

CHARLCOMBE PARISH COUNCIL

MINUTES

of the Charlcombe Parish Council Meeting

held at 7pm on Tuesday 11th July 2023

in The Lansdown and Langridge Village Hall, Lansdown Road, Bath BA1 9BT

Present: Councillors Macklin, Bravin, Chorley, Jones, MacIntyre and Nash, Clerk Mrs Kerr

1. Declaration of Acceptance of Office

Councillor Macklin confirmed that Councillor Chorley, who was absent from the May meeting, had signed the Declaration of Acceptance of Office later in May.

2. Apologies for Absence

Councillor Rippin

Ward Councillors Guy and Warren

3. Declarations of Interest

None

4. Urgent Business

None

5. Items from the Public

None

6. Minutes of the Annual Parish Council Meeting on 9th May 2023

Councillor Bravin asked that the last paragraph of 20c) be amended to read:

Councillor Bravin suggested that a progress report should be obtained from the Principal Traffic Engineer *after* the July meeting *if no progress had been made*.

This was agreed and Councillor Macklin, as Chair, signed the updated minutes of the meeting held on 9th May 2023.

7. Resolution to revise the Standing Orders

Councillor Macklin advised that at the last meeting, she had suggested that the Standing Orders be revised to state that the Chair should serve for no more than three consecutive years in the role, unless there were exceptional circumstances.

On further investigation, Councillor Macklin had not found any parish councils that limit the Chair to three years, and some suggest that six or seven years is an appropriate period. As a result, Councillor Macklin proposed that no amendments should be made to the current Standing Orders, and this was agreed.

8. Town and Country Planning

a) Decisions of the Local Planning Authority

- (i) 22/04594/LBA and 22/04593/FUL - Court Farm Langridge Lane Langridge
Internal and external alterations to include loft conversion, demolition of free-

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Signed

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- standing chicken shed and single storey rear flat roof extension and construction of a summer room in similar location – Support – Consent/Permit
- (ii) 23/00664/FUL - Lake View, Lansdown Road - Erection of garden studio and replacement of an existing timber pavilion – No objection – Permit
- (iii) 23/00894/FUL - Court Mead Langridge Lane Langridge – Construction of side extension to existing bungalow – Object – Permit
- (iv) 23/00823/CLEU - School House Langridge – Erection of a replacement dwelling (Certificate of Lawfulness for an Existing Use) – Support - Lawful
- (v) 23/00893/FUL - Field Corner Deadmill Lane, Lower Swainswick – Erection of two detached dwellings (resubmission) – Object – Refuse
- (vi) 23/01206/FUL – The Crate 5 High Street, Woolley – Erection of single storey wet room – Support – Permit

b) Awaiting Decisions of the Local Planning Authority

- (i) 23/00895/FUL - Waterworks Cottage Charlcombe Way – Erection of two detached dwellings – Object -
It was noted that this application had gone to the Planning Committee on 28th June and had been deferred to 26th July at allow for a site visit.
- (ii) 23/00975/FUL – Romans Lodge Farm, Lansdown Road – installation of shower and toilet facilities for exempted caravan and campsite – Support with observations
- (iii) 23/01707/FUL – Former Bath Deer Farm, Woolley Lane - Proposed new apex building extension for agricultural storage – Support
- (iv) 23/01488/FUL - Larkhall Football Club Pavilion Plain Ham Valley View Road - Installation of upgraded LED floodlighting and change to hours of operation - Support

c) Applications for Planning Approval for Consideration

- (i) 23/02212/FUL - Land to North East of Lambridge Training Ground, London Road West - Erection of a 2,283sqm ground (and part-first floor plant area) retail food store (Use Class E), with associated car parking, landscaping and pedestrian/vehicular access.

A draft response, objecting to the proposal on the basis of its potential impact on traffic and local shops and the uncertain need for another large store, was discussed and agreed. The Clerk would submit the response.

d) Appeals against the Decision of the Local Planning Authority

None.

e) Enforcement Issues

- (i) 22/00459/NONCOM - Parcel 9749 Colliers Lane Charlcombe - Works Commencing On Site Before Condition Discharged
- (ii) 22/00500/UNDEV - Charlcombe Grove Farm - Possible unauthorised creation of a dwelling

f) Works to Trees

- (i) 23/01286/TCA – The Old Rectory, Charlcombe Lane – Fell two pines and a cypress – Observations – Withdrawn
- (ii) 23/01785/TCA – The Old Rectory, Charlcombe Lane – Fell two pines and a cypress – No objection – No objection
- (iii) 23/02395/TPO – Land west of Weston All Saints Primary School – Excavation works with the Root Protection Area of a lime tree

A draft response, supporting the proposal was discussed and agreed. The Clerk would submit the response.

