

# CHARLCOMBE PARISH COUNCIL

## MINUTES

of Meeting held  
on Tuesday 20<sup>th</sup> September 2022 at 7pm  
in The Foyer, St Stephen's Church, Lansdown Road, Bath BA1 5SX

### Present

Councillors Macklin, Bravin, Howard, Jarai and Jones, Mr K Weller (Parish Voluntary Cotswold Warden) and Clerk Mrs Kerr

### 1. Apologies for Absence

Councillors Chorley and Rippon

### 2. Declarations of Interest

None

### 3. Urgent Business

None

### 4. Items from the Public

None

### 5. Minutes of the Last Meeting

Councillor Macklin, as Chair, signed the minutes of the meeting held on 5<sup>th</sup> July 2022.

### 6. Items deferred from Annual Meeting on 10<sup>th</sup> May

#### a) Review of Financial Regulations

The Clerk had circulated to all Councillors a table identifying a small number of differences between the NALC July 2019 template and the current Charlcombe Parish Council Financial Regulations. It was agreed that the only change required was that forecast expenditure should be provided annually by any working groups or committees to inform the budget.

### 7. Town and Country Planning

#### a) Decisions of the Local Planning Authority

- (i) 22/02044/CLEU - Larkhall Football Club Plain Ham Valley View Road – seeking CLEU for football pitch for training and matches – Support - Refused
- (ii) 22/03249/DEM – Waterworks Cottage, Charlcombe Way, Lambridge – Demolition of existing building – Object – Prior Approval Not Required
- (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 – Support with conditions – Permit
- (iv) 22/02925/REM - Ranch House, Valley View Road, Charlcombe - Removal of condition 2 of 04/02634/FUL (Change of use to allow for Assured Shorthold Tenancy but retaining holiday let) – Observations - Permit

Signed

(Chair)

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- 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 – Object  
Councillor Jones noted that following the decision in 22/00399/FUL to permit the installation of a larger telecommunication mast on Woolley Lane, there should no longer be a requirement to retain this mast on Colliers Lane. Councillor Jones will assist with preparing a comment to this effect, for submission to B&NES.
  - (ii) 22/00452/AGRA - Parcel 5663, Broadmoor Lane, Upper Weston – Construction of tool store and erection of two polytunnels – Observations  
Several additional plans and reports have recently been added to the planning portal. These will be reviewed to determine whether the parish council needs to submit further comments on the proposals.
  - (iii) 22/02458/LBA - Crossleaze Farm, Woolley Lane, Charlcombe – Addition of photovoltaic panels to detached garage – Support
  - (iv) 22/02950/FUL - Walnut Lodge, Charlcombe Lane - Renovation of existing pool house plant room, and work on existing ancillary outbuildings to create garden gym – Support
  - (v) 22/03036/CLEU - Court Mead, Langridge Lane, Langridge - Use of the property as a dwelling house occupied by non-agricultural workers, extinguishing the agricultural tie on the property – Support
  - (vi) 22/03038/CLEU - Court Mead, Langridge Lane, Langridge - Use of an area of land adjacent to the dwelling as a garden and wood store – Support
  - (vii) 22/03302/FUL - Agricultural Buildings North Of The Grange, Charlcombe Lane - Erection of a dwelling following demolition of existing dwelling – Object
- 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 Trees
- (i) 22/03316/TPO – Ravenswell House, Access Road To Ravenswell House Charlcombe– Work on Cypress Lawson and Cut Leaf Beech – Support - Consent
- g) Public notice of planning applications being considered by Charlcombe Parish Council  
Councillor Macklin suggested that a list of planning applications being reviewed by the Parish Council should be shown on the website, together with a note advising residents how individuals could submit comments via the B&NES planning portal.

Councillor Macklin will draft a proposed form of words to be added to the website.

## 8. Highways and Footpaths

- a) Proposed TRO 21-033 – 20 and 30mph on various roads Langridge and Tadwick  
The Clerk advised that no update had yet been received from B&NES, regarding the TRO proposals.
- b) Improvements to roads and drains near Starfurlong Garden, Broadmoor Lane  
Councillor Jarai was unaware of the current status of this work and would ask the Ward Councillors for an update.
- c) Footpath Report from Cotswold Voluntary Parish Warden  
Parish Warden Weller highlighted several points from his report, including the addition of matting to the steep footpath from Weston Rec and the completion of the steps and handrail behind Charlcombe Church.

## 9. Finance and Governance

- a) Financial Report  
The Receipts and Payments details and forecast end of Q2 report were noted.
- b) PAYE Update  
Councillor Macklin advised that the Parish Council is now registered for HMRC online services, with an active PAYE account. The HMRC Basics payroll system has been installed and was used to successfully process the Clerk's August salary. Councillor Macklin thanked the clerk for all her work on completing the process to achieve registration which will benefit CPC now and in the future.
- c) Approval of Expenses
  - (i) Clerk's Salary for July, August and September – £566.26
  - (ii) Siteground Website Hosting for 1 year - £172.66
  - (iii) Hire of St Stephen's Church Foyer 20<sup>th</sup> September - £24
  - (iv) Bath Preservation Trust Annual membership fee  
No renewal request had been received from the BPT and the Clerk would contact them to progress this.
- d) Bank Account – Statements, transfer of funds from old account to new account and new account operating procedures  
The Clerk has now been added as an administrator to the new bank account and an application for online banking has been generated. The Clerk will provide instructions on how to register for online banking to the signatories to assist with the application process.  
Councillor Macklin thanked the Clerk and Councillors Chorley, Jones and Jarari for all of the time they have spent on dealing with the account transfer so far.
- e) Revised Charlcombe Parish Council Document Retention Policy and revised Document Publication Scheme for approval.
  - (i) Revised Documentation Retention Policy  
The Clerk advised that a minor change to the circulated policy was required, as the Local Plan listed referred to any Parish Council Local Plan, not the B&NES Local Plan.

