

# CHARLCOMBE PARISH COUNCIL

## MINUTES

OF THE ANNUAL MEETING HELD ON THURSDAY 6 MAY 2021  
AT 7.30PM VIA ZOOM

### 1. PRESENT

Councillors Jones, Howard, Rippin, Chorley, Macklin, Jarai, Clerk Mrs Burke, and Mr K Weller (Parish Cotswold Warden).

### 2. APOLOGIES

Councillor Bravin and Ward Councillors Guy and Warren

### 3. ELECTION OF CHAIR AND VICE CHAIR

Councillor Macklin was elected as Chair, proposed by Councillor Chorley and seconded by Councillor Jarai, unanimously approved. Councillor Rippin was re-elected Vice-Chair, proposed by Councillor Chorley and seconded by Councillor Jones, unanimously approved.

### 4. MINUTES OF LAST ANNUAL MEETING

There was no Annual Meeting in 2020 due to the Coronavirus Pandemic.

### 5. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

Councillors reviewed and approved the Standing Orders and Financial Regulations. Both are based on the latest NALC templates and it was agreed that the wording of the Standing Orders would remain the same. Two alterations to the Financial Regs were approved: An alteration to 4.5: The clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out and this is increasing from £100 to £250 due to the rise in general costs. The item requesting an alteration to paragraph 6.18 was missed from discussion during the meeting and will be included in the banking review due to be carried out shortly.

### 6. REVIEW OF INVENTORY OF ASSETS

Councillors noted that there had been no changes to the inventory of assets over the last 12 months.

### 7. REVIEW AND CONFIRMATION OF INSURANCE COVER

Councillors reviewed and approved the insurance cover to be provided by Zurich Municipal Local Councils' Insurance, renewal date 1 June. The cover was considered adequate and appropriate for the Council's needs and has not increased in cost.

### 8. REVIEW OF COUNCIL'S MEMBERSHIP OF OTHER BODIES

Councillors agreed to continue the Council's membership of ALCA, CPRE and the Bath Preservation Trust. There were no other bodies which it was thought the Council should join.

### 9. RECEIPT OF MEETING SUMMONSES BY EMAIL

Councillors unanimously agreed that the Clerk will continue to send meeting summonses by email.

Signed:..... (Chair)

Date.....

10. CHAIR’S REPORT

The Chair reported on the business of the Council during the preceding year.  
(Report attached)

11. FINANCIAL REPORT

Councillors approved the financial report for 2020/21. The total spend for the year was £2934.05 (which included three un-presented cheques amounting to £402.66), and the Precept received was £4600. The end of year balance of £14901.74 includes grants totalling £3120 from B&NES for provision of disabled access for the village hall, £1500 for the Website update, £1500 for two new noticeboards, £1700 for contingency for an uncontested election, and a CIL payment of £4865.97. This leaves a working balance of £2215.77.

12. FOOTPATHS REPORT

Keith Weller gave a report on progress with the Parish footpaths. Councillors expressed their gratitude to Keith Weller for all his hard work and he in turn thanked the Parish Council for their support.

13. ITEMS FROM THE PUBLIC

There were no items from the public.

14. ANY OTHER BUSINESS

Councillor Macklin thanked Stewart Chorley for all he has done as Chair of the Parish Council during the past three years, the Councillors are grateful for his good nature and good humour during the challenges of the past year in particular.

15. DATE OF NEXT MEETING

16 May 2022.

There being no further business, the Chair declared the Meeting closed.

A Burke  
Clerk to Charlcombe Parish Council

Attachments:

Chair’s Report  
Financial Report  
Cotswold Parish Warden’s Report

Signed:..... (Chair)  
Date.....

## **Chairman's Report for year ending 31st March 2021**

**Prepared by Stewart Chorley**

All activities over the past year have been massively affected by the global Covid-19 pandemic. A combination of lockdowns and social distancing regulations meant that it was impossible for the PC to hold normal physical gatherings for meetings. However, with the effective introduction of "Zoom" software, all meetings were achieved in a virtual online manner. This enabled the PC to meet formally on 5 occasions over the past year, July September, November 2020, January and March 2021.

### **Planning**

24 planning applications were received and considered during the year. Of these, around 50% were supported by the PC, a lower percentage than normal. Some controversial applications were received including those for a 5G telecommunications mast, and further excessive development at Lansdown Court. Due to the pandemic regulations, site meetings were not permitted, and some developers tried to take advantage of this situation. However, all applications were commented on within the required timescales. The PC has latterly agreed to support the B&NES policy on the Climate Emergency and will aim to promote actions in all our activities to address the issues that arise from the emergency.

### **Governance**

Under Covid guidelines an internal audit was successfully carried out. No issues were identified.

### **Finance**

The usual small financial grant to Lansdown Village Hall was made. Along with further financial grants received from the ward councillors it was intended to provide disabled access to the hall. However, it has been found impossible to create a feasible and compliant design for this. Other appropriate projects are being investigated, including improvements to the steep and slippery footpath at the rear of Charlcombe Church.