9. Highways and Footpaths

a) Lansdown Lane/Lansdown Road Junction

Councillor Bravin advised that no update had been received from Highways on the timetable for assessing/monitoring the junction.

There had been a further accident at the site in late June, which required the attendance of emergency vehicles, but it is not known if details of these incidents were shared with the Highways Department.

It was also noted that the upgrade of the bollards, planned for 11th July, did not appear to have been started.

Councillor Bravin would contact Highways to advise them of the accident and request that monitoring of the junction takes place in school term time as this will better reflect the volume of traffic using the junction.

Councillor MacIntyre noted that the WECA Local Transport Plan also includes mention of the need for road improvements between Tog Hill and Lansdown P&R.

b) Langridge and Swainswick 20/30mph Speed Limit

(i) Speed limit signs

In mid-June Councillor Nash had reported a broken 20mph sign, which had been left lying on the verge. Although assured a contractor would be sent to replace it, nothing yet has happened.

(ii) Waist High Speed Sign Panels (Village Gates)

Councillor Macklin advised that a Langridge resident had previously suggested that the parish council should fund the installation of village gates, to reinforce the speed limits. Discussion had been deferred to give more time to assess the impact of the new signage.

Councillor Chorley advised that village gates had been installed in Charlcombe when speed restrictions had been implemented. They were frequently hit and had broken up within a short time.

In light of this information and the vandalism towards some of the new speed limit signs, it was decided that it would not be appropriate to install further signage on village gates in Langridge. The Clerk would reply to the resident.

c) Steps behind Charlcombe Church

The Clerk advised that the Cotswold Voluntary Parish Warden had reported that the steps were very muddy due to a lack of stones in the treads.

Remedial work was completed by the Cotswold Wardens in late May, using stone provided by B&NES, at no overall cost to the parish council.

The Clerk noted that this was a learning point, as the original work request had not specified that the new steps must be filled with stone and not soil.

- d) Footpath Report from Cotswold Voluntary Parish Warden
The Cotswold Voluntary Parish Warden had nothing of significance to report.

10. Finance and Governance

a) Financial Report.

This had been circulated by email prior to the meeting. Councillor Nash had not seen a copy and the Clerk was asked to resend it.

b) Approval of Expenses

(i) ALCA Essential Councillor Training Cllr Nash - £40.00
Approved for online payment.

(ii) Clerk's Salary and HMRC Tax (July)
Salary approved for online payment and a cheque would be prepared for councillors to sign for the tax element.

(iii) Hire of Lansdown and Langridge Village Hall 11th July - £14/hr
Approved for online payment.

(iv) Siteground Website Hosting
The Clerk advised that payment will be due in late August and recommended the purchase of a three-year package as it should provide better value for money. The Clerk will seek email approval prior to making the purchase, which will then be re-imbursed.

c) External Audit

The Clerk advised that the AGAR forms had been submitted to the External Auditor and that the required Public Notice of Right to Inspect had been posted on the parish council website. The public notice period ends on 17th July.

d) Internal Audit Report

The Clerk confirmed that action had been taken to publish a list of expenditure over £100 on the website and that the signatories were now signing the cheque book stub. Action will be taken over the summer to reclaim VAT.

e) Bank Account Signatories

Councillor Nash confirmed that he had access to the online account. The Clerk handed Councillor Bravin all of the expected correspondence from Lloyds, which should enable her to have online access too.

Councillor Chorley is also an online authoriser but needs to order a replacement card reader. Councillor Chorley will order this so that the parish council has enough active online authorisers to cover holidays and other absences.

11. Potential uses of CIL receipts

- a) The Clerk advised that almost £5000 of the total £7572 CIL receipts had to be used by 11th Aug 2025 or it would need to be returned to B&NES.

Councillor Macklin asked if Councillors had any ideas on worthwhile projects to enhance the parish.

Councillor MacIntyre suggested that the previously tarmacked path that ran from the top of Langridge Lane along towards the Charlcombe Arms, should be reinstated. This would make it safer for cyclists travelling towards Bath and easier for walkers. Councillors viewed the site after the meeting and noted that patches of tarmac remained amongst the grass.

Councillor Chorley suggested that the installation of one or two more benches would be appreciated by walkers.

