

**MONKTON COMBE PARISH COUNCIL**

**Minutes of the Annual Parish Council Meeting  
Held in the Village Hall on 15<sup>th</sup> May 2017 at 7.30pm**

		<p><b>Parish Council Members Present:</b> Cllr Lyn Alvis, Cllr Gavin Douglas, Cllr Des Wighton, Cllr Ross Buchanan, Cllr Ann Stewart, Cllr Simon Call, Cllr. Mike Wareham, Mr. Geoff Davis – Clerk.</p> <p><b>Others Present:</b> Ward Councillor Neil Butters, Alice Tollworthy</p>
1	799	<p><b>Election of Officers – Chairman and Vice Chairman</b> Des Wighton indicated his willingness to stand as Chairman for the next year. He was proposed by Ross Buchanan, seconded by Gavin Douglas, and duly elected unanimously. Ross Buchanan indicated his willingness to stand as Vice Chairman for the next year. He was proposed by Simon Call, seconded by Des Wighton, and duly elected unanimously.</p>
2	800	<p><b>Declaration of Acceptance of Office</b> – The Chairman and clerk signed the Chairman’s Declaration of acceptance of office. The Vice Chairman and clerk signed the Vice Chairman’s Declaration of acceptance of office.</p>
3	801	<p><b>To receive apologies for absence – None</b></p>
4	802	<p><b>Declarations of interest and dispensations – None.</b></p>
5	803	<p><b>Confidential Matters - None</b></p>
6	804	<p><b>Minutes of council meeting held on 13<sup>th</sup> March 2017</b> were approved and signed by the Chairman.</p>
7	805	<p><b>Minutes of Annual Parish meeting held 18<sup>th</sup> April 2017</b> were approved and signed by the Chairman.</p>
8	806	<p><b>Annual Return</b> <b>Accounts for year ending 31<sup>st</sup> March 2017</b> – The council approved the accounting statements for the year ending 31<sup>st</sup> March 2017. These were signed by the Chairman and Clerk.</p>
	807	<p><b>Review and Adoption of Standing Orders, Risk assessment, Asset Register, and Financial Regulations</b> – The Standing Orders as reviewed and adopted previously were confirmed as unchanged. The Risk Assessment was identified and amended to include risks associated with the Millennium Bridge and was adopted and signed by the Chairman. The Asset Register as revised to include the newly adopted Telephone Box, and was adopted and signed by the Chairman. The Financial Regulations as adopted previously were confirmed as unchanged.</p>
	808	<p><b>Auditors Report</b> – The council reviewed and accepted the Internal Auditors report and noted each of the comments made. The comments regarding the risk assessment have been implemented in the document adopted at this meeting above. It was agreed to review the manner and detail of recording of the work associated with the scheduled payments for village cleaning, to include a review of the manner of employment. The chairman will discuss the matter with the other Parish Council that employs the village sweeper, and the clerk will provide details of the standard contract used when a sweeper is an employee. The Council thanks the auditor for her thorough and valuable contribution to the Council and approved payment of her invoice.</p>
	809	<p><b>Annual Return – Annual Governance Statement</b> - The Chairman read the Annual governance statements and the council approved each one. The Chairman and the Clerk then signed the Annual Return accordingly.</p>
	810	<p><b>Annual Return – Accounting Statements</b> - The Parish Council approved the Accounting Statements for 2016/17. The Chairman and the Clerk then signed the Annual Return accordingly.</p>
9	811	<p><b>Register of Members Interests – Review, Amendment and Signing</b> - All Councillors reviewed their declarations pecuniary of interests. Cllr. Gavin Douglas provided an amended declaration. Cllr. Ross Buchanan indicated that his needed to be changed. All other councillors confirmed that theirs were unchanged.</p>
10	812	<p><b>General Power of Competence</b> – It was proposed by Cllr. Des Wighton and seconded by Cllr. Ross Buchanan that the Parish Council resolves from 15<sup>th</sup> May 2017, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence. This was carried unanimously by the Parish Council.</p>

