ENGLISHCOMBE PARISH COUNCIL

**(Serving Barrow, Englishcombe, Haycombe, Inglesbatch, Kilkenny, Nailwell & Padleigh)**

**The Annual Parish Council Meeting**

**held on Monday 9th May 2022 at 7.30pm**

at the OldSchoolhouse, Englishcombe

**MINUTES**

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| 1 | **Apologies for Absence**  MM, NB, AW, WP  **Present:** Councillors: Robert Law (Chairman); Brian Huggett; Anne Corlett; Brian Scurlock and the Clerk Jack Roach |
| 2 | **Election of Chairman:** BH expressed his views that RL as Chairman is doing a very good job with the heavy workload that he has shouldered during the past year. Discussion ensued about the importance of planning for a successor. Councillors and Chairman agreed that it would be sensible to explore and suggest likely persons who could work alongside the Chairman ahead of a change of chair. BH and other councillors believed we should look to fill the current vacancy in council too.  RL has made inquiries about possible future Cllrs. AC believes we may need to advertise the position of parish councillor, and make the post a more attractive proposition.  RL acknowledges the previous year has been a challenge though EPC is in a good position, including financially. BH believes that EPC should be active in the following year to promote attendance of parishioners at meetings, improving the village environment and assets and addressing common problems (such as road safety and signs) |
| 3. | **Formal Declaration of Acceptance of Office by Chairman**  RL elected unanimously as Chairman of the PC |
| 4  4.1. | **Formal Declaration of Acceptance of Office by Vice Chairman**  BH Elected unanimously as Vice Chair |
| 5 | **Declarations of Interest and Dispensations:** None |
| 6 | **Review and Confirm or Amend Standing Orders and Financial Regulations**  These had been studied and suggested amendments would be forthcoming during the year. |
| 7 | **Reappointment of Grievance and Disciplinary Sub Committees**  EPC acknowledges there has previously been no cause to raise serious grievances in the past, though sub committees are in place to manage grievances and disciplinary issues should they arise in future. Responsibilities are as follows: **Grievance**: **BH**  + AC; BS **Disciplinary**: **RL** + AW; WP |
| 8 | **Appointment of Internal Auditor:** Mr. Stuart Pollard from ASL. EPC supports this appointment. |
| 9 | **Review and Confirm or Amend Parish Sweeper Contract**  Already agreed in the meeting of 11th April |
| 10 | **Review & confirm or amend Clerk/RFO contract:** completed & agreed at EPC 11 April |
| 11 | **Review and Confirm or Amend Paying Salaries by Standing Order:**  Decision already approved and expedited. |
| 12 | **Review and Confirm or Amend Banking Arrangements and Bank Mandate**  Agreed in previous meetings.  **Action:** that EPC accounts will move to NatWest from HSBC. Accounts will be merged but transactions at present on the Millstream separate account will be separately identified. Internet banking will be opened, as agreed. |
| 13 | **Appointment of Parish Council Representative(s) to:**   1. **The Wheelwrights/Millstream Project Committee** (which holds meetings twice a year) Members are: RL,BH,AW, Richard Swinburn, Bob Marjot, Alison Rushgrove and Matt Hulme. Helping Parishioners: Helen Coltart 2. **Bath Preservation Trust Environs Committee**   EPC in favour of RL continuing in his position in the committee. Meetings considered useful due to contact with other PCs. Common problems with planning are discussed by the committee. |
| 14 | **Review Handover Document from previous Clerk and RFO**  New clerk has found the handover documents from Kathryn Manchee to be very useful, as well as the yearly plan of regular duties for the clerk/RFO. |
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| 15 | **PARISHIONERS MATTERS:** None submitted |
| 16 | **PARISH COUNCIL MATTERS** |
| 16.1 | **Approval of EPC Minutes of Meeting 11 April 2022:**  **Approved** |
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| 16.2 | **Matters Arising from the 12 April Meeting not covered by agenda**  The type of parish projector was not fully resolved at the previous meeting.  Following further discussion, EPC supported the purchase of an ACER C202i Mini for £239.99 **Action:** EPC will purchase it from the internet once internet banking has been set up with NatWest (see item 12) |
| 17 | **PLANNING** |
| 17.1 | **Correspondence and consideration of renewable sources of energy**  Alternative sources available to the parish include solar, water and heat source recovery pumps. Examples of renewable sources currently in place can be found in Innox grove.  **Action:** EPC is actively looking into renewable sources of energy for the Parish. Air heat source recovery pump prices are going down.EPC has signed up to B&NES Climate Emergency statement. |
| 17.2 | **Update on the Conservation Area Appraisal**  BH: B&NES have reported that they do not have capacity to address this task at present. |
| 17.3 | **Progressing the Extension of the Cotswolds Area of Outstanding Beauty**  BH: Previous decision declining extension of CAONB request remains the same. |
| 18 | **FINANCE** |
