Combe Hay Parish Council

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

BATHAVON SOUTH WARD, BATH & NORTH-EAST SOMERSET

Minutes of the Parish Council Meeting held on Thursday

4th September 2025 at 7.00pm

in Combe Hay Church.

Councillors present: Paul Wontner (Chairman), Rob Burdett, Malcolm Austwick, Joan Grieveson, Rod Davies, Crock Harrison.

In attendance: Three residents and Clerk (Olga Shepherd)

**1.9.25 Apologies**

No Apologies were received.

**2.9.25 Declaration of Interests**

Interest declared by Rob Burdett in the planning application 25/03223/FUL. Rob Burdett agreed to leave the meeting during the discussions.

3.9.25 Minutes

The Minutes of the 7th July 2025 meeting of was APPROVED and SIGNED by the Chairman.

PUBLIC PARTICIPATION

No issues were raised.

4.9.25 Clerks report (on matters not covered in this Agenda)

- Resignation of Cllr. Janet Young was confirmed. The Notice of Vacancy is advertised between 22 August and 12September. If no request of elections received, the PC can co-opt one Member.

- The payment of £463.38 CIL money was received in respect of 23/03548/FUL, Fosse Farm.

5.9.25 Councilors report (on matters not covered elsewhere)

- No updates

**6.9 .25 Planning Applications**:

**a**. Sulis Down development:

– Notification was received of a new engagement with BANES with regards to a new development proposal containing community facility at Sulis Down site. SOBA is seeking a meeting with BANES to discuss involvement in any pre-application discussions.

- Phase 1 allotments: The current proposal is built the allotments in Derryman’s. The application is pending a decision on Phase 3 and 4. CHPC already objected to this proposal as the allotments should be located within the area allocated for the new development. CHPC will insist that the allotments are sited in Phases 3 and 4 as part of the new application.

**b**. The following planning applications were considered**:**

|  |  |  |
| --- | --- | --- |
| **Planning Application number and address** | **Description of proposal** | **PC comments** |
| 25/02659/FUL  Upper Tunnel Farm Browney Lane | Conversion of an agricultural barn to a self-build residential dwelling (C3 Use Class),  extension and associated works. | Object |
| 25/02344/OUT  Woodland Farm  Old Bath Road | Outline application for the erection of 1no dwelling on the site of the existing hay  barn. | Consideration left to the Planning Officer as more information required. |
| 25/03223/FUL  Westhill House  The Lower Lane | Erection of timber frame pergola | Support |

**b**. To NOTE the following decisions by BANES:

|  |  |  |
| --- | --- | --- |
| **Planning Application number and address** | **Description of proposal** | **BaNES decision** |
| 25/02152/TCA  Uphill The Lower Lane | Hornbeam G1 - reduction in height by 2-4m, trim to boundary.  Eucalyptus T1 - reduction by 2-3m. | No objection |
| 24/04574/FUL  Rectory Lodge Old Bath Road | Proposal: Change of use from office to residential, single storey side extension and  Re-modelling of existing dwelling. Removal of 3 no. trees. | Permit |

7.9.25 Neighborhood Watch ( Community vigilance group)

a. Mr. Clive Rugg, a resident of Combe Hay, has been appointed to be a Representative of the Neighborhood Watch. He reported to the meeting that he has been engaged with the Police and the National Neighborhood Watch Scheme. 41 residents have already signed up to the scheme. A regular newsletter will be published to raise awareness. Crime alerts are to be circulated. The police advice and support about various types of crime. Neighboring villages will be contacted to widen awareness.

8.9.25 Neighborhood Development Plan

a. Discussions took place and it was decided not to do the Neighborhood Plan for Combe Hay at this time.

9.9.25 Highways and Rights of Way

a. Clerk will follow up with BANES Highways about unsafe bend in Combe Hay Lane.

b. In order to improve visibility on narrow bendy village roads the advice received is to keep the overhanging hedgerows trimmed. The Parish Council will send a note to landowners asking them to cut back the vegetation affecting the public road.

**10.9.25 Environment**

a. The bulb planting project is going ahead. The bulbs will be ordered shortly and planted in allocated sites this autumn.

b. The Parish Council agreed to support the initiative from a resident to have villagers install bird boxes in the properties to support bird life and ecological diversity. Parish Council will follow up with the resident and take forward.

**11.9.25 Parish Assets**

1. Maintenance programme- it was reported that the latch on the cemetery gate is broken and will be repaired.
2. Tree survey – the necessary tree works was discussed. More quotes will be obtained to ensure better value.
3. Marquee - request from a resident to use the PC marquee on 27th June 2026 was approved in principal.
4. Defibrillator – the code for emergencies will be stored at the pub and nearby properties for easy access.
5. The use of £3,000 donation was discussed, and the following allocation was AGREED:

* Benches- £1,500
* Plancha/bbq – £450-£600
* Living archives - £150/year to Bath Record Office.

12.9.25 Cemetery

1. Clerk will enquire about the planning requirements of the application for the new land to be registered as cemetery. The planning application will not be submitted at this time.
2. The audit of the cemetery plot plan and the historical records is nearly completed.
3. The work party meeting is planned for 28th September
4. The water tap is to be installed when the pipe work is completed.

13.9.25 Community and Communication

No updates.

14.9.25 Finance and Administration

a. The External Audit for the financial year 2024-25 has been completed. No issues were raised. The Report and the Certificate published on the website.

b. It was NOTED that no requests were received under the Public Right in the advertised period from 3 June to 14 July 2025.

c. The correspondence from BaNES is NOTED with regard to recharge to parish councils in case of contested elections in 2027. (CHPC est. election – £1,048; est, by-election -est.£1,275).

d. The signed minutes from 2018 to 2023 have been deposited in Bath Record Office. CHPC Acc 1527.

e. The bank reconciliation and the allocation of the PC funds as at 30th August 25 was reviewed by the Finance Cllr and APPROVED by the Council.

f. The following earmarked funds NOTED:

|  |  |
| --- | --- |
| Cemetery | £6,500 |
| Trees | £2,000 |
| Parish Engagement Fund | £1,524 |
| Anna Robertson’s donation | £3,000 |
| Bulb planting | £600 |
| CIL money | £463.38 |

g. The following payments to be approved:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Net** | **VAT** | **Total amount** |
| BDO invoice INV-00716043 (External Audit) |  |  | £252.00 |
| Games rope (for village fair) | £233.33 | £66.67 | £300.00 |
| Strimmer battery | £224.17 | £44.83 | £269.00 |
| Staff pay |  |  | Available to Council Members |
| Home office allowance |  |  | £24/mnth |

15.9.25 Any other business/ Items for the next meeting:

- Cooption of a new councilor.

16.9.25 Dates of future meetings: 13th November 2025; 2nd January 2026; 6th March 2026

7th May 2026 - Annual Parish Council Meeting

Meeting ended 20.47

**SIGNED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Paul Wontner ( Chairman)**

**29th October 2025**