

CHARLCOMBE PARISH COUNCIL

DRAFT MINUTES

of the Charlcombe Parish Council Annual Meeting

held at 7.15pm on Tuesday 14th May 2024

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

Present:

Councillors Rippin, Bravin, Jones, MacIntyre, Macklin and Nash

Clerk Mrs Kerr

1. Election of the Chair

Councillor Rippin was proposed by Councillor Bravin, seconded by Councillor Macklin. It was resolved that Councillor Rippin would be the Chair of Charlcombe Parish Council for the next year.

2. Election of the Vice-Chair

Councillor Bravin was proposed by Councillor Jones, seconded by Councillor MacIntyre. It was resolved that Councillor Bravin would be the Vice Chair of Charlcombe Parish Council for the next year.

3. Apologies for Absence

Councillor Chorley

Ward Councillors Guy and Warren

4. Review and Adoption of Standing Orders and Financial Regulations

The Clerk advised that the National Association of Local Councils (NALC) Model Standing Orders had not been updated since the Charlcombe Parish Council Standing Orders had been agreed in May 2023.

It was agreed to re-adopt the document with no amendments.

The Clerk advised that the NALC Model Financial Regulations had recently been updated and some changes to the Parish Council document maybe required. It was agreed that the Clerk should review and update the Financial Regulations as needed, ready for consideration at the July 2024 Parish Council meeting.

5. Review of Inventory of Assets

There had been no changes during the last year that required the Asset Register to be updated.

6. Review and Renewal of Insurance Cover

Details of the proposal from Zurich Municipal had been circulated prior to the meeting.

It was agreed that the insurance policy from Zurich Municipal covered the requirements of the Parish Council, and it would be renewed.

7. Confirm receipt of Meeting Summonses by e-mail

All Councillors present confirmed that the Clerk could issue the Summons to a Parish Council meeting via email.

Signed

Chair

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8. Review of Appointments to HR Committee

Councillor Rippin advised that he was required to stand down from the HR Committee as the Chair of the Council but would be responsible for the Clerk's Annual Appraisal in August.

Councillor Bravin would remain on the committee and be joined by Councillor Nash.

9. Review of Council's Representation at External Meetings

The Clerk advised that Bath Preservation Trust Environs Committee and the Bathavon Area Forum have not met since September 2023 and there was nothing to indicate that they would resume.

The following external representation was agreed:

- a) Avon Local Council Association Chair's Meeting – Councillor Rippin
- b) ALCA B&NES Group Meeting – Councillor Rippin
- c) Parish Liaison Meeting – Councillor Rippin would seek clarification on whether Councillor Chorley wishes to remain the Parish Council representative.

10. Ways of Working

Councillor Rippin advised that the two-team system, introduced by Councillor Macklin for reviewing planning applications, would continue. The allocation of Councillors to teams would remain the same, although as Chair, Councillor Rippin will step away from a team in due course.

11. Chair's Annual Report

Councillor Macklin circulated the Chair's Annual Report to Councillors ahead of the meeting. The report is included in the minutes as Appendix 1. Councillor Macklin confirmed that she would be standing down as a Councillor from 15th May 2024 and reiterated her thanks for the support she has received from Councillors and the Clerk, especially during her time as Chair.

Councillor Rippin led Councillors in thanking Councillor Macklin for her report and dedicated service as a member of Charlcombe Parish Council.

The Clerk outlined the process to follow when a casual vacancy occurs and the need to promptly display in noticeboards, the notice of the vacancy when received from B&NES.

12. Declarations of Interest

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

None.

13. Urgent Business

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

None.

14. 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.

Signed

Chair

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15. Minutes of the Parish Council Meeting held on 12th March 2024

Councillor Nash advised that the name of the PCSO was incorrect in minute 16a), it should be PCSO Kelly. With this amendment, Councillor Rippin, as Chair, signed the minutes of the meeting held on 12th March 2024.

