**ENGLISHCOMBE PARISH COUNCIL**

DRAFT MINUTES

Meeting held Monday 10 May 2021

The Old School House, Englishcombe

**Present:** Cllrs Robert Law (Chairman), Tim Hancock, Brian Huggett, Brian Scurlock, Teresa King District Councillor Matt McCabe.

**Apologies:** Cllrs Anne Watson, Will Pow. District Councillor Neil Butters.

**Clerk:** Andrew Stewart.

**1. Election of Chair.**

Councillor Robert Law was re-elected as Chair and made a formal declaration of acceptance of office.

**2. Declarations of Interest and Dispensations.** There were none.

**3. Review and Confirm or Amend Standing Orders and Financial Regulations**. There were no changes made.

**4. Appointment of Grievance and Disciplinary Sub Committees.** Cllr Watson was appointed.

**5. Appointment of Internal Auditor.** The Council was unable to appoint an Internal Auditor owing to the current incumbent having stood down and a successor not yet being identified.

**Action:** Councillors to consider anyone who might be suitable with a view to appointing someone at their next meeting (14 June).

**6. Review and Confirm or Amend Parish Sweeper Contract.**

There was a discussion regards the Parish Sweeper in the light of the discussion at the Annual Parish meeting, including the views of Parishioners. Also, in the light of the decision of the District Council to introduce charges to dispose of certain domestic DIY waste at Recycling Centres.

Action: The Clerk was instructed to write to the District Council Cabinet Member to express the Council’s concern that the decision to introduce charges could lead to increased fly-tipping in the Parish.

Cllr Hancock explained that the Council was committed to the current contract for a further 12 months.

Action: The Clerk was instructed to liaise with the Parish Sweeper regards the service and how they operated.

The Council asked District Councillor McCabe about whether a mechanical sweeper ever visited the Parish.

Action: The Clerk was instructed to write to the District Council to ascertain if it did and if so the periodicity.

**7. Review and Confirm or Amend Clerk and RFO’s Contract.**

A new Clerk having recently been appointed it was agreed that he would be employed under whatever standard National Local Council Associations contract.

Action: The Clerk was instructed to obtain details of this for the next meeting.

**8. Review and Confirm or Amend Paying Salaries by Standing Order.**

It was agreed that these would continue to be paid at their current levels pending review at a later point.

**9. Review and Confirm or Amend Banking Arrangements and Bank Mandate.**

The Clerk reported that he was still trying to get HSBC to amend the Council’s Bank Account details to reflect the change in Clerk and that this was proving difficult. A written letter of authority was provided by the Council to confirm his appointment in the hope that this would enable HSBC to accept this.

**10. Appointment of Parish Council Representative(s) to:**

**- The Wheelwrights/Millstream Project Committee,**

**- Bath Preservation Trust Environs Committee.**

Cllrs Huggett and Law were respectively re-appointed to these roles.

**11. Review Handover Document from previous Clerk and RFO.**

The Council reviewed this and agreed to make an ex-gratia payment of £275.00 to Cllr Hancock in recognition of the time and effort he had made in facilitating the handover from the retiring to new Clerk.

**12. Parishioners Matters.**

**12.1 Padleigh Kennels.**

The Chair advised that he had been approached by Mr Kevin Fenton, the owner and proprietor of the former Padleigh Kennels site, regards the future of the site and his aspiration to obtain planning permission to build residential dwellings on it.

The Council discussed the planning history of the site and its present use, the potential of the site being allocated for housing and the potential implications of this including traffic safety concerns and the suitability of the site for sustainable, affordable housing including design standards and connections to local amenities.

It was noted that the operations being undertaken on part of the site were being investigated by the District Council and Environment Agency.

It was noted that the site lies outside of the Parish but abuts the border (being in Southdown Ward and also abutting Odd Down ward). It was agreed that the site would be included in the review of the Neighbourhood Plan.

**13. Approval of Minutes of Meeting held 12 April 2021.**

The minutes were approved.

**13.1 Matters Arising from the 12 April Meeting not covered by agenda.**

**13.1.1 Projector**

It had still not been agreed what the arrangements would be regards the projector

purchased jointly by the Council with Dunkerton PC through the Clerk’s expenses on the basis each would pay half (i.e. 50/50). The Clerk was actioned to continue to liaise with Dunkerton PC to see what arrangements could be made (i.e. some payment in kind).

Action: Clerk to write to Dunkerton PC

**14. Planning**

**14.1 Results, correspondence and consideration.**

**‘The Old Nursery’ Haycombe.**

The Clerk is in contact with the District Council regards the development that had taken place and investigations continue to establish whether that may or may not be covered by Permitted Development Rights and whether any change in use might require Planning Consent.