Approved and signed Monday 17<sup>th</sup> July 2017 ..... Chairman

11	<p><b>Financial Matters</b></p> <p><b>813 Section 137 Subscriptions</b> The following subscriptions were approved to be paid by the Council under S137 provision.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Valley Parishes Alliance</td> <td style="text-align: right;">£100.00</td> </tr> <tr> <td>Council for Protection of Rural England</td> <td style="text-align: right;">£40.00</td> </tr> </table> <p><b>814 RFO Report and Payments for Approval</b> - The RFO Report was received and noted.</p> <p><b>Bank Balances as at 01.05.2017</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>Current</b></td> <td style="width: 30%; text-align: right;"><b>£13,048.34</b></td> <td style="width: 30%; text-align: right;"><b>Bath Building Society</b></td> <td style="width: 10%; text-align: right;"><b>£3,136.88</b></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;"><b>Bath Building Society (Miss Davis)</b></td> <td style="text-align: right;"><b>£12,665.29</b></td> </tr> </table> <p><b>Receipts since meeting on 13th March 2017.</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">18</td> <td style="width: 20%;">B&amp;NES Council</td> <td style="width: 55%;">Agency Services March 2017</td> <td style="width: 20%; text-align: right;">£261.33</td> </tr> <tr> <td>1a</td> <td>B&amp;NES Council</td> <td>Precept</td> <td style="text-align: right;">£3,134.00</td> </tr> <tr> <td>1b</td> <td>B&amp;NES Council</td> <td>Local Council Support Grant</td> <td style="text-align: right;">£25.00</td> </tr> <tr> <td>2</td> <td>B&amp;NES Council</td> <td>Agency Services Village Cleaning 2017-2018</td> <td style="text-align: right;">£3,198.69</td> </tr> </table> <p><b>Payments approved as standing payments or at meeting on 13th March 2017 which have now been made.</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">No-Pay</td> <td style="width: 20%;">B&amp;NES</td> <td style="width: 55%;">Non Domestic Rate Bill</td> <td style="width: 20%; text-align: right;">0.00</td> </tr> <tr> <td>DD576</td> <td>Information Commissioner</td> <td>Data Protection Registration 2017-18</td> <td style="text-align: right;">35.00</td> </tr> <tr> <td>20:26:58</td> <td>B&amp;NES</td> <td>PlayPark Inspection</td> <td style="text-align: right;">120.00</td> </tr> <tr> <td>20:05:40</td> <td>Mr. G. 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The clerk was instructed to renew the Parish Council Insurance with this policy and to enter into a three year long term agreement to fix the premium.</p> <p><b>816 The Parish Council resolved to make the following Payments by Direct Debit:-</b></p> <ul style="list-style-type: none"> <li>• CPRE – Annual Membership £36.00</li> <li>• Information Commissioner - Data Protection Registration £35.00</li> </ul>	Valley Parishes Alliance	£100.00	Council for Protection of Rural England	£40.00	<b>Current</b>	<b>£13,048.34</b>	<b>Bath Building Society</b>	<b>£3,136.88</b>			<b>Bath Building Society (Miss Davis)</b>	<b>£12,665.29</b>	18	B&NES Council	Agency Services March 2017	£261.33	1a	B&NES Council	Precept	£3,134.00	1b	B&NES Council	Local Council Support Grant	£25.00	2	B&NES Council	Agency Services Village Cleaning 2017-2018	£3,198.69	No-Pay	B&NES	Non Domestic Rate Bill	0.00	DD576	Information Commissioner	Data Protection Registration 2017-18	35.00	20:26:58	B&NES	PlayPark Inspection	120.00	20:05:40	Mr. G. 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12	<p><b>Parish Matters and Works</b></p> <p><b>817 Parish Councillors' Individual Responsibilities</b> – Cllr. Ross Buchanan agreed to take responsibility for Mill Lane Phone Box and the details were updated to reflect the change of Vice Chairman.</p> <p><b>Matters Arising from Annual Parish Meeting</b> - The following matters were reported from the Annual Parish meeting and will be taken forward as appropriate:-</p> <p><b>818 Churchyard Walls</b> – Cllr. Mike Wareham has spoken to the Church representatives and asked them to discuss the matter with the adjoining landowner.</p> <p><b>819 Village Hall Floor</b> - The Chairman will discuss the matter further with the VHMC and explore Grant Funding.</p> <p><b>820 New Tables for Village Hall</b> – It was suggested that the cost of the tables could be split between the VHMC, the Parish Council and the W.I., and the chairman agreed to take this suggestion forward.</p> <p><b>821 Combe Grove – Elmhurst Foundation Project</b> – This item was taken at an earlier point in the meeting. Alice Tollworthy addressed the Parish Council about the new ownership, status and future plans for Combe Grove Manor.</p> <p>She informed them that it was now owned by Helen Aylward-Smith a successful business woman, who has now set up a charity to function from the premises, the public benefit of the charity being the nurturing of young people through business, and promoting health and well-being. Combe Grove Manor was therefore to become a retreat centre providing a wide range of courses and which would provide opportunities to employ and train young people in a wide variety of employment areas and apprenticeships. As Combe Grove had failed to succeed as a hotel in the Bath area, establishing the</p>																																																																																										