16. Town and Country Planning

a) Decisions of the Local Planning Authority

- (i) 23/04642/FUL – Ravenswell Lodge, Access Road to Ravenswell House – Erection of replacement rear extensions, landscaping and associated works, to follow the partial demolition of Ravenswell Lodge – Object -Application withdrawn
- (ii) 23/03833/VAR - Larkhall Football Club Pavilion Plain Ham Valley View Road – Variation of Conditions 2, 3, 5,6 and 7 of 22/03483/FUL and now including the Community Use Agreement – Support - Permit
- (iii) 24/00579/FUL - Ravenswell House, Access Road to Ravenswell House - Erection of oak orangery to replace existing conservatory – Support – Permit

b) Awaiting Decisions of the Local Planning Authority

- (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 – Objections
- (ii) 23/02761/FUL – Court Mead, Langridge Lane – erection of dwelling after demolition of existing bungalow – Objections
- (iii) 23/03747/FUL – Court Farm, Langridge Lane - Refurbishment of outbuilding to use as studio/workspace – Object

The Clerk advised that further documents have been added to the planning portal including some recent documents regarding bats. It was agreed that Councillors Chorley, MacIntyre and Rippin would review the additional documents and determine by 21st May if the Parish Council should submit further comments on this application.
- (iv) 23/03748/LBA - Court Farm, Langridge Lane - Internal and external alterations to refurbish outbuilding to enable use as studio/workspace - Object
- (v) 24/01260/FUL - Larkhall Football Club, Plain Ham Valley View Road – Erection of replacement spectator stand and associated landscaping - Support

c) Applications for Planning Approval for Consideration

- (i) 24/01707/FUL - 2 Westmead Cottages, Deanhill Lane, Upper Weston - Erection of single storey rear extension following demolition of existing conservatory. First floor rear extension. Loft conversion with dormer. Construction of new side entrance canopy

d) Appeals against the Decision of the Local Planning Authority

- (i) 22/ /00500/UNDEV - Charlcombe Grove Farm - Possible unauthorised creation of a dwelling (Planning Inspectorate Appeal Reference 3340256)

Signed

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e) Enforcement Issues

A question was raised about work that was taking place at Roman Lodge Farm. Councillors thought this was related to a 2023 planning application for toilets and a shower block on the campsite. The application would be reviewed to confirm this.

The Parish Council had not been notified of any enforcement issues or concerns.

f) Works to Trees

None.

17. Highways and Footpaths

a) Lansdown Lane/Lansdown Road Junction

One road marking had been amended from 50 to 40, however no other markings indicating the new speed limit of 40mph were in place. The Clerk was asked to follow this up with Highways.

Councillor Nash identified that ideally there should be a stop sign at the top of Lansdown Lane rather than give way markings, as this would reinforce to drivers that they were joining a main road. Councillors agreed that this would be a useful amendment to the scheme and the Clerk would follow this up with Highways and Ward Councillor Warren.

b) Charlcombe Land Landslip

Councillor Jones noted that a temporary solution was in place with 'a car's width' having been cut through the landslip. The Clerk advised that Councillor Chorley had asked Ward Councillor Warren for an update on longer-term plans to fix the issue but it was not clear if he had received a response.

c) Cotswold Voluntary Parish Warden Report

The Annual Report from the Cotswold Voluntary Parish Warden (CVPW) had been shared with Councillors prior to the meeting. Councillor Rippin reiterated the Parish Council's thanks for all that the CVPW and his colleagues did to monitor and maintain the local footpaths.

d) Steps behind Charlcombe Church

The Clerk advised that the CVPW has completed remedial work on one of the steps just below the kissing gate behind Charlcombe Church (BA5/9). He has notified the PROW that further work is required to replace the gravel.

e) Charlcombe Meadows Project

The Clerk advised that the local Cotswold Warden Conservation Officer is in contact with Mike Collins from the Charlcombe Meadows Project. The Cotswold Wardens might be involved with some initial clearance work and improving access to the site.

