

# CHARLCOMBE PARISH COUNCIL

## MINUTES

of Meeting held

on Tuesday 10<sup>th</sup> January 2023 at 7pm

in The Foyer, St Stephen's Church, Lansdown Road, Bath BA1 5SX

### Present:

Councillors Macklin, Bravin, Chorley, Howard, Jarai, Jones and Rippin  
Member of the public attending by request - Mr D MacIntyre  
Clerk Mrs Kerr

### 1. Apologies for Absence

Parish Voluntary Cotswold Warden Mr K Weller

### 2. Declarations of Interest

To receive any declarations from Members of financial or other interests in respect of matters for consideration at this meeting.

Councillor Bravin declared an interest in Planning Application 22/05149/CLEU – Court Mead, Langridge Lane.

### 3. Urgent Business

To announce any items of business not included in the agenda to be agreed by the Chair.

None

### 4. Items from the Public

To receive deputations, statements, petitions or questions from members of the public. There will be a time limit of 3 minutes. Members of the public wishing to address the Council are required to notify the clerk, not less than 24 hours in advance.

None

### 5. Minutes of the Last Meeting held on 8<sup>th</sup> November 2022

Councillor Macklin, as Chair, signed the minutes of the meeting held on 8<sup>th</sup> November 2022.

### 6. Town and Country Planning

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

- (i) 22/03483/FUL - Larkhall Football Club Plain Ham Valley View Road - Resurfacing of grass pitch with synthetic playing surface – Support – Permit
- (ii) 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.  
This application was Withdrawn on 25<sup>th</sup> November 2022
- (iii) 22/02458/LBA - Crossleaze Farm, Woolley Lane, Charlcombe – Addition of photovoltaic panels to detached garage – Support - Consent
- (iv) 22/04335/FUL - Fifield House Lansdown Road Charlcombe - Erection of side storey extension. Alterations to dormer roofs. Alterations to rear part of roof – Support - Permit

Signed

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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  
Following the recent approval of further telecoms masts in the area, the Parish Council sent comments to B&NES on 3<sup>rd</sup> November 2022, advising that this temporary mast should no longer be required.
  - (ii) 22/03302/FUL - Agricultural Buildings North Of The Grange, Charlcombe Lane - Erection of a dwelling following demolition of existing dwelling – Object
  - (iii) 22/04122/FUL – Waterworks Cottage, Charlcombe Way, Fairfield Park – Erection of two detached dwellings – Object  
It was noted that a significant number of additional design documents had recently been uploaded to the B&NES Planning portal.
  - (iv) 22/04594/LBA and 22//04593/FUL - Court Farm Langridge Lane Langridge - Internal and external alterations to include loft conversion, demolition of free standing chicken shed and single storey rear flat roof extension and construction of a summer room in similar location – Support
  - (v) 22/04954/TEL Street Record Langridge Lane Langridge - Installation of a 20m high Phase 7 monopole with a wraparound cabinet at its base to support 12No. antenna apertures and 2No. 600mm transmission dishes, along with 6No Equipment cabinets and development ancillary thereto – Support with observations
  - (vi) 22/05149/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 (Certificate of Lawfulness of Existing Use) – Support with observations  
Councillor Macklin suggested that if time allowed after the meeting, it would be useful to discuss in general terms the relationship between an Agricultural Occupancy Condition and Certificate of Lawfulness of Existing Use.
- c) Applications for Planning Approval for Consideration  
None.
- d) Appeals against the Decision of the Local Planning Authority
- (i) 21/04746/OUT – Field On Corner With Ferndale Road Deadmill Lane Lower Swainswick - Outline application for the development of 15 affordable dwellings – Object - Refused.
- e) Enforcement Issues  
None.
- f) Works to Trees
- (i) 22/04789/TCA – Alma Cottage Charlcombe Lane- Overall canopy reduction of 1 metre, leaving a well balanced and shape. Hazel Group (G1) - Coppice, leaving the stumps at a height of 1 metre – Support – No Objection

- g) Consideration of Biodiversity Net Gain in planning applications

Cllr Macklin to provide an update

The Clerk advised that B&NES, as the Principal Planning Authority, are responsible for ensuring that Biodiversity Net Gain is considered in planning applications. There is no requirement for the Parish Council to cover this in their comments.

Councillor Jarai noted that this is a national policy and there are several exemptions, including Permitted Development and Householder Applications.

## **7. Highways and Footpaths**

- a) Proposed TRO 21-033 – 20 and 30mph on various roads Langridge and Tadwick

Clerk to provide an update

The Clerk advised that the B&NES Director of Place Management has made the decision to implement the TRO as advertised but with two minor adjustments. The implementation date is to be confirmed.

Councillor Rippin noted that the report acknowledged the sensitivities around the proliferation of signage.

- b) Footpath Report from Cotswold Voluntary Parish Warden  
Parish Warden Weller had advised that there were no specific items to report.

- c) Notification of Charlcombe Lane closure for annual toad migration from  
13 February – 26 March 2023

The road closure dates have been confirmed by the Charlcombe Toad Rescue Group.

## **8. Finance and Governance**

- a) Financial Report

The Receipts and Payments account and end of Q3 position had been presented by email and were noted.

- b) Precept 2023/24

The draft budget was discussed, and Councillors agreed to maintain the Precept at £5000 for 2023/24.

It was agreed to increase the contested election contingency by £300 to £2000.

- c) Potential uses of CIL payments

Initial ideas include improvements to the local footpath network, an upgrade of the kitchen in the village hall and a contribution to Larkhall Football Club.

Ideas for use of the CIL payment would also be sought at the Annual Parish Meeting in May before any decisions are made.

