

MONKTON COMBE PARISH COUNCIL

**Draft Minutes of the Parish Council Meeting
Held in the Village Hall on 20th March 2014 at 7.15pm**

Parish Council Members Present: Cllr Gavin Douglas, Cllr Lyn Alvis, Cllr Des Wighton, Cllr Ross Buchanan, Cllr Peter Bossom, Mr. Geoff Davis - Clerk

Others Present: Simon Call

- 152 Cllr Peter Bossom tendered his resignation as a Parish Councillor. This was accepted by the Council. Peter Bossom then addressed the meeting and drew to the attention of the Parish Council the areas of land adjoining and near to his own property that had been placed on the open market by the owners, Monkton Combe School. He indicated that matters associated to this sale, and potential consequent further actions, were the reasons why he wished to step down as a Parish Councillor for the time being.
- 1 153 **To receive apologies for absence** – Ann Stewart sent apologies, due to illness.
- 2 154 **Declarations of interest and dispensations** – None.
- 3 155 **Confidential Matters** - None
- 4 156 **MINUTES:** Minutes of Ordinary Council meeting held on 20th January 2014 were approved and signed by Chairman of Council.
- 5 157 **Parish Councillor Vacancy** - The Clerk reported that the two vacant positions had been duly advertised on the Parish Notice boards, that no electors had called for an election, and that therefore the Council should now fill the vacancies by co-option. The Chairman affirmed that Ann Stewart was willing to stand as a Parish Councillor, and he duly proposed her nomination. This was seconded by Cllr Des Wighton, and the election of Ann Stewart as Councillor was carried unanimously.

6 158 **Financial Matters**

RFO Report – Received and Noted.

159 **Payments made as standing payments or approved at the previous meeting:**

02/01/2014	899a	Ian Croker	Village cleaning	243.82
20/01/2014	900	Mr. Andrew Mathieson	Two Tunnels Geology Board - Expenses	50.00
23/01/2014	901	Mr. G. Davis	Parish Clerk 29/12 - 25/01/14	161.86
23/01/2014	902	Mr. G. Davis	Expenses - Stationery	14.98
02/02/2014	902a	Ian Croker	Village cleaning	243.82
18/02/2014	903	Gavial	Creation of PC website	200.00
18/02/2014	904	St Michaels Church	Contribution to Churchyard Light	25.00
20/02/2014	905	Mr. G Davis	Parish Clerk 26/1 - 22/2/14	161.68
11/03/2014	906	ALCA	Membership Subscription 2014-15	50.58
11/03/2014	907	Information Commissioner	Data Protection Registration 2014-15	35.00

Receipts since previous meeting:

15/01/2014	283	B&NES	Village Cleaning	248.69
10/02/2014	284	B&NES	Village Cleaning	248.69
06/03/2014	285	B&NES	Village Cleaning	248.69

Bank Balances as at 20.03.2014

Current	£5,297.38	Bath Building Society	£8,000.86
		Bath Building Society (Miss Davis)	£12,306.65

Further Payments Approved - None

7 **Parish Matters and Works**

160 **Review of Standing Orders, Financial Regulations, Risk assessment, Asset Register**

The Parish Council reviewed the Standing Orders and found that no changes were needed, and it will be adopted at the Annual Parish Council meeting.

The Parish Council reviewed the Financial Regulations and agreed minor changes, two highlighted by the Internal Audit report and a further change to the value of purchases requiring a tendering process. The revised document will be adopted at the Annual Parish Council meeting.

The Risk Assessment and Asset Register were also reviewed and found to need careful scrutiny and changes. The Chairman and Cllr Des Wighton agreed to carry out this review and bring the revised documents for adoption at the Annual Parish Council meeting.