18. Potential uses of CIL receipts

a) Langridge 20/30mph Speed Limit Signs

Councillor Nash detailed the B&NES Highways proposals for additional signage in Langridge and Upper Langridge to reinforce the 20mph speed limit. The scheme will use several of the existing posts and the overall cost is £1427.26.

It was agreed to go ahead with the scheme, funded from CIL receipts.

b) Installation of additional benches

Councillor Jones reported that no progress had been made on identifying a location for a bench and possibly there was no requirement for a further bench. It was agreed not to pursue this idea further.

c) New poster for noticeboard outside village hall

Councillor Nash reported that the estimated cost of a full colour map, printed on waterproof board and detailing the walks in Langridge, would be about £200.

Concern was expressed about the safety of walkers looking at the map as the noticeboard is on the verge alongside Langridge Lane. It is understood that the noticeboard was put up as part of a project to publicise local walks, but it has not been maintained and is in a poor state of repair. If the Parish Council attached a new map, it might be seen as taking ownership and responsibility for the noticeboard.

It was agreed that other options for providing a map should be considered and Councillors MacIntyre and Nash would form a working group and report back to the next meeting.

19. Finance and Governance

a) Financial Report

The 2023/24 financial report, quarterly overview and current position had been circulated to Councillors prior to the meeting. The 2023/24 financial report is shown in Appendix 2.

Councillor Rippin noted that at the end of 2023/24 the Parish Council had £2000 in financial reserves and a further £3000 in available funds, which is equivalent to the annual precept. The Clerk advised that having approximately 12 months expenditure available was in line with guidance for small councils. This was a factor the Parish Council would need to consider when setting the next budget.

b) Approval of Payments and Expenses

(i) ALCA Annual Subscription- £118.08

(ii) Zurich Insurance - £214

(iii) Clerk's Salary and HMRC Tax (May and June)

The Clerk advised that the April HMRC tax element had been paid using online banking, reducing the need for posting a cheque.

(iv) Internal Audit Fee - £52

(v) Hire of Lansdown and Langridge Village Hall 14th May - £14/hr

(vi) Information Commissioners Office Payment – £40

(vii) SLCC membership – estimated £100

The Clerk suggested that membership of the Society of Local Council Clerks could be an additional useful source of information for the Clerk and Parish Council. It was agreed to proceed with SLCC membership, which would be re-assessed next year.

(viii) ALCA Cyber Security e-learning £15

ALCA had recently provided notes on Cyber Security awareness to Clerks, which includes an e-learning course which should be useful for the Clerk.

These payments were all approved.

Signed

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c) Receipt of Precept 2024/25

The Clerk confirmed that the first half of Precept (£2,500) was received on 4th April 2024.

d) Annual Internal Audit Report

The Clerk presented the Internal Audit Report completed by the Clerk of Wellow Parish Council. The overall outcome was satisfactory, and three advice notes were recorded.

The date when the Financial Regulations and Standing Orders were reviewed in 2023 was minuted but this date should also have been shown on the website copies.

The Transparency Code requires a means of contacting individual councillors to be published on the website. Councillors have chosen to publish their postal addresses and the auditor suggests that consideration should be given to moving to generic .gov.uk email addresses.

e) External Audit – Annual Governance Statement (Section 1)

The Clerk presented the Annual Governance Statement (Section 1) for 2023/24, which was approved and then signed by the Chair.

f) External Audit – Annual Accounting Statement (Section 2)

The Clerk presented the Annual Accounting Statement (Section 2) for 2023/24, which was approved and then signed by the Chair.

g) Date for commencement of exercise of public rights.

The Clerk explained that this date marked the beginning of a six-week period when members of the public could request further information about a council's annual accounts and audit.

The proposal to announce the commencement period on 19th June with the inspection period running from 20th June – 31st July was agreed.

h) External Audit – Resolution to approve Certification of Exemption

The Clerk presented the Certificate of Exemption which was approved and then signed by the Chair.

i) Confirmation of bank account signatories

The bank account signatories are Councillors Bravin, Chorley, Jones and Nash.

j) NALC update - gov.uk domain names

The Clerk advised that in line with the internal audit observation, NALC had published several articles outlining why parish councils might want to move to using gov.uk domains and email addresses. It was agreed that the Clerk could investigate this further without committing the Parish Council to changing over. The Clerk would look to report back in July.

