

CHARLCOMBE PARISH COUNCIL

DRAFT MINUTES

of Meeting held
on Tuesday 5th July 2022 at 7pm
at Lansdown and Langridge Village Hall

Present

Councillors Macklin, Howard, Jones and Rippin and Clerk Mrs Kerr

1. Apologies for Absence

Councillors Bravin, Chorley, and Jarai
Mr K Weller (Parish Voluntary Cotswold Warden)

2. Declarations of Interest

None

3. Urgent Business

None

4. Items from the Public

None

5. Minutes of the Last Meetings

a) Annual Parish Council Meeting

Cllr Macklin, as Chair, signed the minutes of the Annual Parish Council meeting held on 10th May 2022.

b) Ordinary Parish Council Meeting

It was agreed that the word 'letting' in minute 13a should be 'lettering' and that the minute be amended to read 'It was noted that there would be a small additional cost for materials associated with the installation of the noticeboards by the Cotswold Wardens'.

It was agreed that minute 17b be amended to refer to 'Foxhall Farm'.

Cllr Macklin, as Chair, signed the minutes of the Ordinary meeting held on 10th May 2022 with these amendments.

6. Items deferred from Annual Meeting on 10th May

a) Election of Vice Chair for Charlcombe Parish Council

Councillor Rippin advised that he now understood that there was no requirement to have a Vice Chair and therefore would not be putting his name forward. Councillor Macklin confirmed that there was no requirement to have a Vice Chair and proposed that the Parish Council did not elect one this year. This was agreed by all the Councillors present.

b) Membership of the HR Committee

It was agreed that Councillor Bravin would join Councillors Howard and Rippin on the HR Committee.

Signed

(Chair)

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Date

- c) Review of Standing Orders
The Clerk had circulated to all Councillors a table identifying the differences between the current and draft new Standing Orders, which followed the NALC 2022 model. It was agreed that no time limit should be set for overall public participation in meetings and that financial reporting should be on a quarterly basis. With these changes, Councillor Jones proposed adoption of the new Standing Orders, seconded by Councillor Howard, and agreed by all.
- d) Review of Financial Regulations
The Clerk advised that due to the work involved in reviewing the Standing Orders, the review of the Financial Regulations had not been started but would be brought to the next meeting.
- e) Date for Annual Parish Council Meeting 2023
The proposed date is Tuesday 9th May 2023, venue to be confirmed.

7. Town and Country Planning

- a) Decisions of the Local Planning Authority
 - (i) 21/05186/FUL - Parcel 9749 Colliers Lane Charlcombe – Erection of replacement building – Supported with conditions - Permit
 - (ii) 22/01306/FUL – Upper Farm Cottage, Langridge Lane – Extension and creation of double garage – Objected (Original proposal), Supported with observation (Revised proposal) - Permit
 - (iii) 22/01538/FUL – Verge West of Valley View Close, Valley View Road – Erection of single storey stepped bungalow – Objected – Refuse
 - (iv) 22/01884/DEM – Waterworks Cottage, Charlcombe Way, Fairfield Park – Demolition of cottage – Objected – Refuse
Councillor Howard noted that a subsequent application to demolish the cottage had also been refused and the situation needs monitoring
 - (v) 22/01922/CLEU - Ranch House Cottage, Valley View Road – seeking CLEU for single unregistered dwelling– Supported - Lawful
- 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) 22/00452/AGRA - Parcel 5663, Broadmoor Lane, Upper Weston – Construction of tool store and erection of two polytunnels - Observations
 - (iii) 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
 - (iv) 22/02044/CLEU - Larkhall Football Club Plain Ham Valley View Road – seeking CLEU for football pitch for training and matches - Supported
- 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

8. Highways and Footpaths

a) Proposed TRO 21-033 – 20 and 30mph on various roads Langridge and Tadwick
The Parish Council comments were submitted at the end of May. The Clerk has been advised that it will be in the order of three months for the report and decision to come through from B&NES.

b) Improvements to roads and drains near Starfurlong Garden, Broadmoor Lane
Councillor Jarai had received an update from B&NES on 27th June. The clearing of the gullies along Aldermead is on an annual cycle but appears to have been missed last year, as last attended to in June 2020, for which they apologise. Whilst the work is in the 2022/23 programme, a reactive request has been raised to have them cleaned and jetted within four weeks.

The resurfacing team will review the road conditions and consider the request for resurfacing work alongside other requests and priorities.

c) Review of allocation of footpaths

Councillor Macklin had discussed the management of the footpaths with Cotswold Warden Weller, who noted that the paths were in a good condition and being well managed via the Cotswold Parish Warden volunteers. It was important that parish councillors did not feel obliged to take responsibility for sections of the footpaths as it was not part of their role. It was agreed that councillors would not be allocated footpaths in future but if a councillor wishes to monitor a section of the footpaths, they should contact Cotswold Warden Weller.

