

**MONKTON COMBE PARISH COUNCIL**

**Minutes of the Annual Parish Council Meeting  
Held as a Remote Meeting via ZOOM on 9<sup>th</sup> June 2020 at 7.00pm**

		<b>Parish Council Members Present:</b> Cllr. James Bradby, Cllr. Adelle Brenner, Cllr Gavin Douglas, Cllr. Andreea Imecs, Cllr. Mike Wareham, Cllr Des Wighton, Mr. Geoff Davis – Clerk. <b>Others Present:</b> B&NES Ward Cllr. Neil Butters for part of the meeting.
1	400	<b>To receive apologies for absence –</b> Cllr Lyn Alvis. Cllr Lyn Alvis was unable to attend the meeting as he does not possess the technology necessary to join this meeting held under the Emergency Coronavirus legislation. The Parish Council approved this reason for absence.
2	401	<b>Declarations of interest and dispensations –</b> None.
3	402	<b>Confidential Matters -</b> None
4	403	<b>Minutes of Parish Council meeting held on 2<sup>nd</sup> March 2020</b> were approved and signed by the Clerk at the direction of the Chairman.
5	404	<b>Minutes of Parish Council meeting held on 20<sup>th</sup> March 2020</b> were approved and signed by the Clerk at the direction of the Chairman.
6	405	<b>Minutes of Parish Council meeting held on 14<sup>th</sup> April 2020</b> were approved and signed by the Clerk at the direction of the Chairman.
7	406	<b>Minutes of Annual Parish meeting held 12<sup>th</sup> May 2020</b> were approved and signed by the Clerk at the direction of the Chairman.
8	407	<b>Annual Return</b>
	408	<b>Accounts for year ending 31<sup>st</sup> March 2020 –</b> The council approved the accounting statements for the year ending 31 <sup>st</sup> March 2020. These were signed by Cllr. Andreea Imecs and the Clerk.
	409	<b>Review and Adoption of Standing Orders, Risk assessment, Asset Register, and Financial Regulations –</b> The asset register needs minor revisions as per Auditors comments, and this will be done for the next meeting. The Standing Orders and Financial Regulations need to be updated to deal with Remote Meetings arising from the CoronaVirus Emergency so going forward so they make provision for a similar occurrence in the future. Under the current Standing Orders this can only be done at a face to face meeting of the Council, and it is therefore a task to be undertaken when normality returns. The Risk Assessment will likewise be reviewed in due course.
	410	The Council approved the renewal of the <b>Parish Council Insurance Policy.</b>
	411	<b>Auditors Report –</b> The Internal Auditor has completed the Annual Internal Audit Report, and provided a letter of comment saying she was satisfied that the council was compliant on all matters. She made a minor note on the Asset Register, and drew attention to some corrections needed on the website. The Council thanks the auditor for her thorough and valuable contribution to the Council and approved payment of her invoice.
	412	<b>Certificate of Exemption –</b> The Parish Council confirms that the Total Gross Annual Income and Total Gross Annual Expenditure do not exceed £25,000 and confirms all the statements required for Exemption apply. The Chairman and the Clerk then signed the Certificate of Exemption accordingly.
	413	<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.
	414	<b>Annual Return – Accounting Statements -</b> The Parish Council approved the Accounting Statements for 2019/20. The Chairman and the Clerk then signed the Annual Return accordingly.
9	415	<b>General Power of Competence –</b> The Parish Council resolves unanimously that from 9 <sup>th</sup> June 2020, 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.
10		<b>Financial Matters</b>
	416	<b>Section 137 Subscriptions</b> The following subscriptions were approved to be paid by the Council under S137 provision.
		Valley Parishes Alliance £100.00
		Council for Protection of Rural England £40.00

