

CHARLCOMBE PARISH COUNCIL

MINUTES

of the Annual Meeting held
on Tuesday 10th May 2022 at 7.00pm
at Lansdown and Langridge Village Hall

Present

Councillors Macklin, Bravin, Chorley, Howard, Jarai and Jones, Ward
Councillors Guy and Warren and Clerk Mrs Kerr

1. Apologies for Absence

Prior to the meeting Councillor Rippin, having almost reached a period of six consecutive months from the date of his last attendance at a CPC meeting, requested that his absence for this meeting, due to work commitments, be approved. The reason was acknowledged and the absence was approved.

Mr K Weller (Parish Cotswold Warden)

2. Election of Chair and Vice Chair

Councillor Macklin was re-elected as Chair, proposed by Councillor Chorley and seconded by Councillor Bravin, unanimously agreed. Councillor Macklin signed the Declaration of Acceptance of Office.

In the absence of Councillor Rippin, discussion on the appointment of a Vice Chair was deferred until the July 2022 Parish Council meeting.

3. Minutes of last Annual Meeting on 6th May 2021

The minutes of the Annual Meeting held on 6th May 2021 had been approved as a true record at the Parish Council meeting in July 2021 and signed by the Chair.

4. Review of Standing Orders and Financial Regulations

Councillor Macklin noted that the current standing orders use the wording 'Chairman/Chairwoman' throughout as a means of being gender neutral and suggested this needed further update.

The Clerk advised that the National Association of Local Councils (NALC) had recently issued revised Model Standing Orders. The Clerk suggested that these should be reviewed, with the updated Standing Orders brought to the July meeting.

Councillor Jarai noted that the Financial Regulations 6.18 regarding use of debit cards may need updating. The Clerk advised that revised NALC Model Financial Regulations were also available.

Signed

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It was agreed that the Clerk should prepare revised Standing Orders and Financial Regulations which would be considered for approval at the July 2022 Parish Council meeting. These would be accompanied by tables highlighting the differences between the current and updated versions.

5. Review of Inventory of Assets

Councillors noted that the Inventory of Assets had been updated to reflect the January 2022 decision to write-off the old photocopier.

6. Review and Renewal of Insurance Cover

Councillors considered the two policy proposals from Zurich Municipal and approved a move to the new Parish and Community Council policy. The cover was considered adequate and appropriate for the Council's needs and there will be a small reduction of £43 in the annual cost.

7. Review of Appointments to the HR Committee

Councillor Macklin identified that Terms of Reference (TOR) are needed for the HR Committee to clarify responsibilities. Councillor Macklin would work with the HR Committee to develop the TOR.

The HR Committee members are Councillors Howard and Rippin. Councillor Howard agreed to continue as member of the committee, and it was agreed that Councillor Bravin would join the HR Committee.

Councillor Rippin's membership of the committee was deferred, for discussion at the July 2022 Parish Council meeting.

8. Review of the Council's Membership of Other Bodies

Councillors agreed to continue the Council's membership of the Avon Local Council Association, the Campaign for Rural England and Bath Preservation Trust. There were no other organisations which it was thought the Council should join.

9. Receipt of Meeting Summonses by e-mail

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

Councillor Macklin suggested that this procedure was now routine and should be included in the revised Standing Orders, removing the need for annual agreement.

10. Chair's Report

Councillor Macklin reported on the activities of the Council during the previous year. Councillors thanked Councillor Macklin for her excellent report.

11. Financial Report

Approval of the financial report for 2021/22 was proposed by Councillor Jarai and seconded by Councillor Jones, unanimously agreed.

The Precept received was £5000 and the total spend for the year was £4159.73, which includes three un-presented cheques totalling £397.01. The end of year balance was £15,339.35.

The Clerk advised that unspent provision in the budget for completed projects should not be carried forward and therefore the £450 remaining from the completed website upgrade would become part of the working balance of £4153.38.

12. Footpaths Report

Cotswold Warden Weller was thanked for his report.

13. Items from the Public

None.

14. Any Other Business

None.

15. Date of Next Annual Meeting

The Clerk to confirm date after reviewing the procedures as 2023 is an election year.

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

R Kerr
Clerk to Charlcombe Parish Council

Appendices

Chair's Annual Report
Financial Report

Chair's Annual Report 2021/2022

The activities of Charlcombe Parish Council (CPC) continued to be affected by the ongoing Covid pandemic however the number of meetings was not impacted. The annual meeting and routine meetings in May were held on-line before the government regulation to hold such meetings expired and we were required to hold face-to-face meetings. All subsequent meetings this year have been held in the Lansdown and Langridge village hall which was considered to be the safest environment, being spacious and well ventilated, although somewhat chilly in the winter months.

Parish Clerk

The parish clerk, Alex Burke, resigned in July as she was moving away from the area. CPC thanked her for her efficient and dedicated support during her time in office. The PC advertised for a new clerk and appointed Rosemary Kerr in August. Rosemary has fitted seamlessly into the role and is providing first-class support to CPC.

Planning

During the year CPC considered 13 applications compared to 21 in the previous 12 months: 11 were planning applications of which five were supported, three supported with conditions, two observations and one objection, two were for tree work which were both supported.

In order to spread the responsibility for responding to planning applications to all councillors, a new system for drafting responses has been introduced. The PC is split into two teams with each team preparing a draft response for five applications before handing over to the next team. This system has worked well and will continue in the forthcoming year.

Governance

The clerk proposed that the PC join an internal audit scheme organised by ALCA whereby Charlcombe parish clerk will audit a PC in the scheme and another parish clerk will audit CPC. Although this scheme involves a small cost, it negates the need to find an auditor every year and has proved to be an efficient use of resources.