| 18.1 | **Risk Assessment and Insurance Renewal Approval**  EPC Sees no significant change in the financial situation from the previous year and the  existing Assessment statement was endorsed. |
| 18.2 | **Payments for Approval:**  **£464.59** Zurich Insurance renewal  Approved, (Action: RL will inquire about any potential reduction in the premium due to Englishcombe Times being no longer in production. AC: The future of Englishcombe Times is in the hands of Mr Tim Hancock, but it will unlikely to be under the auspices of EPC)  **£338** (SO) + **£52** Clerks Fee and Extra Hours/Expenses, April  **£238.45** (SO) Sweepers Fee April. Both Approved  Millstream and Wheelwrights invoices given to the clerk. Cheque will be signed and paid at the next meeting. |
| 18.3 | **Financial Report**  No change in financial situation from report on Meeting on 28th .  Clerk awaiting statements for May from HBSC. Action: RL to chase |
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| 19 | **HIGHWAYS, RIGHTS OF WAY & ALLIED MATTERS** |
| 19.1 | Highway and PROW Issues: Issues ongoing |
| 19.2 | **Update on Community Speedwatch** and consideration of other ways of tackling speeding in the parish. Action: AC to continue to gather further info with a ‘speeding App’ for assessment by the Police. |
| 19.3 | No progress to report on the **Visibility Issues** and **junction warning signs** at the hazardous junction between Rectory Farm Lane and Englishcombe Road and between Englishcombe Road and Innox Grove. Action: RL to pursue with B&NES Highways. |
| 19.4 | **CIL (Council Infrastructure Levy)** Progress on installation of pavement to improve post box and notice board access, repair and painting of the Parish notice Board and Village signpost still to happen. BH would contact Kevin Dought who does work for the Duchy to get a price and specification for the pavement. Possible supply of materials from BH himself.  BH suggested that **Defibrillators** positioned in the village would be a constructive way to spend CIL money, EPC in broad agreement but would investigate how this is best implemented. Rough estimate of costs could be around £1500.  BH also informed the Council that the late **Dr Jenny Walker** had bequeathed £1500 for use in the village.  AC raised concerns about having two defibrillators in Englishcombe village rather than being distributed more widely in the different settlements. AC suggested it would be worth canvasing the Parish for its opinion and to learn about the response times for this item to be effective in an emergency. BS notes that defibs would be a good investment and have been used effectively in a nearby parish of Priston.  EPC agrees that defibs will need to be usable for anyone to utilise in an emergency. RL: Instruction should be offered to volunteers in addition to First Aid training that includes CPR (CardioPulmonary Resuscitation).  Action: BH & Win Huggett will produce a report into options available for a defib for the parish. RL will make enquiries about first aiders in the village who might be trained to use one. |
| 20 | **Millstream and Wheelwrights Workshop and Orchard Committee Report**  BH: Work continues and will discuss with the committee about establishing the area leading to the stream with some bird/bee/butterfly friendly shrubs and small fruit trees as the area currently looks bare. EPC would like to express thanks to all members of the Millstream Committee and other parishioners for the maintenance work and suggestions for its enhancement, over the past year. |
| 21 | **Parish Website**  AC: no progress yet on the transfer of the domain name to the new site. Date needs to be arranged for the transfer between Mr Hancock and AC. Information and history of the parish currently being inputted into the website. Action: Clerk will locate the PDF file that includes the history of the parish, and send it to AC. For pictures of the village, an Instagram widget has been incorporated into the parish site. RL: Site might include history of Parish people over the years. AC: a part of the site related to current affairs of the village would also be useful, possibly also a page featuring items for sale in the parish. Walks through the village and Map of parish would also be useful additions. |
| 22 | **HM The Queen’s Platinum Jubilee 5th June**  The Chapel was laying on cream teas in the afternoon in celebration of HM Platinum Jubilee to which all in the village were welcome. The Millstream would be available for people to bring their own picnics to and RL suggested welcoming and including Ukrainian refugees into the parish celebrations, if possible. **Action:** RL will make enquiries to BANES and other organisations. |
| 23 | **District Councillors’ Report** : none |
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| 24 | **Reports by Clerk/Councillors/Chairman:** none  RL thanked all councillors for their involvement and their work on behalf of EPC and the wider parish. |
| 25 | **CORRESPONDENCE:** None |
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**Dates of EPC meetings 2022/23**

**June 13th; July 18th; September 19th; November 7th; December 12th;**

**2023 January 23rd**

**Jack Roach Clerk to the Council**

**Signed by: Chairman to the Council**

**HM The Queen’s Platinum Jubilee 5th June**

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