Councillor MacIntyre further suggested the installation of village name signs but given previous discussion on signage, this idea was not seen as a priority.

Councillor Macklin suggested that two working groups were set up, one to consider the feasibility of re-instating the path, the other to investigate potential sites for benches.

Councillor MacIntyre would lead on exploring the cycle path idea with Councillor Nash.

Councillor Chorley would lead on investigating sites for benches with Councillor Jones.

Councillor Macklin asked that both working groups provide updates for the September meeting.

12. Matters deferred from the May meeting

a) Review of Appointments to HR Committee

Councillor Macklin advised that the current committee members are Councillor Bravin and Councillor Rippin. The Chair cannot be on this committee and in the absence of Councillor Rippin, she suggested that another councillor should join the committee. Councillor Jones offered to do this, and this was agreed.

Councillor Macklin noted that the Clerk's annual appraisal and pay review, is due in August.

b) Review of Council's Representation at External Meetings

Councillor Chorley agreed to continue as the Parish Liaison Committee representative.

c) Allocation of Parish Council Areas

Councillor Macklin suggested that allocating councillors to cover certain areas of the parish was no longer appropriate and this change of approach was agreed.

d) Items to display on Noticeboards

Councillor Bravin suggested that the following items should be displayed in the noticeboards:

- Names of Councillors and full contact details for the Clerk
- Dates for future meetings with reference to the website for further information
- Details of monthly Cotswold Voluntary Warden Walks
- Agenda for the next meeting (only available a week in advance)
- Mandatory notices such as Election information
- Other items as agreed by the Parish Council

This list was agreed.

13. Correspondence Received

a) Invitation to Renewable Energy and Nature Recovery Discussion – 15th June

Councillor Bravin had attended the meeting, which brought together a panel of experts to discuss how community renewable energy projects can be managed to benefit the environment, nature, and people.

Signed

Chair

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The focus had been on solar panels rather than wind turbines and it was highlighted how biodiversity could be improved within fields hosting solar panels.

- b) BPT Environs Questionnaire
Councillor Macklin had submitted a response from the parish council.
- c) Cotswolds National Landscape – Caring for the Cotswolds grants
The details of the grants had been sent to Councillors and are on the website.
- d) New Village Hall Booking Secretary
The new booking secretary is Danielle Mercer and her contact details are now on the parish council website.

14. Review of Annual Parish Meeting Wednesday 17th May 2023

- a) Councillor Macklin noted that the evening had gone well but there were very few residents, with the majority attending being either family of councillors or recent councillors. Consideration needs to be given to the timing and format of future meetings, including whether guest speakers are needed every year.
This will be discussed at a later meeting.

15. External Meetings

- a) BPT Environs Committee – Cllr Rippin – 16 May at 12.30pm
No report
- b) BANES ALCA AGM – Cllr Macklin – 7th June online at 7.30pm
Councillor Macklin had sent apologies and had nothing to report from the minutes.
- c) Bathavon Area Forum Parish Chairs – Cllr Macklin -13 June online at 11am
Councillor Macklin had sent apologies.
- d) Bathavon Area Forum – Cllr Bravin -5 July at 6.00pm at St Andrew’s Church, Foxhill
Apologies had been sent together with a list of the top three priorities for the parish council.
- e) BPT Environs Committee – Cllr Rippin – 18th July online at 12.30pm
- f) Parish Liaison Mtg – Cllr Chorley – 19 July at 6.00pm – Community Space, Keynsham

16. AOB

- a) SLCC Website Accessibility Training
The Clerk advised that this training had been moved from July to October due to low numbers.
- b) Local Plan 2022 – 2042 Consultation
The Clerk advised that the next round of workshop consultations were due to take place later in July and in September, but no dates have been published.
- c) Joint Local Access Forum (JLAF)
Councillor MacIntyre advised that he is the JLAF Vice-Chair and he highlighted the recent message from Graeme Stark asking for expressions of interest to join JLAF.

17. Dates for next Meetings

- Tuesday 5 September 2023 CPC Meeting (Langridge and Lansdown Village Hall)
- Tuesday 31 October 2023 CPC Meeting (St Stephens Foyer)
- Tuesday 16 January 2024 CPC Meeting (St Stephens Foyer)

Signed

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Tuesday 12 March 2024 CPC Meeting (St Stephens Foyer) – TBC
Tuesday 14 May 2024 CPC Annual Meeting (Langridge and Lansdown Village Hall)

Mrs R Kerr
Clerk to Charlcombe Parish Council
17th July 2023

Signed

Chair

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Date