflicts of interest with BDO Auditors (External Audit) and the paperwork was signed by the Chairman.
2. The Internal Audit Report was NOTED.
3. ANNUAL GOVERNANCE STATEMENT 2024-2025 Section 1: The Annual Governance Statement was APPROVED. Members AGREED that the Chairman and the Clerk sign the statement
4. ANNUAL ACCOUNTING STATEMENT 2024-2025 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.
5. The dates for the period for the exercise of public rights were AGREED: 3rd June 2024 to 14th July 2025.
   * 1. **Other Finance and Administration**

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

b. The Application for the Ward Councilor Empowerment Fund was successful. £300 was received from for bulb planting project until March 2026.

c. It was AGREED that 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 2025-26 |  |  | £72.05 |
| Internal Audit |  |  | £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 |
| ALCA Inv-22848.  Breakthrough Communications Course 7 April 2025 |  |  | £32.00 |

1. The following regular automated payments to be made from the parish council account in the financial year 2025-26 were approved:

|  |  |
| --- | --- |
|  | **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.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_