- 7 161 **Register of Members Interests** Members confirmed that they had reviewed their declarations of interest, and other than a change to the employment of the chairman, there were no changes.
- 162 **Data Protection Registration and Freedom of Information** – The clerk reported that the Parish Council was now registered with the Information Commissioners Office and presented the Certificate of Registration and Registration Entry details. The Clerk also presented the Monkton Combe Parish Council Publication Scheme as required by the Freedom of Information Act. The Parish Council resolved to adopt the Publication Scheme and it was duly adopted.
- 163 **Clerk's Contract of Employment and Job Description** – The clerk presented a Job Description and Contract of Employment for the position of Parish Council Clerk. The Contract and Job Description were approved by the Council. The Chairman and the Clerk signed the Contract of Employment.
- 164 **Internal Audit** – The clerk reviewed the Internal Auditors report and recommendations and identified that only the review of the Risk Assessment and the Asset Register remained to be done.
- 165 **Two Tunnels Sound-Store device & Geology Board** – The project is almost complete with both the Sound Store device and the Geology board complete. They await installation and it is anticipated that most of the payments will be made before the end of the current financial year.
- 166 **Repairs to Village Lockup** – Cllr Des Wighton reported that the repairs to the stone work were now complete and that only the door was still to be repaired. The Parish Council agreed that English Heritage should be asked to inspect and sign off the works before any significant payment is made.
- 167 **Broadband Improvements for Monkton Combe** – It was reported that there had been a meeting with Roger Sykes about the works for Claverton for which the estimated cost is £30,000. Following contact with British Telecom the provision of service to areas of Monkton Combe is under review.
- 168 **Neighbourhood Watch** There was nothing further to report at this stage.
- 169 **Playground Inspections and Maintenance** The clerk presented the most recent Operational Inspection report carried out by B&NES Council. The report highlighted a number of issues. In response Cllrs Des Wighton and Lyn Alvis agreed to repair the fixtures identified as needing attention, and the Chairman agreed to carry out the Power wash of the playground that was identified as necessary. Cllr Des Wighton reported that he was in the process of obtaining quotations for the repair and replacement of the playground railings.
- 170 **Historic Documents** – A large pack of Historic Documents relating to the Parish had been received. The chairman asked that each Councillor review these, and also ask Combe Down if they wish to review them, prior to passing them to the B&NES Council archives.
- 8 **Planning**
- 171 **Core Strategy** - The Inspector has issued a Programme for the Hearings for the Core Strategy Examination from 25th March to 9th April. He has also issued note ID/45 giving guidance on participation and submission for those hearings. It is expected that the process will then be concluded following his report and recommendations.
- 172 **Place-Making Plan** - The Parish Council has received an initial assessment of the Character and Landscape Assessments it submitted to B&NES Council. These contain requests for further information and detail in particular relating to natural or built environment assets, and Green Infra-Structure Assessment. Cllr. Des Wighton will see how best to address these matters.
Applications Received - None
Planning Decisions by B&NES
- 173 **14/00048/FUL - 1 Fox Cottages, Church Lane, Monkton Combe, Bath** - Erection of two storey rear and side extension following demolition of existing lean-to rear kitchen extension (Resubmission of 13/04394/FUL) – **PERMIT**
- 174 **Decisions Pending**
13/01737/LBA – Combe Grange, Shaft Road, Monkton Combe, Bath - Internal alterations for works to restore and refurbish existing fire places and surrounds. NO OBJECTION. Target Decision date 21/08/2013
13/05237/REN - Monkton Combe Garage, Warminster Road, Monkton Combe, Bath - Renewal of 03/02202/FUL (Redevelopment of site to provide 2 houses). The Parish Council has NO COMMENT to make. Target Decision date 28/01/2014.
14/00639/TCA - Dunelm House, Mill Lane, Monkton Combe, Bath, BA2 7HD - Laburnum (T1) which has become too large for current position and low amenity value. To be replaced by two fruit trees (apple, pear) up to 5m high on same side of path, exact position to be determined. NO COMMENT to make. Target Decision date 25/03/2014.
- 175 **Other Planning Matters to Report**
The Stables Waterhouse Lane – Replacement Buildings and Mobile Home. Visibility and screening of the development. Review of this matter is through Limpley Stoke Parish Council.

- 9 **Highways and Footpaths**
- 176 **Road Closures** - It was reported that the A36 closure will not now take place until next year.
- 177 **Re-Routing of National Cycle Network down Mill Lane** – No further progress to report.
- 10 **Reports**
- 178 **Parishes Liaison Meeting (19th Feb 2014.) & Parishes Cluster Group Meeting (11th March 2014.)** – The clerk reported on the outcomes of these two meetings. The matter of the collapsing river bank by the bridge was raised at the Cluster meeting and this matter will be progressed with Mr. Rasheed of B&NES engineering department. The Parish Council will also contact Limpley Stoke Parish council about the matter.
- 179 **VPA, Bath Preservation Trust & any other Meetings** – Cllr. Des Wighton gave a report from the recent VPA meeting. The Highways Agency had outlined their forthcoming reorganisation. The potential use of Environmental Mapping had been explored. The VPA had rejected the application for membership from Bradford on Avon because of their size as a town council.
It was reported that the BPT were focusing on the Core Strategy amendments and hearings.
- 11 **Correspondence Received**
- 180 **Fairer Fares for All Consultation in Bath and North East Somerset** – This consultation was identified as for individual to complete. The councilors and others were therefore encouraged to respond.
- 181 **Local Transportation Capital Programme Consultation** – No items were identified as needing a response, as following further enquiries it was determined that the barriers on the A36 were provided for under a different budget.
- 182 **Highways Structural Maintenance Capital Programme Consultation** – The Parish Council questioned the Surface Dressing for Shaft Road. The clerk was asked to determine if this only related to the top part at Combe Down, and to raise concerns if the steep hill down to the village was included.
- 12 **Other matters to report**
- 183 **Innox Drung wall collapsing** – It was reported that the trees that were causing the problem have been removed.
- 184 **Stones from Wall in Shaft Road** – A member of the Parish reported that their vehicle had been damaged when it struck a large stone in the road, just below Ivy Cottages. The clerk was asked to contact Combe Grove to draw their attention to this, as it is believed that they are the landowner of the wall.
- 185 **Temporary Floodlighting** – It was reported that there is no further action and the Parish Council awaits further correspondence.
- Highway Gullies** – It was reported that most of these are blocked. The clerk was asked to contact Highways and discuss what action will be taken.
- 13 **Date Of Next Meeting**
- 151 **Annual Parish Meeting – Thursday 8th May 2014 at 7:00 p.m. to 8:30 p.m. in the Village Hall**
Annual Parish Council Meeting – Thursday 8th May 2014 at 8:30 p.m. in the Village Hall
- The Meeting closed at 21:55**