

MONKTON COMBE PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting

Held in the Ralph Allen School on 14th January 2013 at 7.15pm

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

Others Present: Mr Ian Russell (Clerk)

Members of the public: Three governors of Monkton Combe School (MCS) were present before the meeting to discuss how the Council and MCS might better improve liaison. They then left before the meeting began.

1 a. **TO RECEIVE APOLOGIES:** Councillor Neil Butters

2 **Declarations of interest and dispensations**

a. **Resolution: "RESOLVE that the Council delegates the power to grant dispensations to the Clerk. The power rests with the relevant authority under section 33(1) of the Localism Act 2011 and the basis is set out under section 33(2)."** Proposed PB; Seconded DW; Carried unanimously.

b. **Declarations of interest were received from councillors GD, LA, DW, PB for items 4.a. and 4.b. on the agenda.**

c. **Written requests for dispensations on these interests were received by the clerk.**

d. **These dispensations were granted by the Clerk for the maximum term of 4 years because: "(a) so many members of the decision-making body have disclosable pecuniary interests that it would impede the transaction of the business (ie. the meeting would be inquorate);"**

3 **MINUTES:**

a. Minutes of Ordinary Council meeting held on 12 November 2012 were approved and then signed by Chairman of Council.

4 **Bills and Accounts**

a. **Payments:**

15/11/2012	847	Gavial	Annual charge for email service	£60.00
03/12/2012	847a	Ian Croker	Village Clean	£243.82
07.01.13	848	HMRC	PAYE Oct -Dec	£64.80
14/01/2013	849	Jeff Avis	Annual Garden Tidy	£120
14/01/2013	850	Ian Russell	Salary December	£86.73
14/01/2013	851	Ian Russell	Printing Expenses	£32.92

b. **Receipts:**

09/11/2012	262	B&NES	Village Cleaning	£243.82
10/12/2012	263	B&NES	Village Cleaning	£243.82
18/12/2012	264	Barclays Bonds	Accounts Closed 18/12/2012 and funds entered into Reserve Accounts	£13,807.87
09/01/2013	265	B&NES	Village Cleaning	£243.82

c. **Bank Balances as at 30.08.12**

Current	£100.00
Reserve (MCPC)	£14,769.61
Reserve (Miss Davis)	£12,303.73

Clerk **ACTION:** Clerk to investigate possible bond accounts for reinvesting the Reserves.

Approved and signed Monday 18th March 2013  Chairman

- d. **Budget 2013-2014.** The Clerk presented a draft budget to council.
 Projected Income: £7,445
 Projected Expenditure: £10,105
 The Council has been careful with expenditure in recent years and has now built up sufficient balances to be able to carry out necessary urgent repairs within the parish.
Items requiring attention include:
- The Lock Up – stone work and roof repairs
 - The Bus Shelter – repairs to roof and timber
 - Retaining Wall separating Church Road from the Miss Davis Garden – survey and repair as required
 - Fence at rear of Village Hall – needs replacing
 - Playground Equipment – routine maintenance; possible replacement of worn items
- It is anticipated that the required expenditure will be within current balances and will not require any increase of the Precept.
- GD / Clerk **ACTION: GD to Carry out initial survey of retaining wall and fence before estimates are sought by Clerk for repairs.**
- Clerk **ACTION: Clerk to enquire as to who carries out annual maintenance safety checks on play equipment, and arrange for survey and any necessary repairs**
- e. **Parish Precept 2013-2014:** Council set the Parish Precept at £3,600 (unchanged from previous years). There have been some changes to the Local Council Tax Support Scheme this year, which will effectively reduce funds available to Parish and Town Councils. However, BathNES has agreed to make a grant this year to each council to offset the shortfall. The grant for MCPC has been set at £110.
- Clerk **ACTION: Clerk to send Parish Precept Requirement Form to BathNES, requesting £3,600, less the grant, which will be added to the final settlement.**
- f. **Asset Register:** Council agreed to update the MCPC Asset Register
- Clerk **ACTION: Clerk to List current Assets for discussion at next meeting**

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
<i>Clerk Spoke to Geoff Webber 11/01/2013. Because of the lack of action by the school, he is of the view that they are probably not going to pursue this application. Closed</i> |
| b. | 12/00675/FUL
12/00084/RF | Monkton School | Governors Field - Provision of access road, parking and drop-off area including new permissive pedestrian and cycle route and landscaping on land off Church Lane (Resubmission) – Clerk sent in MCPC response.
APPEAL UPHeld BY PLANNING INSPECTOR with conditions |
| c. | 12/04276/VAR | Oldfield RFC | Variation of conditions 1 and 2 of application 11/00821/VAR (Variation of condition 3 of application 09/01859/FUL to amend the hours of use (relating to previous application for the Erection of single storey extensions and porch))
Permitted |
| d. | 12/04570/LBA
12/04569/FUL | 1 Ivy Cottages,
Shaft Road | Internal & External alterations to include single storey garden room extension
Clerk informed planners on 01/12/2012 that MCPC has no objections.
Permitted |
| e. | 12/00111/FUL | Combe Grange,
Shaft Road | Change of use from school dorm to private dwelling; external & internal alterations; demolition of garage and formation of new car ports, new shed; restoration of boundary walls. Permitted |

