

**MONKTON COMBE PARISH COUNCIL**

**Minutes of the Ordinary Parish Council Meeting**

**Held in the Village Hall on 17<sup>th</sup> September 2012 at 7.15pm**

**Parish Council:** Cllr Gavin Douglas (Chairman) (GD), Cllr Lyn Alvis (Vice-Chairman) (LA), Cllr Des Wighton (DW), Cllr Peter Bossom (PB), Cllr Ross Buchanan

**Others Present:** Mr Ian Russell (Clerk), B&NES Cllr Neil Butters

- 1 a. **TO RECEIVE APOLOGIES:** None for this meeting; RB apologised for missing last meeting.
- 2 **DECLARATIONS OF INTEREST RE AGENDA:** GD – Item 5 Planning: 12/00111/FUL  
PB expressed concern about how his various employments in the village will affect his role as a councillor – this item deferred to next meeting when new code of conduct is expected to be available.

- 3 **MINUTES:**  
a. Minutes of Ordinary Council meeting held on 6<sup>th</sup> August 2012 were approved and signed by Chairman of Council.

4 **Bills and Accounts**

a. **Payments:**

08.08.2012	829	HMRC	PAYE April to June	54.80
17/09/2012	830	Tom Hammond	Bench seat repair	85.00
17/09/2012	831	Mazars	Annual Audit to 31/03/2012	144.00
17/09/2012	832	Lyn Alvis	Ian Croker Mower fuel	7.01
17/09/2012	833	Ian Russell	Salary Aug (Month 5)	86.73
28/09/2012	834	Ian Russell	Salary Sep (Month 6)	86.73
17/09/2012	835	Jeff Avis	Garden tidy	160.00
17/09/2012	836	SALC	Clerks 1&2 Training	30.00
17/09/2012	837	Ian Russell	Clerk's expenses to 17/09/12	35.17
17/09/2012	839	HMRC	PAYE to 5th October	64.80

b. **Receipts:**

15/08/2012	257	b&nes	village cleaning	243.82
03/09/2012	258	b&nes	village cleaning	243.82

- c. **Bank Balances as at 30.08.12**
- |                             |                  |                     |
|-----------------------------|------------------|---------------------|
| <b>Current</b>              | <b>£100.00</b>   |                     |
| <b>Reserve (MCPC)</b>       | <b>£9,746.62</b> |                     |
| <b>Reserve (Miss Davis)</b> | <b>£3,597.74</b> | <b>(29/06/2012)</b> |

- d. **Decision made to purchase additional parish notice board**  
Clerk, PB **ACTION:** Clerk to order; PB to fit

- e. **Decision made to purchase replacement bench seat - Balmoral 150cm seat with Jubilee inscription.**  
Clerk **ACTION:** Clerk to order; and arrange installation at top of Drung in Shaft Road. Existing seat there to be moved to Playground; old seat to be disposed of.

Approved and signed 12<sup>th</sup> November 2012 by the Chairman.