20. Correspondence Received

a) Charlcombe Amphibian Rescue 2024

The Charlcombe Toad Rescue Group had written to thank the Parish Council for the donation of £150 towards their work. The group reported that the migration went well this year with a total of 3,177 live amphibians recorded (1,305 toads, 987 frogs and 885 newts) which was a considerable increase in toad and newt numbers from previous years.

Signed

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On the downside, a higher number of dead amphibians overall (195) was recorded due to a significant number moving in the unexpected mild wet weather on 6th February the week before the road closure.

b) Avon and Somerset Police PCSO

Councillor Nash reported that he had contacted PCSO Kelly following concerns from local residents about police officers visiting properties. PCSO Kelly had confirmed the visits were genuine.

Clerk is awaiting a response from PCSO Kelly about a date to attend a Parish Council meeting.

21. External Meetings

a) ALCA Chairs Mtg – Cllr Macklin – 23rd April – online

Councillor Macklin advised that the ALCA Chairs meeting was a new initiative launched by Barnaby Harding, the recently appointed ALCA Chief Officer. She recommended that a Parish Council representative should attend future meetings.

b) BANES ALCA Group Meeting – Councillor Rippin – 11th June, online at 7.30pm

c) Parish Liaison Mtg – 26th June at 6.30pm in Keynsham

Councillor Rippin would ask Councillor Chorley if he could attend this meeting.

22. AOB

a) Annual Leave

Arrangements for when the Clerk was on annual leave were discussed.

b) Presentation to Councillor Macklin

Councillor Rippin thanked Councillor Macklin for her significant contribution to the Parish Council and particularly for the expertise and care she had shown throughout her time as Chair of the Council.

Councillor Macklin was presented with a card and small token of appreciation and Councillors wished her well for the future.

23. Dates for next Meetings

Tuesday 9 July 2024 CPC Meeting (Langridge and Lansdown Village Hall)

Tuesday 10 September CPC Meeting (Langridge and Lansdown Village Hall)

Tuesday 12 November CPC Meeting – location to be discussed at the July meeting.

Mrs R Kerr
Clerk to Charlcombe Parish Council
XX May 2024

Signed

Chair

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Appendix 1

Chair's Annual Report 2023/2024

Prepared by Councillor Hilary Macklin for the Annual Meeting of Charlcombe Parish Council to be held on 14th May 2024.

Charlcombe Parish Council (CPC) continues to play a pivotal role in the parish of Charlcombe and, through our six meetings and a residents' meeting per year, we endeavour to act in the interests and needs of the community for now and in the future. Residents are welcome to attend any of CPC's meetings and details are published on the CPC website.

Planning

It is of the upmost importance that CPC ensures that all planning applications are carefully considered taking into account the needs of the applicant, residents and the environment. During the year, CPC considered 21 applications compared to 22 in the previous 12 months. Of these, twelve planning applications were supported, two were supported with observations and seven had objections although four of these were outside the parish boundary. Four applications for tree work were considered with three supported and one supported with observations. One traffic notice was supported with observations.

Membership of Organisations

The Council has maintained its membership of the Avon Local Council's Association (ALCA), CPRE and the Bath Preservation Trust.

Governance and Finance

The internal audit scheme, previously facilitated by ALCA, was not arranged this year and small parishes have had to make their own arrangements for the accounts to be audited by another council's clerk. It is hoped that ALCA will co-ordinate the scheme again in the future. The PC was in receipt of further Community Infrastructure Levy (CIL) money this year and is considering how best to use this for the benefit of the parish.

Parish Footpaths

Once again CPC, and indeed all of the parish, is indebted to The Cotswold Voluntary Wardens for all of the maintenance and the other work they undertake to the footpaths in the parish along with a considerable number of other improvements and preservation projects. In particular, we would like to thank our parish warden Keith Weller and his colleague John Kerr.