### **Parish Footpaths**

The Parish Cotswold Footpath Warden Keith Weller and deputy John Kerr continue to provide excellent maintenance and improvement for the parish footpaths, within the constraints of Covid regulations. Along with further support from Cllrs Bridget Howard and Rachel Jarai it is planned to display a number of walks in parish notice boards to encourage local participation and involvement.

### **Highways**

Following excellent support from Ward councillors Sarah Warren and Kevin Guy, the dangerous subsidence in Charlcombe Lane has finally been repaired by B&NES. Further work is also in progress to address the speed and volume of traffic across the Parish through full participation in the B&NES Low Traffic Neighbourhood (LTN) and Liveable Neighbourhood schemes. These schemes aim to encourage reduced vehicle traffic and increased walking, cycling and recreational use of the Parish lanes, providing environmental, mental and physical health, and air quality benefits to all.

Signed:..... (Chair)  
Date.....

**Staffing**

After three years as Chairman, Cllr Stewart Chorley has expressed a desire to stand down at the forthcoming AGM in May 2021. It is hoped that a replacement will be forthcoming from amongst the other councillors. Cllr Chorley would like to express his great thanks for the excellent support he has received from his colleagues throughout this period. Cllr Chorley has agreed to stay on as a councillor for another year to provide some degree of continuity. We are sadly also due to lose the services of our Clerk, Alex Burke in the near future. Alex has provided superb support and guidance throughout her three years of tenure but will shortly be moving from the area. Alex has kindly agreed to remain for as long as possible, hopefully until a replacement can be found. We all wish Alex the very best in the future and offer huge thanks for all she has done for the PC. She will be greatly missed.

**Challenges for the future**

There will be a period of adjustment over the next few months whilst a new Chair and Clerk are settling into their roles. There also appears to be a high level of significant property development throughout the parish and in neighbouring areas, and this is likely to generate further potentially controversial applications. However, the level of professional experience in this area within the PC is strong, and we are confident that balanced and logical responses will be produced as always.

Although the levels of Covid illness and associated regulations appear to be diminishing nationally and locally, it is likely that some concerns will remain at least over the rest of this year and probably longer. However, the PC has managed to operate through the worst of these conditions, and we hope that conditions will continue to improve.

Once again, I would like to thank all councillors and our Clerk for their dedication and support over a very difficult year. We are a good strong team and I hope we are well placed to face the challenges of the future.

Signed:..... (Chair)  
Date.....

**2020/21 FINANCIAL REPORT**  
**FOR ANNUAL MEETING OF CHARLCOMBE PARISH COUNCIL**  
**MAY 2021**

For the period 1 Apr 20 to 31 Mar 21:

**EXPENSES**

8 Apr	CPRE Membership	£36
5 May	Zurich Annual Insurance	£257.60
7 May	IOC Data Protection Fee	£40
16 May	Clerk's Salary – April 20	£166.66
16 May	Clerk's Salary – May 20	£166.66
25 June	Clerks' Salary – June 20	£166.66
25 June	Gift to Internal Auditor	£15.50
26 July	Clerk's Salary – July 20	£166.66
4 Sept	Clerks Salary – Aug 20	£166.66
14 Sept	Cllr Chorley Web Hosting	£86.26
28 Sept	Clerk's Salary – Sept 20	£166.66
28 Oct	Clerk's Salary – Oct 20	£166.66
2 Dec	Clerk's Salary – Nov 20	£166.66
2 Dec	BPT Membership	£20
2 Dec	Donation to CPRE	£100
3 Jan	Clerk's Salary – Dec 20	£166.66
1 Feb	Clerk's Salary – Jan 21	£166.66
03 Mar	Clerk's Salary – Feb 21	£166.66
11 Mar	Lansdown and Langridge Village Hall	£200
15 Mar	Clerk's Expenses 2020/21	£42.29
21 Mar	CPRE Membership	£36
24 Mar	ALCA Membership 2021/22	£100.48
31 Mar	Clerks' Salary March 21	£166.66
<b>TOTAL</b>		<b>£2934.05</b>

**INCOME**

1 Apr	Precept	£2300.00
12 Aug	CIL	£4865.97
30 Sep	Precept	£2300.00
<b>TOTAL</b>		<b>£9465.97</b>

**PRESENTED CHEQUES FROM 2019/20**

15 June	Web Hosting Fee	£40.00
6 July	L&L Village Hall	£200.00
<b>TOTAL</b>		<b>£240.00</b>

**UNPRESENTED CHEQUES FROM 2020/21**

11 Mar	L&L Village Hall	£200.00
21 Mar	CPRE Membership	£36
31 Mar	Clerks' Salary March 21	£166.66
<b>TOTAL</b>		<b>£402.66</b>

**BANK ACCOUNTS**

Current Account at 31 Mar 21	£14901.74
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<b>TOTAL</b>	<b>£14901.74</b>
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Note:

*Fund earmarked for disabled access for the village hall (B&NES grants) £3120*

*CIL £4865.97*

*Uncontested Election contingency £1700*

*Funds earmarked for Website update £1500*

*Funds earmarked for 2 new noticeboards £1500*

Signed:..... (Chair)

Date.....