- 5
- PLANNING**
- a. **10/02577/FUL Monkton School:** Course of old Somerset Coal Canal – change of use from Car Park to stationing 15 touring caravans for up to 7 days each year  
**Delegated** – Decision still pending; awaiting further contact from B&NES Planning
- b. **Barn in Summer Lane:** Removal of hedge and extension of hard standing with post holes:  
**Clerk contacted council** on 24/07/2012 to query the planning position on this apparent development. B&NES Planning Enforcement officer has viewed site and ascertained that the works are part of the new SusTrans Two Tunnels Project, replacing an existing hard standing above Tucking Mill. The landowner plans to reinstate the hedge when works in Summer Lane are complete.
- c. **12/02773/FUL Ralph Allen School:** Erection of single storey replacement to storage and bike sheds.  
Clerk sent in Parish Council response.  
**ACTION:** Clerk to ask B&NES Planning for school's response to our comments about the roofing
- d. **12/00111/FUL Combe Grange, Shaft Road.** (Cllr Douglas declared an interest and withdrew.)  
Change of use from school dormitory accommodation to domestic dwelling (Use Class C3), external and internal alterations including changing roof tiles and general restoration to original structure, demolition of flat roof garage and formation of car ports, new shed/drive through and restoration of boundary walls.  
Council Response sent 17/08/2012  
**Clerk ACTION:** Clerk to write to B&NES planners and conservation officer to ask them to monitor the reinstatement of the gateway after works completed.
- e. **B&NES Gypsy, Traveller, Travelling Show-people site allocations DPD – 22/08/2012**  
Letter received from B&NES Planning Department notifying parish councils of the 27 suggestions received by them in response to their Call for Sites. Many of these are deemed unsuitable.
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- MATTERS ARISING FROM MINUTES OF MEETING 6<sup>TH</sup> AUGUST**
- a. **Item 4.d. New signatories for bank accounts – completed**
- b. **Item 5.c. 12/02335/REM Westfield House, Summer Lane** – Chairman visited owner to reassure her of the council's support for her application
- c. **Item 5.d. 11/0524/FUL 6 Southview:** Chairman spoke to Emery's and they have complied.  
**GD FURTHER ACTION:** GD to raise issue of reinstatement of field adjacent to site with owners MCS, at meeting with school Bursar on 1<sup>st</sup> October.
- d. **Item 5.j. Planning applications in the parish:** Clerk contacted B&NES planners and they confirmed that they will send hard copies of plans in future.
- e. **Item 5.k. Closed footpaths in area above Tucking Mill** – B&NES confirmed that footpath closures are temporary during the SusTrans Two Tunnels Project works.
- f. **Item 5.l. Satellite Dishes appearing within conservation area**  
**LA ACTION:** LA will speak to owner and inform him of complaints and ask if he would either apply for planning approval or move it out of sight from the highway.  
**Item 5.m. 12/00111/FUL Combe Grange, Shaft Road.** Action completed
- g.
- h. **Item 6.b. Barclays Bank**  
**Clerk, GD, LA ACTION:** Clerk to arrange meeting with GD & LA at Barclays Bank for completion of transfer of banking arrangements and arrange additional signatories.

Approved and signed 12<sup>th</sup> November 2012 by the Chairman.

- i. **Item 6.c. Playground Nut Caps from Cradle Swing seat**  
No works now required.
- j. **Item 6.e. – 10/05151/FUL MCS Governor's Field**  
Clerk wrote to B&NES and they replied that the application has been refused for a second time and that no further applications for this site will entertained.
- k. **Item 6.f. – Drainage in Shaft Road:** The Chairman contacted B&NES Highways Officer, Nick Sperring, who has said he will review all the drainage in Shaft Road.  
**GD** **ACTION:** *Chairman to maintain contact with NS over this matter.*
- l. **Item 6.h. Gift To Jane Angell**  
Chairman sent gift and Jane sent her thanks to the council
- m. **Item 9.c. Road Safety markings in the village**  
Chairman contacted Nick Sperring who confirmed that the Road Safety markings in the centre of the village are currently under a 28 day works order.  
**Clerk** **ACTION:** *Clerk to contact NS to inform him about the missing Give Way sign in Church Lane, near the junction with Brassknocker Hill.*  
Chairman informed council that he and LA will be attending a further meeting with the MCS Bursar on 1<sup>st</sup> October 2012.
- n. **Item 11.a. Repaint phone box & pillar box**  
Clerk has been in contact with BT and Royal Mail and they confirmed that they have now put the phone box and post box on their maintenance schedules for the new year.
- o. **Item 11.b. Remove redundant notice boards**  
Following investigation, it was decided that no further action will be taken at this time.
- 7 **HIGHWAYS & FOOTPATHS**
- a. **Ragwort Growing in verges.** Clerk contacted B&NES to request clearance, and all Ragwort has now been cleared from the verges in the parish.  
Council expressed their thanks to B&NES for this.  
**Clerk** **ACTION:** *Clerk to thank NS and ask for next year's programme to come earlier in the season before the ragwort sets seed.*
- b. Email from B&NES Footpaths Officer, Cheryl Hannan, about the bridleway in Mill Lane being overgrown.  
Clerk met Cheryl Hannan and the MCS Estates Bursar, John Snow, on site, and the bridleway has now been satisfactorily cleared and made safe.
- c. **Church Drung overgrown and fencing deemed possibly dangerous**  
**GD** **ACTION:** *GD to approach Peter Moore, owner of the land, to ask for hedge cutting and for the fence to be repaired.*
- d. **Cllr Neil Butters reported on the SusTrans Two Tunnels Project:** He had attended a meeting on 17/09/12. It is anticipated that the new cycleway will be opening on 26<sup>th</sup> January 2013. He also updated the parish council on the latest developments there and informed councillors that a site visit might be possible.  
**Neil Butters** **ACTION:** *Cllr NB to arrange invitation for MCPC councillors to attend site visit.*

