

MONKTON COMBE PARISH COUNCIL

**Draft Minutes of the Parish Council Meeting
Held in the Village Hall on 17th July 2017 at 7.30pm**

		Parish Council Members Present: Cllr Lyn Alvis, Cllr Des Wighton, Cllr Ross Buchanan, Cllr Simon Call, Cllr. Mike Wareham, Mr. Geoff Davis – Clerk. Others Present: Ward Councillor Neil Butters																																																				
1	829	To receive apologies for absence: Cllr Gavin Douglas																																																				
2	830	Declarations of interest and dispensations – None.																																																				
3	831	Confidential Matters - None																																																				
4	832	Minutes of Annual Parish Council meeting held 15th May 2017 were approved and signed by the Chairman.																																																				
5		<p>Financial Matters</p> <p>833 RFO Report and Payments for Approval - The RFO Report was received and noted. Bank Balances as at 01.07.2017</p> <table> <tr> <td>Current</td> <td>£11,989.10</td> <td>Bath Building Society</td> <td>£3,136.88</td> </tr> <tr> <td></td> <td></td> <td>Bath Building Society (Miss Davis)</td> <td>£12,665.29</td> </tr> </table> <p>834 Receipts since meeting on 15th May 2017.</p> <table> <tr> <td>3</td> <td>B&NES Council</td> <td>Agency Services Footpaths 2017-2018</td> <td>£226.78</td> </tr> </table> <p>835 Payments approved as standing payments or at meeting on 15th May 2017 which have now been made.</p> <table> <tr> <td>13:51:06</td> <td>Sarah Richardson</td> <td>Internal Audit Charge</td> <td>80.00</td> </tr> <tr> <td>13:59:15</td> <td>Mr. G. Davis</td> <td>Parish Clerk 30/4 - 27/5/17</td> <td>171.38</td> </tr> <tr> <td>13:46:40</td> <td>SLCC</td> <td>Clerk Membership 2017-18</td> <td>43.99</td> </tr> <tr> <td>13:57:28</td> <td>Came & Company</td> <td>Parish Council Insurance 2107-18</td> <td>280.00</td> </tr> <tr> <td>14:01:35</td> <td>HMRC</td> <td>Month 2 Paye</td> <td>42.80</td> </tr> <tr> <td>SO-JUN</td> <td>Ian Croker</td> <td>Village Cleaning</td> <td>253.67</td> </tr> <tr> <td>14:25:45</td> <td>Jeff Avis Gdn Svces</td> <td>Car Park and Miss Davies Garden</td> <td>75.00</td> </tr> <tr> <td>12:14:01</td> <td>Mr. G. Davis</td> <td>Expenses Anti Virus Renewal</td> <td>24.00</td> </tr> <tr> <td>12:12:26</td> <td>Mr. G. Davis</td> <td>Parish Clerk 28/5 - 24/6/17</td> <td>171.38</td> </tr> <tr> <td>12:16:00</td> <td>HMRC</td> <td>Month 3 Paye</td> <td>42.80</td> </tr> </table> <p>Parish Matters and Works</p> <p>836 Parish Sweeper – Employment Matters The clerk drew the Council attention to aspects of the current employment arrangements with the Parish Sweeper that could be deemed unlawful. The council agreed to regularise his self-employed status by providing him with pro-forma Timesheets and Invoices which could be submitted on a monthly basis to provide an appropriate record of work carried out and hours worked, and a formal request for payment as would be supplied by other similar contractors employed on this basis. Cllr. Lyn Alvis agreed to provide these documents to him, to discuss and agree their use, and to discuss what Public Liability Insurance arrangements he might have in place. The offer of formal PAYE employment with the Council would be offered as this would provide comprehensive insurance under the Parish Council’s insurance policy.</p> <p>837 Broadband Improvements for Monkton Combe – there was no further progress to report in spite of numerous items of correspondence having been received.</p> <p>838 Neighbourhood Watch – It was reported that all was quiet at the moment with nothing to report.</p> <p>839 Phone Box Mill Lane – The Council will explore the development of the Phone Box into a Book Exchange and Information centre for the village. The clerk was asked to write to the recently announced Community Empowerment Fund to seek part funding for this project.</p> <p>840 Missing Footpath - between Summer Lane and footpath BA16/1 A nearby resident to this path has drawn attention to this matter. Following detailed discussion of the matter the clerk was asked to refer the matter to B&NES Public Rights of Way for their views on what action if any might be appropriate, as the path itself is within Combe Down rather than Monkton Combe Parish.</p>	Current	£11,989.10	Bath Building Society	£3,136.88			Bath Building Society (Miss Davis)	£12,665.29	3	B&NES Council	Agency Services Footpaths 2017-2018	£226.78	13:51:06	Sarah Richardson	Internal Audit Charge	80.00	13:59:15	Mr. G. Davis	Parish Clerk 30/4 - 27/5/17	171.38	13:46:40	SLCC	Clerk Membership 2017-18	43.99	13:57:28	Came & Company	Parish Council Insurance 2107-18	280.00	14:01:35	HMRC	Month 2 Paye	42.80	SO-JUN	Ian Croker	Village Cleaning	253.67	14:25:45	Jeff Avis Gdn Svces	Car Park and Miss Davies Garden	75.00	12:14:01	Mr. G. Davis	Expenses Anti Virus Renewal	24.00	12:12:26	Mr. G. Davis	Parish Clerk 28/5 - 24/6/17	171.38	12:16:00	HMRC	Month 3 Paye	42.80