Charlcombe Toad Rescue Scheme

The local amphibian rescue team has had a bumper year both in terms of numbers rescued and also publicity. They were featured not only on local news stations and publications but also appeared on the BBC national news. CPC gave the scheme a donation of £150 to support their good work.

Highways

The PC has been concerned for some time about the dangerous Lansdown Lane/Lansdown junction and has urged BANES to address the problem. We are pleased to see that BANES, after our involvement, has now introduced lower speed limits on that stretch of road and additional safety signage. We feel, however, that even more steps could

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be taken, and CPC will continue to monitor the situation. CPC is also carefully monitoring the condition of Charlcombe Lane particularly after a significant landslip in February this year.

The 20mph speed restriction which has now been implemented in Langridge Lane and other local roads is not as effective as had been hoped in reducing the speed of some vehicles. It is CPC's intention to install further signage alerting drivers to the fact that they are entering a residential area.

Website and Notice Boards

CPC considers that communication with the residents is a priority, and our excellent website and well-maintained notice boards continue to provide useful information for residents and visitors alike.

Summary

I am standing down as Chair and as a parish councillor this year. It has been a privilege to serve as a councillor on CPC and as it's Chair for the last three years. CPC works as a cohesive team with each member having an equal contribution and each councillor brings something different to the table to ensure a balanced view of the subjects to be discussed. Being part of the parish council is an excellent way for residents to contribute, and make a difference to, the environment in which we live and I would encourage anyone who is eligible to consider joining the PC. Vacancies occur on the council from time to time and if you are interested you can inform our parish clerk to make sure that you are notified of the process.

Finally, I would like to thank my fellow parish councillors for their support in the last three years and for the time they give so generously. A parish council, however, cannot operate effectively without the help and guidance of their clerk and CPC is very fortunate to have an excellent clerk, Rosemary Kerr, and we could not work so efficiently without her diligence and invaluable assistance.

I wish CPC the very best for future challenges.

Hilary Macklin
Chair, Charlcombe Parish Council

Signed

Chair

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Appendix 2
Financial Year ending 31st March 2024

Prepared by Mrs R Kerr (Parish Clerk/RFO) - 31st March 2024

£
 Current Acct Balance: **16,445.91**
 Net Balance: **16,218.41**

The net balance reconciles to the Cash Book (receipts and payments account) for the year as follows:

	£ Old Account	£ New Account	£ Total
Opening balance 1 April 2023	4,127.35	9891.08	14,018.43
Add: Receipts in the year:			
03-Apr-23 Precept		2500.00	2,500.00
30-May-23 Transfer on closing old account		4060.95	4,060.95
08-Aug-23 VAT Receipt		691.55	691.55
02-Oct-23 Precept		2500.00	2500.00
02-Jan-24 CIL		1521.43	1521.43
Less: Payments in the year			
29-Apr-23 Donation to Larkhall Football Club		250.00	250.00
29-Apr-23 Donation to Cotswold Countryside Fund (Wardens)		250.00	250.00
29-Apr-23 Clerks April Salary		166.38	166.38
09-May-23 HMRC re Clerks Salary - April 2023		27.00	27.00
09-May-23 ALCA Annual Membership		113.99	113.99
09-May-23 Zurich Municipal Insurance 2023-24		214.00	214.00
09-May-23 IOC Data Protection Certificate Renewal		40.00	40.00
09-May-23 Siteground Hosting (replacement of o/s Sept 22 cheque)		0.00	0.00
09-May-23 Printing of Annual Meeting flyer		21.00	21.00
09-May-23 Clerks Internal Audit Fee		44.20	44.20
09-May-23 SLCC Website Accessibility Training for Clerk		60.00	60.00
17-May-23 Bath Preservation Trust 2023-24		20.00	20.00
26-May-23 Transfer to new account	4,060.95		4,060.95
13-Jun-23 HMRC re Clerks Salary - May 2023		27.00	27.00
22-Jun-23 CPRE Annual Membership		45.00	45.00
21-Jul-23 Clerks Salary - May 2023		166.38	166.38
13-Jul-23 Clerks Salary - June 2023		166.38	166.38
11-Jul-23 HMRC Tax on Clerks Salary - June 2023		27.00	27.00
21-Jul-23 Essential Councillor Training - Cllr Nash		40.00	40.00
20-Jul-23 July L&L Hall Hire at £14/hr		21.00	21.00
15-Aug-23 May L&L Hall Hire at £14/hr		56.50	56.50
17-Aug-23 HMRC Tax on Clerks Salary - July 2023		27.00	27.00
31-Aug-23 Clerk's Salary - July 2023		166.38	166.38
05-Sep-23 Siteground Hosting for 2 years (Clerk)		276.19	276.19
05-Sep-23 Clerk's Salary - August 2023		193.50	193.50
05-Sep-23 Clerk's expenses - late March - August		81.04	81.04
05-Sep-23 Lansdown and Langridge Hall (Sept)		21.00	21.00
05-Sep-23 HMRC Tax on Clerks Salary - August 2023		34.00	34.00
03-Oct-23 Clerk's Salary - Sept 2023		193.50	193.50
03-Oct-23 HMRC Tax on Clerks Salary - Sept 2023		34.00	34.00
31-Oct-23 HMRC Tax on Clerks Salary - October 2023		34.00	34.00
07-Nov-23 Clerks Salary - October 2023		193.50	193.50
07-Nov-23 St Stephens Room Hire £15/hr (Oct 31st)		30.00	30.00
04-Dec-23 HMRC Tax on Clerks Salary - November 2023		34.00	34.00
04-Dec-23 Clerks Salary - November 2023		193.50	193.50
16-Jan-24 Clerks Salary - December 2023		193.50	193.50
17-Jan-24 HMRC Tax on Clerks Salary - December 2023		34.00	34.00
05-Feb-24 St Stephens Room Hire £15/hr (Jan 16th)		30.00	30.00
05-Feb-24 Clerks Salary - January 2024		193.50	193.50
13-Feb-24 HMRC Tax on Clerks Salary - January 2024		34.00	34.00
15-Mar-24 HMRC Income Tax Deduction (Feb)		34.00	34.00
19-Mar-24 Clerks Salary - February 2024		193.50	193.50
19-Mar-24 Clerk's Expenses		98.50	98.50
19-Mar-24 St Stephens Room Hire £15/hr (Mar 12th)		30.00	30.00
19-Mar-24 Donation toCharlcombe Toad Rescue Group		150.00	150.00
19-Mar-24 Annual CPRE Membership plus Donation		69.00	69.00

Signed

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Unpresented Cheques from FY 2022-2023				
20-Sep-22	Siteground website hosting (SC)		172.66	172.66
31-Mar-23	HMRC Income Tax Deduction (Mar)	66.40		66.40
Online approvals from 2022-23				
31-Mar-23	Lansdown and Langridge Hall (March)		30.00	30.00
31-Mar-23	Clerk's Salary - March 2023		126.98	126.98
31-Mar-23	Clerk's Expenses 2022/23		62.02	62.02
Unpresented Cheques from FY 2023-24				
31-Mar-24	HMRC Income Tax Deduction (Mar)		34.00	34.00
Payments awaiting online approval 2023-24				
31-Mar-24	Clerk's Salary - March 2024		193.5	193.50
Closing balance per Cash Book (receipts and payments account)			0.00	16,218.41
Reserves			£9,093.42	
<i>CIL</i>			<i>£120.00</i>	
<i>WCEF Maintenance Fund for Steps</i>			<i>£2,000</i>	
<i>Contested Election contingency</i>			<i>£2,000</i>	
<i>Financial Reserves</i>				
<i>Total earmarked funding and contingency</i>			£13,213	£13,213
Available Funds				£3,004.99

Signed

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