- 8 ITEMS FOR DISCUSSION
- a. **New NALC Code of Conduct for Parish and Town Councils** – still awaiting paperwork from B&NES Monitoring Officer for Register of Members' Interests.  
*Deferred to next meeting's agenda*
  - b. **Schedule of maintenance** -  
Clerk *ACTION: Clerk to develop this in light of 8.c., and then bring it to next meeting*
  - c. **Roles and Responsibilities** – agreed with minor changes.  
PB *ACTION: PB to send final version to Clerk*
- 9 REPORTS FROM CLUSTER/LIAISON/VPA /BATH PRESERVATION TRUST & OTHER MEETINGS
- a. **Valley Parish Alliance 10/09/2012** – (LA & DW attended)  
Report received from Lyn Alvis
  - b. **Parish Cluster meeting: 11/09/2012** – (LA, DW and Clerk attended) Report received from Lyn Alvis
  - c. **ALCA AGM – 6<sup>th</sup> October** – MCPC will not be able to send a representative.
  - d. **Future Dates for Parish Cluster meetings were proposed by the Cluster secretary**  
Clerk *ACTION: Clerk to reply and say all are acceptable*
  - e. **Future meetings:**
    - LA - **Bath Preservation Trust - Environs Sub- Committee 18<sup>th</sup> Sept 2012** - LA to attend
    - LA - **VPA Highways Meeting at MC Village Hall on 26<sup>th</sup> Sept at 10.00** – LA to attend
- 10 CORRESPONDENCE RECEIVED:
- a. **Email from MCS Bursar about mirror on Church Lane / Brassknocker Hill junction – 01/08/2102**  
Clerk *ACTION: Clerk to write to Glen Chipp – Strategic Director for Place, copy to Neil Butters, to request a 30 mph speed limit on the lower section of Brassknocker Hill*  
Note: In response to a query, Cllr Neil Butters confirmed that the 7.5 tonne weight limit on Brassknocker Hill does not apply to buses and coaches.
  - b. **Email about village website – 17/08/2012**
  - c. **Email from Di Franks requesting the naming of the 'new' footbridge at the foot of Mill Lane – 01/09/2012 –**  
Clerk *ACTION: Clerk to reply to say the council would be delighted to accept her offer to name the bridge 'Millennium Bridge' and to erect a plaque to that effect.*
  - d. **Email from NALC (10/09/2012) and letter from Audit commission (29/08/2012) about change of Auditors (Draft Local Audit Bill July 2012);** Grant Thornton have been appointed as external auditors to MCPC for the next five years from 2012-13.
  - e. **Avon & Somerset Police & Crime Commissioner Survey – 12/09/12**  
GD *ACTION: Chairman will respond*
  - f. **Progress update: Connecting Devon & Somerset – 12/09/12** – letter in Red Box
  - g. **B&NES Home to School Transportation Consultation letter – 12/09/12** – letter in Red Box  
PB *ACTION: PB to put item in Parish Newsletter*

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**ANY OTHER BUSINESS:**

- a. **Councillor training courses** – It was agreed that DW would attend ‘Being a good Councillor’ course.  
**DW** **ACTION:** *DW to Apply*
- b. **Appointment of Internal Auditor** – It was agreed that Peter Duppa-Miller would be approached and asked to be Internal Auditor for 2012-13  
**Clerk** **ACTION:** *Clerk to write to PD-P*
- c. **Lock up – in poor condition; requires a survey**  
**GD** **ACTION** – *GD to talk to Emerys and request a survey with a view to repairs*
- d. **Junction of A36 and Lowerstoke (road to Bradford) – no fence or barrier on right at junction**  
**Clerk** **ACTION:** *Clerk to write to Glen Chipp – Strategic Director for Place, copy to Neil Butters, to request a barrier be installed*
- e. **E-mail difficulties:** Cllr Butters mentioned that he is having difficulties sending emails to addresses at the monktoncombe.com domain name. They often bounce.

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**DATE OF NEXT MEETING**

**Monday 12<sup>th</sup> November 2012, 7.15pm**

**There being no further business, the Meeting closed at 22.06 hrs**