

CHARLCOMBE PARISH COUNCIL

MINUTES

of Meeting held
on Tuesday 10th May 2022 following the AGM
at Lansdown and Langridge Village Hall

Present

Councillors Macklin, Bravin, Chorley, Howard, Jarai and Jones and Clerk Mrs Kerr
Ward Councillors Guy and Warren were present until item 12.

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. Declarations of Interest

None

3. Urgent Business

None

4. Items from the Public

None

5. Minutes of the Last Meeting

Cllr Macklin, as Chair, signed the minutes of the meeting held on 15th March 2022.

6. Town and Country Planning

a) Decisions of the Local Planning Authority
None

b) Awaiting Decisions of the Local Planning Authority

- (i) 20/00332/FUL – Vodaphone Mast, Colliers Lane – Retention of the existing temporary mast and associated apparatus for a period of 2 years – Objected
- (ii) 21/05186/FUL - Parcel 9749 Colliers Lane Charlcombe – Erection of replacement building – Supported with conditions
- (iii) 22/00452/AGRA - Parcel 5663, Broadmoor Lane, Upper Weston – Construction of tool store and erection of two polytunnels - Observations
- (iv) 22/00399/FUL - Telecommunication Mast 54146 Woolley Lane, Charlcombe - Proposed 16m Phase 8 streetworks pole to replace existing Phase 4 streetworks pole and associated ancillary works – Supported with conditions
- (v) 22/01306/FUL – Upper Farm Cottage, Langridge Lane – Extension and creation of double garage – Objected
- (vi) 22/01538/FUL – Verge West of Valley View Close, Valley View Road – Erection of single storey stepped bungalow – Objected

Signed

(Chair)

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Date

- c) Applications for Planning Approval for Consideration
None
- d) Appeals against the Decision of the Local Planning Authority
None
- e) Enforcement Issues
None
- f) Works to Tree
None

7. Highways and Footpaths

- a) Review of allocation of footpaths

A Footpath Working Group will be set up, led by Councillor Howard. The working group will make recommendations on who will be responsible for walking and reviewing the accessibility of the different footpaths in the parish, as the current system of allocation to councillors is no longer appropriate.

Councillors Bravin and Jarai offered to join the working group and it is hoped to co-opt Cotswold Warden Weller and any other interested parties.

8. Finance and Governance

- a) Financial Report

The bank reconciliation was presented via email, noted and approved.

- b) Approval of Expenses

Councillors approved unanimously the following expenditure.

- (i) ALCA Annual Subscription - £105.50
- (ii) CPRE Annual Membership - £36
- (iii) Zurich Municipal Insurance - £214
- (iv) IOC Data Protection Annual payment - £40
- (v) Hire of Village Hall 10th and 18th May – estimated at £48
- (vi) Clerk's Salary for April and May - £359
- (vii) Internal Audit Expenses - £30
- (viii) Clerk's Expenses Printing of Annual Parish Meeting flyers - £20

- c) Precept 2022/23

Councillors noted receipt of the first half (£2,500) of the 2022/23 Precept.

- d) External Audit – Annual Governance Statement (Section 1)

The Clerk presented the Annual Governance Statement (Section 1) for 2021/22. Councillors unanimously approved Section 1.

- e) External Audit – Annual Accounting Statement (Section 2)

The Clerk presented the Annual Accounting Statement (Section 2) for 2021/22. Councillors unanimously approved Section 2.

- f) External Audit – Resolution to Certify Exemption

The Clerk presented the Certificate of Exemption which was unanimously approved by the Councillors.

- g) Internal Audit Report

The Clerk presented the Internal Audit Report completed by the Clerk of Flax

Bourton Parish Council. The overall outcome was satisfactory and three advice notes were recorded.

One note relates to payslips for the Clerk, which the HR Committee will consider. Another note identifies that it is best practice for Councillors to initial the chequebook stub when signing cheques, a process that can be introduced.

The final point relates to VAT being identified in the receipt and payments records and reclaimed annually. The Clerk will start to do this from 1st April 2022.

Councillors unanimously approved the Internal Audit Report.

- h) Bank Account – Statements, transfer of funds from old account to new account and new account operating procedures

Councillor Chorley advised that there continues to be slow progress with moving over to the new bank account. The Clerk needs to be added to the account and Councillors Chorley and Jarai will visit the bank with the Clerk to authorise this.

Councillor Chorley has received a new cheque book, which may need to be used for some of the current payments. Once all of the planned payments have cleared, steps will be taken to transfer the balance of funds to the new account, before closing the old account.

9. Correspondence Received

- a) Bathavon Forum Climate Group – Working Groups

The Clerk advised that there had been no requests from members of the community to join this group. Councillor Jarai will raise this at the Annual Parish Meeting.

- b) Update from Toad Rescue Group

Over 2500 amphibians were sighted with approximately 5% dead. Due to good weather, the migration started a week before the planned road closure, resulting in a higher death figure that week.