Councillor Macklin thanked Councillor Howard for her work on footpaths and confirmed that the Footpath Working Group was now disbanded.

9. Finance and Governance

a) Financial Report

The bank reconciliation was presented via email and shows a current balance of £17166.35. The report was proposed by Councillor Rippin, seconded by Councillor Howard, and approved.

b) Approval of Expenses

Councillors approved unanimously the following expenditure.

- (i) UK Cheapest Domain Name - £33.58 for two years
- (ii) Hire of Village Hall 5th July – £24
- (iii) Clerk's Salary for May and June - £359

c) Review and Approval of Clerk's Salary 2022/23

Councillors had agreed via email that the hourly rate would rise to £11.05 from 1st August. Discussions are ongoing regarding PAYE and payslips.

d) External Audit

The Clerk confirmed that the audit papers had been submitted on time to the external auditor and that confirmation of exemption from external audit had been received on 27th June.

The notice of public rights to inspect the audit records is on the website and ends on 11th August.

e) Insurers Business Changes

The Clerk had received notification from Zurich that as from 1st January 2023 the Parish Council insurance policy will move from Zurich Insurance plc to Zurich Insurance Company Ltd. Zurich have given assurance that this change will not affect the policy or cover.

f) Bank Accounts

Councillor Jarai and the Clerk had met and mapped out the steps required to move to solely using the new account. The first step is for the Clerk to be added as an administrator and forms have been obtained from the bank to enable this to be authorised. The details of the changeover process will be documented and circulated to all Councillors.

10. Correspondence Received

a) Request for visit from new Chair of B&NES Council – Cllr Shaun Stephenson-McGall
Councillor Macklin will reply, inviting the Chair of B&NES to the November meeting.

b) Request for action on vegetation obscuring Charlcombe Lane

The Clerk was asked to provide details to all Councillors.

c) Safeguarding Vulnerable Adults- revised details

This process has been taken back in-house by B&NES and the Clerk will circulate details and add them to the website.

11. Annual Parish Meeting – Wednesday 18th May

a) Cllr Macklin to provide an update

Councillor Macklin noted that eleven residents had attended the meeting and that both speakers had been well received. The flyers had been an effective way to publicise the event, several local issues had been raised and overall Councillors judged it as a success.

12. 2023 Election of Parish Councillors Contingency Planning

a) Cllr Macklin to provide an update

Councillor Rippin had been absent from the May meeting when this was discussed but indicated that he hoped to continue.

It was noted that Councillors Rippin and Jones were aware of two residents who may be interested in becoming councillors. Cllr Macklin suggested that they might like to propose to them that it would be useful to attend a PC meeting before confirming their candidacy.

13. Ward Councillor Empowerment Fund Grant – Steps behind Charlcombe Church

a) Cllr Macklin to provide an update

B&NES had advised that the contractor hoped to be back on site in late June, however Cotswold Warden Weller had reported that the work has yet to restart.

14. Replacement of Noticeboards

a) Cllr Bravin to provide an update

Councillor Howard advised that prices had increased and that the Noticeboard Working Group were close to sending out a quote for approval.

15. Consultation on two draft Supplementary Planning Documents

- a) Cllr Chorley to provide an update

In the absence of Councillor Chorley, this was deferred to the next meeting.

16. HR Committee Terms of Reference

- a) Cllr Macklin to provide an update

The draft TORs had been circulated by email to the HR committee and subsequently approved. Councillor Macklin advised that the Chair would be responsible for the Clerk's annual appraisal.

17. External Meetings

- a) BPT Environs Committee – Cllrs Chorley and Rippin – 17th May – No report
- b) B&NES ALCA AGM – Cllr Macklin – 8th June. Councillor Macklin had attended the online meeting but identified that there was nothing to report.
- c) Bathavon Area Forum –Cllr Jarai – 22nd June – No report
- d) Parish Liaison Mtg – Cllr Chorley – 13th July at 6.30pm
- e) BPT Environs Committee – Cllrs Chorley and Rippin – 19th July at 12.30pm
- f) B&NES ALCA – Cllr Macklin – 7th September at 7.30pm
- g) BPT Environs Committee – Cllrs Chorley and Rippin – 20th September at 12.30pm
- h) Bathavon Area Forum –Cllr Jarai – 20th September at 6pm

18. AOB

- a) Parish Charter Refresh Survey

Councillor Macklin would send the details to all Councillors and would ask Councillor Chorley, as Parish Liaison representative, if he could respond on behalf of the parish council.

19. Proposed Dates for Next Meetings

Councillor Macklin will confirm the date and venue for the September meeting as soon as possible.

Tuesday XX September 2022 (Venue TBC)

Tuesday 8 November 2022 (Lansdown and Langridge Village Hall)

Mrs R Kerr
Clerk to Charlcombe Parish Council