- d) Pensions Regulator

Clerk to provide an update

The Clerk confirmed that the Parish Council had completed a declaration of compliance with the Pensions Regulator before the January deadline.

- e) Approval of Expenses

- (i) B&NES for steps and handrail behind Charlcombe Church (Ward Councillor Empowerment Fund Grant - £2750

Payment ratified following email approval.

The Clerk noted that following advice from B&NES, the £120 remaining from the grant would be retained for future maintenance work.

Signed

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Councillor Howard identified that the Lansdown Noticeboard needed varnishing and it was agreed that Councillor Howard could proceed with this. Councillor Chorley noted that the benches may need some maintenance work too.

- (ii) Earth Anchors for 3 Noticeboards - £3536.40  
Payment ratified following email approval.
  - (iii) Clerk's Salary and HMRC Tax (November, December and January)  
These payments were approved. The Clerk will set up the salary element of the December payment in the online account for Councillors Jarai and Jones to approve.
  - (iv) Hire of St Stephen's Church Foyer 10<sup>th</sup> January - £28  
Councillor Macklin advised that the hire cost had increased to £15 per hour and payment of £30 was approved.
  - (v) Parish Council Mobile Phone - £52  
Payment for the purchase of a basic pay as you go phone was approved. The Clerk was given approval to proceed with purchase of the £10 monthly top ups required for the phone.
- f) Annual Review of Risk Assessment  
This had been presented via email and was approved at the meeting.
- g) Appointment of External Auditor for 5 years from 2022/23  
Clerk to provide an update  
The Clerk advised that BDO LLP have been appointed by the Smaller Authorities' Audit Appointments Ltd as the external auditors, replacing PKF Littlejohn.  
The Internal Audit scheme for small councils is being facilitated by ALCA and it was agreed that Charlcombe Parish Council would take part again this year.

## **9. Correspondence Received**

- a) Live Well B&NES postcards  
Copies of the cards were provided to the Councillors and the details have been added to the website.
- b) Bath Preservation Trust Membership Cards  
It was agreed that Councillor Macklin and the Clerk would each hold a card, which Councillors could use as needed.

## **10. Replacement of Noticeboards**

- a) Cllr Bravin to provide an update  
Councillor Bravin has provided Voluntary Cotswold Warden Weller with the installation instructions and will liaise with him on arrangements to fix the noticeboards in place.  
Councillor Macklin suggested that the Ward Councillors and Bath Chronicle should be invited to an 'unveiling ceremony' to mark this significant achievement by the Parish Council.

## **11. Consultation on draft B&NES Budget 2023/24**

- a) Cllr Macklin to provide an update  
It was decided that the Parish Council would not respond to this consultation.

Signed

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## **12. Election Briefing for Parish Councils**

- a) Cllr Macklin to provide an update  
B&NES have organised an Online Election Briefing for Parish Councillors and Clerks on Wednesday January 25<sup>th</sup>. Councillors Macklin and Rippin and the Clerk will attend.

## **13. Development of the new Local Plan 2022 – 2042 12<sup>th</sup> and 30<sup>th</sup> January Workshops**

- a) Cllr Macklin to provide an update  
Councillor Bravin is attending the Rural Areas workshop on Thursday 12<sup>th</sup> January in Keynsham  
Councillor Howard offered to attend the Bath and its Environs workshop on Monday 30<sup>th</sup> January in Bath and the Clerk would complete the registration form.

## **14. Annual Parish Meeting Wednesday 17<sup>th</sup> May 2023**

- a) Cllr Macklin to provide an update  
Councillor Macklin suggested that a working group be set up to progress the arrangements. Councillors Bravin, Howard and Rippin and the Clerk offered to join the working group, which will be led by Councillor Macklin.

## **15. External Meetings**

- a) BPT Environs Committee – Cllrs Chorley and Rippin – 15 November at 12.30pm  
Councillor Rippin reported on several planning issues discussed at the meeting.
- b) Parish Liaison Mtg – Cllr Chorley – 16 November in Keynsham at 6.30pm  
Nothing to report.
- c) BANES ALCA – Cllr Macklin – 1 February at 7.30pm via zoom
- d) Bathavon Area Forum –Cllr Jarai – 27 February 2023 at 6pm
- e) Parish Liaison Mtg – Cllr Chorley – 15 March at 6.00pm

## **16. AOB**

- a) Councillor Bravin asked if a Grit Bin could be provided at the top of Langridge Lane as this could help a repeat of the issues experienced on the lane during the recent icy weather. Councillor Bravin would raise this via Fix My Street.
- b) It was suggested that work may be proceeding at the Barn on Colliers Lane prior to all of the planning conditions concerning ecology being met. This would be investigated further.
- c) Councillor Chorley suggested that a bench would be welcomed by walkers between Woolley and Charlcombe Grove Farm, near to the wooded area. Councillors Chorley and Howard would investigate potential sites.
- d) Councillor Jarai raised the need for an additional bank signatory from May. Councillor Chorley, who is already a signatory, will apply for online access and the matter will be discussed at the next meeting.

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

Tuesday 14 March 2023 CPC Meeting

It was agreed to hold this meeting in the Foyer at St Stephens, Lansdown.

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

Signed

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Tuesday 11 July 2023 CPC Meeting (Langridge and Lansdown Village Hall)  
Tuesday 12 September 2023 CPC Meeting (Langridge and Lansdown Village Hall)  
Tuesday 14 November 2023 CPC Meeting (Foyer at St Stephens, Lansdown)

**18. Confidential Staffing Matter**

This was discussed.

Mrs R Kerr  
Clerk to Charlcombe Parish Council  
12th January 2023

Signed

(Chair)

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Date