Approved and signed Monday 18th March 2013  Chairman

- f. 12/05002/FUL Hillcrest Warminster Road Provision of new rear decking (Retrospective) – *Permitted*
- g. 12/05558/LBA Combe Grove Manor Hotel Replacement of two internally illuminated, inflatable tennis court covers

h. **Waterhouse developments:** A report was received from the Clerk regarding the developments in and around the grounds of Waterhouse. Currently the developments, with the exception of the new access road within the garden, all fall within the original plans. Wiltshire Planners are in discussion with the owner of Waterhouse about this, and also about the new passing place that has been instated in the lane near The Stables. MCPC are happy that everything is currently in hand, but will continue to monitor developments.

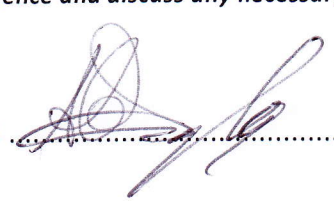
i. **The Stables, Waterhouse Lane developments:** A report was received from the Clerk regarding the developments in and around the grounds of The Stables. A new access way has had to be created due to the major landslip which took place just before Christmas, as a result of which, the old driveway was condemned as unsafe and some buildings were swept away or damaged. The owner has stated that he has no intention of carrying out any developments other than replacing like for like. Wiltshire planners confirmed informally that the current residential use that has been granted for the caravan on the site, is unlikely to be able to be converted into a permanent residential structure.
Wiltshire has officially closed the footpath usage of Waterhouse Lane as a result of the landslip, though cars can still drive along the lane.

k. **Residential caravan parked in A36 Lay-by** – PB has rung the Highways Agency, who then referred it on. Police were going to follow up, but to date no action appears to have taken place.
Clerk **ACTION - Clerk to contact Highways Agency to ask about it - copy to B&NES, local MP, Neil Butters**
LA **ACTION: LA will raise it at the VPA meeting with Highways Agency on 19th Feb.**

6 **MATTERS ARISING FROM MINUTES OF MEETING 12TH NOVEMBER 2012**

- a. **Barclays Bond Accounts:** Following a tortuously long and complex process, Barclays Bank finally released the funds and closed the two Bond accounts. The money is currently being held in the two MCPC Reserve accounts while the Clerk investigates alternatives (**see Action for Item 4.c.**)
- b. **Item 6.f. Satellite Dishes appearing within conservation area.**
LA has spoken to the owner and informed him of complaints and asked if he would either apply for planning approval or move it out of sight from the highway. He appears to have done neither.
LA **ACTION: LA to speak to owner again and ask him to remove whichever aerials and satellite dishes that he is not using.**
- c. **Item 6.g. Drainage in Shaft Road**
GD has not been able to reach Nick Sperring, but reported that the owner of the field in Shaft Road where the drains through the wall have been blocked has now cleared them. Other drains in Shaft Road are still blocked
GD **ACTION: GD will speak again to NS to update him and also to inform him of the blocked drain by the pub and the problems in Summer Lane.**
- d. **Item 6.h. Road Markings outside MCS in Church Lane**
These have now been reinstated by BathNES.
- e. **Item 6.j. Church Drung overgrown and fencing deemed possibly dangerous.**
The owner of the adjacent land has now cleared the overgrowth.
Council remains concerned about the condition of the iron fence to the West of the drung.
GD **ACTION: GD to survey the Drung fence and discuss any necessary repairs with the owner.**

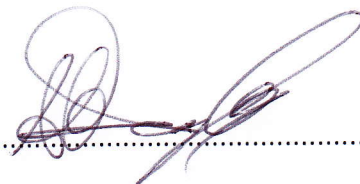
Approved and signed Monday 18th March 2013