Signed  
Date

(Chair)

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Discussion took place on the storage of the historic minutes, and it was agreed that these would be kept locally until next year.

(ii) Revised Document Publication Scheme

It was agreed that this item would be deferred until the November meeting, to enable the Clerk to add details from the ICO 2021 template into the document.

### **10. Correspondence Received**

- a) Temporary camp on Lansdown Playing Fields  
This was raised by a member of the public and it was noted that the camp has since moved on.
- b) Planning application 22/03036/CLEU  
A note regarding the Parish Council comments on this planning application had been received from Mr MacIntyre and had been circulated to all Councillors.
- c) Lost property at Charlcombe spring  
The Clerk advised that a Bristol resident, who visits Charlcombe to collect spring water, had phoned asking that an item left at the spring be retrieved for safe keeping. This had been done and the item was later collected from the Clerk.
- d) Future Bright  
Future Bright is an organisation delivering employment training on behalf of B&NES. They will be providing posters to go in the noticeboards and details of their services will also be added to the website.

### **11. Proposed visit to November meeting from new Chair of BANES Council**

- a) Cllr Macklin to provide an update  
Councillor Macklin advised that she was awaiting a response to her invitation for the Chair of B&NES Council to attend the November meeting and would follow this up.

### **12. 2023 Election of Parish Councillors Contingency Planning**

- a) Cllr Rippin and Jones to provide updates  
Councillor Jones advised that one interested resident was hoping to attend the November meeting. Councillor Rippon would be asked for an update on the other interested resident  
Councillor Jarai indicated that she planned to stand down in May 2023.  
The need for a recruitment exercise using the website, noticeboards and a leaflet drop would be considered at the next meeting.

### **13. Ward Councillor Empowerment Fund Grant**

- a) Clerk to provide an update on handrail provision  
The handrail has now been fixed in place and the PROW officer advised that the work on the steps is complete. The Parish Council is now awaiting the invoice from B&NES.

### **14. Replacement of Noticeboards**

- a) Cllr Bravin to provide an update  
Councillor Bravin advised that the three oak noticeboards would each be supported on two oak posts. They had polycarbonate front panels and would hold 4 x A4

sheets of paper. The overall cost of the noticeboards from Earth Anchors and installation materials was £3570 and it was agreed to purchase the noticeboards from this supplier. The Parish Council will be able to reclaim VAT on the noticeboards.

### **15. Consultation on Draft Supplementary Planning Documents and new Local Plan**

- a) Cllr Chorley to provide an update on the DSPD  
Councillor Chorley had advised by email that there was nothing to report.
- b) Launch document - Development of new Local Plan 2022-2042  
The Clerk advised that the consultation period on the new Local Plan would run from October 2022 until August 2023 and more detail was expected.

### **16. Parish Charter Refresh Survey**

- a) Cllr Macklin to provide an update  
Councillor Macklin has responded to one survey and was expecting a second survey this month.

### **17. External Meetings**

- a) Parish Liaison Mtg – Cllr Chorley – 13<sup>th</sup> July at 6.30pm  
Nothing to report
- b) BPT Environs Committee – Cllrs Chorley and Rippin – 19<sup>th</sup> July at 12.30pm  
Nothing to report
- c) B&NES ALCA – Cllr Macklin – 7<sup>th</sup> September at 7.30pm  
Nothing to report
- d) BPT Environs Committee – Cllrs Chorley and Rippin – 20<sup>th</sup> September at 12.30pm  
Nothing to report
- e) Bathavon Area Forum –Cllr Jarai – 5<sup>th</sup> October at 6pm – new date TBC
- f) B&NES ALCA AGM – Cllr Macklin – 8<sup>th</sup> October at 10.30am
- g) Parish Liaison Mtg – Cllr Chorley – 12<sup>th</sup> October at 6.30pm
- h) West of England Rural Network AGM – 19<sup>th</sup> October online at 4.30pm  
It was decided not to send a representative to this meeting.

### **18. AOB**

- a) Commemorative Tree  
Parish Warden Weller noted that a number of Cotswold parishes had planted Platinum Jubilee trees. He suggested that the Parish Council might want to plant a Queen Elizabeth II memorial tree or potentially a Coronation tree.
- b) Commemorative Bench  
Parish Warden Weller suggested the idea of installing a bench at a viewpoint at the top of Woolley steps.  
Parish Warden Weller agreed to investigate both ideas further.

### **19. Proposed Dates for next Meetings**

The venue for the CPC meetings during the winter months will be decided following discussion with the St Stephen's Administrator.

Signed

(Chair)

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A date for the Annual Parish Meeting will be decided at the next CPC meeting.

Tuesday 8 November 2022 CPC Meeting (TBC)

Tuesday 10 January 2023 CPC Meeting (TBC)

Tuesday 14 March 2023 CPC Meeting (TBC)

Tuesday 9 May 2023 CPC Annual Meeting and then Ordinary Meeting  
(Langridge and Lansdown Village Hall)

Tuesday 11 July 2023 CPC Meeting (Langridge and Lansdown Village Hall)

Mrs R Kerr  
Clerk to Charlcombe Parish Council  
29 September 2022