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7.		<p>Planning <u>Applications Received</u></p> <p>841 17/03028/LBA - Monks Retreat, Church Lane, Monkton Combe, Bath BA2 7EX - Internal and external alterations to attached barn/garage building to convert it into residential office space with internal roof upgrade, installation of aluminium frame doors, enlargement of existing window on north-east wall and creation of mezzanine storage area. The Parish Council have No Objection to the proposals themselves, either from a Design or Listed Building viewpoint. However, there are concerns regarding the potential change of use from residential to commercial as a consequence. It is understood that the applicant will be making a further application to clarify this position. We therefore have no comment to make on this current proposal.</p> <p>842 <u>PLANNING DECISIONS by B&NES & WILTSHIRE</u> 17/01349/FUL - Monkton Combe School, Church Lane, Monkton Combe, Bath BA2 7HG - Alteration of 2no. window openings to provide single leaf doors. Increased opening to 1no. window. Provision of external metal fire escape. PERMITTED</p> <p>843 <u>DECISIONS PENDING</u> 17/02638/FUL & 17/02639/LBA - Combe Grove Lodge, Brassknocker Hill, Monkton Combe, Bath BA2 7HU - Erection of two storey rear extension and detached double garage following demolition of existing nearby outbuilding. COMMENT ONLY 17/01877/FUL - Combe Hill House, Brassknocker Hill, Monkton Combe, Bath BA2 7HU - Installation of a 5.2kWp Solar Photovoltaic Array situated in the lower Garden of Coombe Hill House. COMMENT ONLY 16/05548/MINW - Upper Lawn Quarry, St Winifred's Drive, Combe Down, Bath, BA2 7HR - Extension to quarry. The application has been revised to include provision for replacement allotments. <u>PLANNING APPEALS</u> - None</p> <p>844 <u>ENFORCEMENT UPDATE</u> 17/00324/UNDEV - Field Parcel 4385 Summer Lane Monkton Combe Bath - Unauthorised Field Shelter. Prior to the erecting of the shed an area of hardstanding vastly exceeding that area necessary for a vehicle to stand clear of the carriageway was installed. This levelled vehicle access path of hard-standing material from the gate to the shelter, is contrary to the statements in the original Design and Access statement (16/04871/FUL):- 'There would be no alteration to the ground surface, we would not install a hard-standing, and the land levels would not be altered. There would not need to be any engineering works undertaken.' This appears to us as a material change from the original permitted application, and we question whether an appropriate Planning application or an amendment to the original application is required in order to regularise these works.</p> <p>845 <u>Other Planning Matters to Report</u> - Parish Council process for consultation responses. As a consequence of some difficulties with e-mail communications on a previous application the Council agreed that the clerk should nominate an individual councillor to be responsible for a given application. They would be responsible for ensuring interested parties had been spoken to, and ensuring draft comments were sent to the clerk in sufficient time to meet the consultation deadline.</p>
8		Highways and Footpaths – There was nothing further than item 840 to report.
9	846	<p>Reports Bathavon Forum – Inaugural meeting 20th July 2017 18:00-20:00 Parishes Liaison Meeting – The chairman attended the meeting and reported on the main items. VPA, Bath Preservation Trust & any other Meetings – It was reported that the funding for the Judicial Review on the Park and Ride was no longer needed as the scheme has been abandoned. The VPA will be meeting with Highways England on 21st September at which future projects will be discussed.</p>
10	847	Correspondence Received – B&NES Community Empowerment Fund. The clerk will apply for funding for the phone box works as described in 839
11	848 849	<p>Other matters to report Cllr. Ross Buchanan reported that the fingerpost at the top of Brassknocker hill was in a poor condition. Ward Cllr. Neil Butters agreed to discuss the matter with the B&NES World Heritage Fund, and the clerk will provide Cllr. Buchanan with contact details for B&NES Highways so he can follow it up with them. Cllr. Ross Buchanan reported that Sustrans had regular meetings at St. Andrews Church. He agreed to let the Council know when the next one was planned to take place.</p>

	<p>850</p> <p>851</p>	<p>Cllr. Lyn Alvis reported that there was sewage in the Leat which appears to come from the Manor House. This has been reported to the Environment Agency and Wessex Water, but there has been no action to date. Cllr. Alvis will follow this up.</p> <p>Ward Cllr. Neil Butters reported that the Local Government Boundary Commission Review had completed which will result in the reduction of B&NES Councillors to 59. Decisions on how this will be achieved will take place next week.</p>
<p>12</p>	<p>852</p>	<p>Date Of Next Meetings The following dates for future meetings were agreed:- Monday 11th September 2017, Monday 13th November 2017, Monday 8th January 2018, Monday 5th March 2018 Annual Parish Meeting: Monday April 9th 2018, Annual Parish Council Meeting: May 14th 2018 The meeting Closed at 22:19</p>

DRAFT