Chairman

- f. **Item 6.n. Internal Auditor** – Clerk has held an initial meeting with Peter Duppa-Miller on 22/11/2012, and this has raised further matters to consider. The fee for Internal Audit has been agreed.
 - g. **Item 6.o. Junction of A36 and Lowerstoke (road to Bradford-on-Avon) – no fence or barrier on right at junction.** Clerk received an email response on 14/11/12 from Stefan Chivers, B&NES: 'In response to your e-mail dated 26th October and several from regular road users I appreciate the concern you have regarding the lack of barrier along the section of road in question. I have added this request to our task register for future prioritisation with a view to some funding.'
 - h. **Item 8.b. New Register of Interest Form to be signed and returned with 28 days**
These have been duly signed and returned to the Monitoring Officer.
 - i. **Item 8.g. MCPC Email Accounts** – New email accounts have been set up for £60 p/a. All council members are now using the new accounts. The domain is now '...@monktoncombepc.org'
 - j. **Item 8.h. Use of Village Noticeboards by other organisations.**
It was agreed that, due to lack of space, the council noticeboards will not normally be used for posting advertising notices by other village organisations.
DW **ACTION – DW to approach Village Hall committee to consider setting up a VH noticeboard where village organisations can post notices advertising their events, as these very often take place in the Village Hall.**
 - k. **Item 10.a. 24/09/2012 B&NES Public Bridleway BA 16/11 MCS** (addressed to John Snow)
Informing MCJS that resurfacing will take place and erection of 20 bollards on School Drive to separate public right of way from cars.
Clerk **ACTION: Clerk to continue to monitor this as it affects parishioners who walk that part of the Drung.**
 - l. **30 MPH limit in Brassknocker –**
Clerk **ACTION: Clerk to continue to chase B&NES about this**
- 7 **HIGHWAYS & FOOTPATHS** – nothing to report.
- 8 **ITEMS FOR DISCUSSION**
- a. **Review of MCPC Standing Orders** – It was proposed that a working party be set up to draft a new set of standing orders. This will comprise, DW (Chair); LA; IKR
Clerk **ACTION: Clerk to convene a meeting of the working party**
 - b. **Review of MCPC Financial Regulations** – It was proposed that a working party be set up to draft a new set of MCPC financial Regulations. This will comprise, DW (Chair); LA; IKR
Clerk **ACTION: Clerk to convene a meeting of the working party**
 - c. **Community Orchard**
DW **ACTION: DW to follow up**
- 9 **REPORTS FROM CLUSTER/LIAISON/VPA /BATH PRESERVATION TRUST & OTHER MEETINGS**
- a. **Report from 'Good Councillor Training Course' attended by DW** – DW reported that the course was very good and dealt mainly with changes in legislation and best practice;
 - b. **BPT – 14/11/12 – Attended by LA** – Housing core strategy dates set

Approved and signed Monday 18th March 2013 Chairman



- c. **B&NES Planning Policy Meeting – 23/11/2012** – DW attended. Report circulated by email.
- d. **VPA (NPPF B&NES Briefing) – 26/11/2012 – attended by LA.**
Reported that Wiltshire Director was there; liaison good; A36 link still on agenda because A36 hill is weakened; Wilts Core Strategy – due June/July; South Wilts approved already; Richard Wright (Chairman Claverton PC) now on committee of Kennet & Avon Canal Trust; Community Infrastructure Levy (CIL - a charge on development) – currently Wilts £70 per square metre; £100 Bath, £200 for B&NES!
- e. **Cotswold AONB Consultation Meeting – 06/12/2012 attended by PB** – we were furthest south in attendance; every 5 years they produce a consultation document from which a draft is produced, then there is further consultation leading to business plans.
- f. **Health & Safety Inspection Reports:**
Grit bins – RB – all bins are full and now have a ‘Highway use only’ sign on them; RB has offered his services, for a fee, to the parish to clear untreated roads in the event of snow. Council was amenable to this, but asked Clerk to check legality.
Clerk **ACTION: Clerk to check legality of whether a councillor can be employed the council.**
- g. **Mill Leat – RB** – Council expressed concern about the safety of the open pole fence beside the bridleway where it runs alongside the leat, close to the Mill.
Clerk **ACTION: Clerk has since talked to B&NES footpaths officer and she will liaise with the landowner.**
- h. **Verges and signage (roads and paths) – RB** – all reported in good condition;
RB **ACTION: RB to contact B&NES (Nick Sperring) about missing road sign in hedge near Church Lane / Brassknocker junction.**
- i. **Playground & Miss Davies Garden – DW** - all reported to be in good condition
- j. **Lighting around village hall** – all reported to be in good condition
- k. **Village litter bins - GD**
GD **ACTION: GD to visit all bins and report at next meeting**
- l. **Footpaths and bridleways, stiles etc – LA** all reported to be in good condition
Clerk **ACTION: Clerk to ask footpaths officer for advice re the barbed wire alongside the bridleway across to the island. This has been since done and the footpaths officer stated that she would not be concerned given the width of the bridleway.**

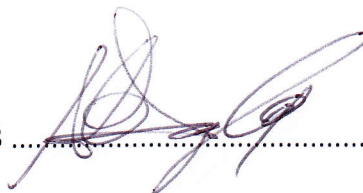
10

- a. **CORRESPONDENCE RECEIVED:**
Consultation - Application to designate Limpley Stoke & Freshford Neighbourhood Area. MCPC support the application.

11

- a. **ANY OTHER BUSINESS matters for report:**
Bus Shelter – it was reported that it is part of Ian Croker’s contract to clean the bus shelter and that he has done it recently
- b. **Tucking Mill Lane - road damaged** – reported by LA to B&NES
- c. **Oldfield RFC using car park commercially** – reported that Bath University contractors have a paid contract to use car park. They are being bussed in to University.

Approved and signed Monday 18th March 2013



Chairman

12

DATE OF NEXT MEETING

Monday 18th March 2013 at 7.15pm, in Village Hall

Other meeting dates confirmed:

- Next meeting between LA, GD & MCS Bursar (Amanda Cracknell) – 25th February at 3.00pm
- VPA meeting with Highways on 19th Feb - LA
- VPA Meeting 21st Feb – LA (MC Village Hall 12.30)

There being no further business, the Meeting closed at 22.23 hrs

Approved and signed Monday 18th March 2013  Chairman