- c) Consultation on two draft Supplementary Planning Documents

B&NES are consulting on Draft Planning Obligations Supplementary Planning Document and Draft Sustainable Construction Checklist Supplementary Planning Document. The consultation ends on 17th June.

Councillor Chorley offered to review the draft documents on behalf of the Parish Council.

- d) NALC Finances and Direct Funding survey

Councillor Macklin will respond on behalf of the Parish Council.

10. Annual Parish Meeting – Wednesday 18th May

- a) Cllr Macklin to provide an update

Councillor Macklin noted that flyers had been distributed to residents within the parish. The Clerk stated that no enquiries had yet been received about the meeting.

All of the Councillors present planned to attend, and Councillor Macklin advised that the Ward Councillors were very welcome too.

Councillor Macklin detailed the proposed format and asked each Councillor to speak at the meeting for a few minutes on a topic of special interest. These would be confirmed by e-mail to avoid duplication.

Keith Weller had sent apologies and arranged for Keith Daulby from the Cotswold Parish Wardens to attend. It was agreed to have a selection of pictures from Keith Weller's footpath report would be available rather than having a slide show. The Forest of Avon also planned to be represented.

There would be time for a Q&A session at the end.

Access and parking arrangements were discussed, and appropriate plans put in place.

11. 2023 Election of Parish Councillors Contingency Planning

- a) Cllr Macklin to provide an update

Councillor Macklin asked Councillors to share their thoughts on whether they planned to stand for re-election in 2023. Councillor Macklin would speak to Councillor Rippin in due course.

12. Ward Councillor Empowerment Fund Grant

- a) Cllr Macklin to provide an update

Significant work on the steps is complete but the contractor was awaiting delivery of materials to finish the steps and install handrails. Councillor Macklin noted that the path can be very slippery and the installation of the steps will be of great help to walkers.

The Clerk will request a progress report from B&NES.

13. Replacement of Noticeboards

- a) Cllr Bravin to provide an update

The working group had reviewed a number of options and were recommending oak noticeboards with black lettering on the header boards from Earth Anchors. A quote for noticeboards holding 4 and 6 sheets of A4 had been obtained. The Clerk confirmed that funds were available for the purchase of three noticeboards.

Councillor Bravin would ask for clarification on the material used for the clear door panels and a final quote for the supply of one larger and two smaller noticeboards. It was noted that there would be a small additional cost associated with the installation of the noticeboards by the Cotswold Wardens.

14. Charlcombe Parish Council Records

- a) Cllr Macklin to provide an update

Councillor Macklin noted that the tin trunk delivered to her, contained documents which included the original minute books from 1894 and some early financial records.

These would be on display at the Annual Meeting and later will be deposited at Bath Record Office where they will be kept but can be returned to CPC if requested.

15. Langridge Lane 20mph review

- a) Clerk to provide an update

On 5th May, B&NES published – A Proposed Traffic Regulation Order 21-033 Various Roads, Langridge & Tadwick area - Proposed 20 and 30mph Speed Limit. The consultation period ends on 26th May.

The Parish Council was supportive of a 20mph speed limit on Langridge Lane and it was decided that no response need be submitted in respect of the proposal.

16. External Meetings

- a) Parish Liaison Mtg – Cllr Chorley – 23rd March at 6.30pm – No report
- b) BPT Environs Committee – Cllrs Chorley and Rippin – 17th May at 12.30pm
- c) B&NES ALCA AGM – Cllr Macklin – 8th June at 7.30pm
- d) Bathavon Area Forum –Cllr Jarai – 22nd June at 6pm
- e) Parish Liaison Mtg – Cllr Chorley – 13th July at 6.30pm
- f) BPT Environs Committee – Cllrs Chorley and Rippin – 19th July at 12.30pm

17. AOB

- a) Update on work of the Cotswold Wardens
Councillor Howard suggested that the footpaths presentation prepared by Cotswold Warden Weller should be viewed on the screen at a future meeting in addition to being circulated by email. Councillor Macklin advised that the practicalities of doing this would be considered.
- b) Road Verge near Foxcombe Cottage
Councillor Jarai reported that when delivering the Annual Meeting flyers she had been asked about the lack of progress with repairs to the verge. Councillor Chorley suggested that Councillor Jarai write to B&NES officially, requesting an update on when the work might be started.
- c) Flyers for the Annual Parish Meeting
Councillor Jarai reported that some residents were grateful for paper copies of the information.

18. Proposed Dates for Next Meetings

Councillor Rippin had requested that the July meeting be rescheduled as he is unavailable on 19th July. A revised date of 5th July is proposed and will be confirmed by email.

Councillor Macklin proposed that the September meeting be rescheduled for 20th September. This will be confirmed by email alongside details of the venue.

Tuesday 5 July 2022 CPC Meeting (Lansdown and Langridge Village Hall)
TBC - Tuesday 20 September 2022 CPC Meeting (Venue TBC)
Tuesday 8 November 2022 (Lansdown and Langridge Village Hall)

Mrs R Kerr
Clerk to Charlcombe Parish Council