Action: Clerk to continue to liaise with District Council Planning Officers.

**1 Rose Cottages, Kilkenny Lane – Garage and use.**

**1 Woodside Cottages, Kilkenny Lane – Development. Notification of neighbours.**

The Clerk advised that he had written to the District Council and awaited a response.

**Land at Inglescombe Lane, Haycombe Lane.**

The Clerk advised that the District Council had issued a Planning Contravention Notice (PCN) and the owner had 28 days to respond to this.

**14.2 Update on the Conservation Area Appraisal.**

Cllr Huggett advised at the last meeting that the Appraisal document is in its agreed draft form, with the additional areas for incorporation into the Conservation Area (Busson's Field including the Mill Pond, and the Model Farm Buildings belonging to Manor Farm) provisionally agreed. Delays have been experienced due to B&NES work pressures and the requirement for additional information including Locally Listed Heritage Assets and Green Issues hence it remains in the course of preparation. Cllr Huggett will continue to press to achieve completion.

Action: Cllr Huggett to continue to liaise with the District Council.

**14.3 Progressing the Extension of the Cotswolds Area of Outstanding Beauty**

Cllr Huggett advised at the last meeting that the outgoing Chief Executive of the Cotswolds Conservation Board had developed a road map and this would be taken forward by his successor, Andy Parsons. Three local Parishes were involved – Combe Hay, Newton St Loe, Newbridge and Kelston.

Action: Cllr Huggett to continue to liaise with Cotswolds Conservation Board and partner Parishes.

**15. Finance**

**15.1 Risk Assessment and Insurance Renewal Approval.**

The Council noted that the Risk Assessments previously undertaken would need to be reviewed and the Councils Insurance Renewed. The Clerk was instructed accordingly.

**15.2 Payments for Approval.**

The following payments were approved:

Cllr Hancock £275.00 Ex-gratia payment of £275.00 to Cllr Hancock in recognition of the time and effort he had made in facilitating the handover from the retiring to new Clerk. (Item 11 above).

Cllr Hancock £14.39 expenses (Zoom subscription). (Cheque 100991)

Parish Sweeper Standing Order £229.78

**15.3 Review necessity for ZOOM meeting contract.**

The Council agreed not to renew the monthly subscription in the light of the Government decision not to allow on-line or hybrid meetings.

**15.4 Financial Report.**

Details of Bank Balance’s from the 2021-2022 Ledgers:

The balance of funds in the Community Account as at 1 May is £10,931.74 Community Infrastructure Levy Funds Account (Business Money Manager account) is £3,188.26.

The Millstream and Wheelwrights Funds balance is £2,177.84.

(Bank statement dated 5 May 2021 now received via the previous Clerk)

The first Precept payment (£4,333.50) was paid 7 April 2021.

The Clerk advised that he had still not been able to resolve the issue of the Parish Sweeper payment update not being accepted by HSBC.

Action: Clerk to continue to liaise with HSBC re payment to Parish Sweeper to investigate and resolve.

**15.5 Appointment of new Internal Auditor**

As noted above at Item 5. The Council was unable to appoint an Internal Auditor owing to the current incumbent having stood down and a successor not yet being identified.

Action: Councillors to consider anyone who might be suitable with a view to appointing someone at their next meeting (14 June).

**16. Highways, Rights of Way and other allied matters.**

**16.1.1 Update on Community Speedwatch and consideration of other ways of tackling speeding in the parish.**

The Chair advised that owing to the pandemic it had not been possible to progress this with the police.

**16.1.2 Progress Report on addressing the visibility issues at the Rectory Farm Lane and Innox Grove junctions.**

The Chair advised that action remained with the District Council and Stefan Chiffers Highways Officer.

**16.1.3 Progress Report on consideration of installation of pavement to improve post box access and junction warning signage installation.**

The Chair advised that as with Item 12.1.2 action remained with the District Council and Stefan Chiffers Highways Officer.

**17. Millstream and Wheelwrights Workshop and Orchard Committee Report.**

The grass continued to be cut and wildflowers were becoming established.

**18. Parish Newsletter and Website.**

Cllr Hancock reported that the next edition of ‘Englishcombe Times’ was due to be published on 1st June and requested articles be sent to him before 18th May.

**19. District Councillors’ Report.**

Cllr McCabe reported that following a Cabinet re-shuffle he had been appointed to the position of Cabinet Assistant Climate and Sustainable Travel and Planning.

He also reported that the community tree nursery project was looking for more landowners able to allow other areas to be used.

**20. Reports by Clerk/Councillors/Chairman.**

There were none.

**21. Other Correspondence**

There was none to report.

The Chair closed the meeting at 21:00

Andrew Stewart

Clerk to the Council