Finance

A grant was made to the Lansdown and Langridge village hall but as the PC is now charged by the hour for use of the hall, the grant will be adjusted to reflect the money already paid. The grant received from Ward Councillors for disabled access to the village hall, which had proved to be unfeasible, has been used to improve the path behind St Mary's church, Charlcombe, by adding a number of steps. This work is still ongoing but will greatly improve the use of this path in slippery conditions.

Parish Footpaths

During the pandemic, the maintenance of footpaths in the parish has been mainly undertaken by the Cotswold Voluntary Wardens. The distribution list detailing the responsibility for the maintenance of paths between the

Signed

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councillors is now out of date and a working group will be formed to consider the way forward involving both the councillors and the wardens.

Highways

The PC alerted BANES to the number of accidents at the Lansdown Lane/Lansdown Junction and additional signage is now in place. The proposal that a 20mph speed limit be imposed on Langridge Lane has been reviewed by BANES and is now out for general consultation.

Website

The CPC website has been overhauled and looks professional and attractive. As well as CPC information, it provides a useful resource for residents and visitors which includes routes for local walks, environmental issues and relevant local information.

Notice Boards

A number of CPC notice boards are in a state of disrepair and a working group of councillors has been considering cost effective options for their replacement. It is hoped to have the new noticeboards installed in the coming year.

Annual Meeting

The PC has not held an annual meeting for parishioners for some time and as Covid restrictions lessened it seemed appropriate to hold one in 2022. A working group was set up to organise the event and promotional flyers have been distributed throughout the parish. It is hoped that the event will be appealing for residents and may create some interest in joining the PC.

Summary

The parish continues to face challenges in balancing the protection of this sensitive environment with the needs of residents and rises to this challenge by producing replies to planning applications that are fair, measured and respectful.

I would like to thank my fellow Parish Councillors for their skill and hard work, our committed and professional clerk and the dedicated Cotswold Wardens, all of whom have generously given their time and expertise to support the parish of Charlcombe.

Hilary Macklin
Chair, Charlcombe Parish Council
May 2022

2021/22 FINANCIAL REPORT
FOR ANNUAL MEETING OF CHARLCOMBE PARISH COUNCIL MAY 2022

| | | |
|---|---|------------------|
| Financial Year ending 31st March 2022 | | |
| Prepared by Mrs R Kerr (Parish Clerk/RFO) - 8th April 2022 | | |
| Balance calculated for comparison with end of year statements | | |
| | £ | |
| Current Accounts: | 15,736.36 | |
| Net Balance: | 15,339.35 | |
| The net balance reconciles to the Cash Book (receipts and payments account) for the year, as follows: | | |
| | | £ |
| Opening balance 1 April 2021 | | 14,901.74 |
| Add: Receipts in the year: | | |
| 07 Apr 21 | Precept | 2,500 |
| 29 Sep 21 | Precept | 2,500 |
| Less: Payments in the year | | |
| 01 May 21 | Clerks Salary - April 2021 | 166.66 |
| 12 May 21 | Gift for Internal Auditor | 15.00 |
| 12 May 21 | IOC Data Protection Certificate Renewal | 40.00 |
| 12 May 21 | Zurich Insurance 2021-22 | 257.60 |
| 12 May 21 | Melina Traub - Website Redesign | 1050.00 |
| 31 May 21 | Clerks Salary - May 2021 | 166.66 |
| 05 June 21 | ALCA Councillor Training (HM) | 40.00 |
| 01 July 21 | Local Look - Advert for Clerk | 54.00 |
| 01 July 21 | Bath Preservation Trust 2021-22 | 20.00 |
| 01 July 21 | Clerks Salary - June 2021 | 166.66 |
| 31 July 21 | Clerks Salary - July 2021 | 166.66 |
| 31 July 21 | Clerks Expenses | 20.32 |
| 31 July 21 | Outgoing Clerk Handover Training Time | 35.00 |
| 30 Aug 21 | Clerks Salary - August 2021 | 179.50 |
| 24-Sep-21 | Incoming Clerk Handover Training Time | 35.00 |
| 24-Sep-21 | Siteground website hosting (SC) | 172.66 |
| 10-Oct-21 | Clerks Salary - September 2021 | 179.50 |
| 31-Oct-21 | Clerks Salary - October 2021 | 179.50 |
| 14-Dec-21 | Clerks Salary - November 2021 | 179.50 |
| 01-Jan-22 | Clerks Salary - December 2021 | 179.50 |
| 24-Jan-22 | Donation to CPRE | 100.00 |
| 31-Jan-22 | Clerks Salary - January 2022 | 179.50 |
| 28-Feb-22 | Clerks Salary - February 2022 | 179.50 |
| Presented Cheques from FY 2020-2021 | | |
| 11 Mar 21 | L & L Village Hall | 200.00 |
| 21 Mar 21 | CPRE | 36.00 |
| 26 Mar 21 | Clerks Salary - March 2021 | 166.66 |
| Unpresented Cheques from FY 2021-22 | | |
| 21-Mar-22 | Donation to L&L Hall (£175) and March Hir | 199.00 |
| 21-Mar-22 | Clerk's Expenses | 18.51 |
| 31-Mar-22 | Clerks Salary - March 2022 | 179.50 |
| Closing balance per Cash Book (receipts and payments account) | | <u>15,339.35</u> |
| <i>Ward Councillor Empowerment Fund earmarked for steps on footpath b</i> | | £3,120 |
| <i>CIL</i> | | £4,866 |
| <i>Contested Election contingency</i> | | £1,700 |
| <i>Funds earmarked for website update: £450 remaining</i> | | £450 |
| <i>Funds earmarked for 2 new noticeboards</i> | | £1,500 |
| <i>Financial Reserves</i> | | £2,000 |
| Total earmarked funding and contingency | | £13,636 |

Signed

(Chair)

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