		<p>Elmhurst Foundation Charity as the Retreat Centre functioning in its own right is seen as providing the best future for Combe Grove.</p> <p>Alice said that she would be the contact point for the Parish Council and the community. She was invited to come and talk to the Parish Council about all these promising and encouraging future developments so that we work together rather than in isolation as was the case with previous owners of Combe Grove Manor where there had been problems with Planning and noise.</p> <p><b>822 Broadband Improvements for Monkton Combe</b> – Cllr. Simon Call reported that they had received a quote of £15,000 for a Fibre link to a premises rather than to a cabinet as had been asked for. He will take this matter further with BT.</p> <p><b>823 Neighbourhood Watch</b> – There was nothing to report.</p> <p><b>824 Phone Box Church Lane / Mill Lane Junction</b> – The clerk reported that the phone box was now formally owned by the Parish Council. The Council will now consider potential future uses and will ask the W.I. and others for any suggestions.</p>
<b>13</b>	<b>825</b>	<p><b>Planning</b> <b>Applications Received</b> - None <b>PLANNING DECISIONS by B&amp;NES &amp; WILTSHIRE</b> <b>17/01798/TCA - Monkton Combe Junior School, Church Road, Combe Down, Bath BA2 7ET</b> - Details within attached Tree Report - <b>WITHDRAWN</b> <b>17/01549/TCA - Monkton Combe School, Church Lane, Monkton Combe, Bath BA2 7HG</b> - Various works as described in aboricultural report - <b>No Objection</b> <b>17/00264/FUL - Parcel 6785, Summer Lane, Monkton Combe, Bath</b> - Erection of a disabled accessible agricultural dwelling. <b>Application Refused</b> <b>17/00743/AR - Two Tunnels Cycle Path, Summer Lane, Combe Down, Bath</b> - Display of 5no non-illuminated information boards at 5 locations on the Two Tunnels Greenway between Bellotts Road and Former Midford Station. <b>Permitted</b> <b>17/01349/FUL - Monkton Combe School, Church Lane, Monkton Combe, Bath BA2 7HG</b> - Alteration of 2no. window openings to provide single leaf doors. Increased opening to 1no. window. Provision of external metal fire escape. <b>Permitted</b></p> <p><b>826 Decisions Pending 16/05548/MINW - Upper Lawn Quarry, St Winifred's Drive, Combe Down, Bath, BA2 7HR</b> - Extension to quarry. <b>The application has been revised to include provision for replacement allotments.</b> <b>PLANNING APPEALS</b> - None <b>ENFORCEMENT UPDATE</b> - No Enforcement Actions pending. <b>Other Planning Matters to Report</b> - NONE</p>
<b>14</b>		<b>Highways and Footpaths</b> – There was nothing to report.
<b>15</b>	<b>827</b>	<p><b>Reports</b> <b>Outcomes from the Bathavon Forum</b> – The new Bathavon Forum inaugural meeting has been postponed and we wait to be advised of the new date. <b>VPA, Bath Preservation Trust &amp; any other Meetings</b> – There was nothing to report</p>
<b>16</b>		<b>Correspondence Received</b> - None
<b>17</b>		<b>Other matters to report</b> - None
<b>18</b>	<b>828</b>	<p><b>Date Of Next Meetings</b> The following dates for future meetings were agreed:- Monday 17<sup>th</sup> July 2017, Monday 11<sup>th</sup> September 2017, Monday 13<sup>th</sup> November 2017, Monday 8<sup>th</sup> January 2018, Monday 5<sup>th</sup> March 2018 Annual Parish Meeting: Monday April 9<sup>th</sup> 2018, Annual Parish Council Meeting: May 14<sup>th</sup> 2018 <b>The meeting Closed at 21:50</b></p>