11	416	<b>Financial Matters</b>	
		<b>RFO Report and Payments for Approval</b> - The RFO Report was received, noted and signed by the clerk and Cllr. Andreea Imecs.	
		<b>Bank Balances as at 01.06.2020</b>	
		<b>Current</b>	<b>£10,320.64</b>
		<b>Bath Building Society</b>	<b>£9,314.73</b>
		<b>Bath Building Society (Miss Davis)</b>	<b>£12,724.54</b>
	417	<b>Receipts since meeting on 2nd March 2020</b>	
	7	Bath Building Society	Interest - BIBS Miss Davies Account £95.30
	8	Bath Building Society	Interest - BIBS Miss Davies Account £69.76
	1	B&NES Council	Precept Payment Apr 20 £4,334.00
	2	B&NES Council	Parish Sweeper Agency Payment £1,066.23
	3	Monkton Combe School	Grant towards cost of Miss Davies Garden Railings £2,000.00
	418	<b>Payments approved as standing payments or at meeting on 2nd March 2020 which have now been made.</b>	
		NDR B&NES	Business Rate - Car park 0.00
		14:49:59 ALCA	Subscription 2020-21 58.14
		DD-ICO Information	Data Protection Registration 2020-2021 35.00
		Commissioners Office	
		17:44:39 Mr G Davis	Parish Clerk 1/03 to 04/04/20 278.80
		14:54:22 Mike Newton	Amazon Barrier tape 7.37
		17:46:29 HMRC	Month 12 Paye 69.80
		SO-Apr Ian Croker	Village Cleaning 305.18
		16:05:58 Mr. G. Davis	Zoom Std Pro Monthly 14.39
		NDR 20-21 B&NES	Non Domestic Rate Bill 2020/21 Car Park 0.00
		17:21:51 Mr G Davis	Parish Clerk 5/04 to 2/05/20 223.28
		17:23:53 HMRC	Month 1 Paye 55.60
		SO-May Ian Croker	Village Cleaning 305.18
		15:11:06 Jeff Avis Gdn Svcs	Car park & Miss Davies April 2020 75.00
		16:42:52 SLCC	Clerk - Membership renewal-MCPC 64.26
		20:43:07 Came& Company	Parish Council Insurance Renewal 355.94
		13:48:26 B&NES Council	Playground Inspections 2019 191.02
		12:19:42 Mr. G. Davis	Zoom Std Pro Monthly 14.39
		11:45:45 Sarah Richardson	Internal Audit Fee 100.00
		17:39:19 Mr G Davis	Parish Clerk 3/05 to 30/05/20 223.08
		17:37:10 HMRC	Month 2 Paye 55.80
		SO-June Ian Croker	Village Cleaning 305.18
	419	<b>Payments for Approval at Meeting on 9th June 2020</b>	
		None	
	420	<b>The Parish Council resolved to make the following Payments by Direct Debit:-</b>	
		<ul style="list-style-type: none"> <li>CPRE – Annual Membership £40.00</li> <li>Information Commissioner - Data Protection Registration £35.00</li> </ul>	
		<b>Parish Matters and Works</b>	
	421	<b>Coronavirus Civil Emergency</b> – It is thought that there are no problems within the Parish. All the various contact details are being circulated via the Village Newsletter, with a good network and provision in the village. Particular thanks are due to peter Bossom for all his hard work in maintaining and circulating the newsletter. The chair will make contact with the Pub to suggest that when it re-opens, the Parish Council and the Newsletter will encourage the village to support and use it to help ensure its recovery.	
	422	<b>Equipment and Facilities – Checks by Councillors.</b>	
	423	<b>Village Playground</b> – The chair has received the items for the repair of the see-saw, and will endeavour to fit them shortly, after which the invoice can be paid.	
	424	<b>Broadband Improvements for Monkton Combe</b> – Truespeed are now installing to properties including the pub, and have done the chair's house. The chair will check when the village hall install is expected	
	425	<b>Neighbourhood Watch</b> – Nothing to report other than the large number of Scam warnings.	
	426	<b>Phone Box Church Lane / Mill Lane Junction</b> – We have been unable to make progress or contact with the person doing the work, and will look for someone to repaint it.	

	<p><b>427 Bus Shelter</b> – Cllr. Mike Wareham has had no contact or reply from the contractor and so we will look to find others to do the work.</p> <p><b>428 Car Park</b> – A quote has been received for re-surfacing and re-lining the car park. However, the re-surfacing was far too expensive, and so will proceed with only the re-lining.</p> <p><b>429 Village Hall</b> – A quote has been received for the repair and replacement of the water supply and sewer pipes. The chair will discuss at the next Village Hall Management Committee meeting and agree whether to proceed and the funding of the work.</p> <p><b>430 Miss Davies Garden</b> – Funding from the school and the Ward Councillor Empowerment Fund, and we will press the contractor to commence the work.</p>
<b>12</b>	<p><b>Planning</b> <b><u>Applications Received</u></b> None</p> <p><b>431 However</b>, a request for comments has been received from the owners of 1 Ivy Cottages, Shaft Road – regarding a potential application for a Garage conversion to ancillary / holiday accommodation. It was agreed that the chair would reply to owners stating that the council can only comment on a planning application, and cannot give pre-application advice.</p> <p><b>432 <u>PLANNING DECISIONS by B&amp;NES &amp; WILTSHIRE</u></b>  <b>19/03358/FUL - Parcel 3131 Tucking Mill Lane Midford Bath</b> - Provision of hard surface with associated drainage for access (Retrospective) - Revised Information <b>Refused</b>  <b>19/03734/FUL - Combe Grove Brassknocker Hill Monkton Combe Bath BA2 7HS</b> - Erection of 2 no. polytunnels, reconfiguration of car park and associated landscaping works. <b>Refused</b>  <b>20/00607/TCA - Monks Hill Shaft Road Monkton Combe Bath BA2 7HL Bath</b> - Numerous works to trees as listed in tree report. <b>No Objection</b>  <b>20/00617/VAR - Combe Grove Brassknocker Hill Monkton Combe Bath BA2 7HS</b> - Variation of condition 4 of application 19/01982/FUL (Erection of switch room building to accommodate electrical equipment) <b>Permitted</b>  <b>20/00619/FUL - Monkton Combe School Church Lane Monkton Combe Bath BA2 7HG</b> - Erection of two sports shelters to serve the existing All Weather Pitch - <b>Permitted</b></p> <p><b>433 20/00694/AR - Combe Grove, Brassknocker Hill, Monkton Combe, Bath, BA2 7HS</b> - Installation of two vinyl signs on existing stone plinths (Retrospective). <b>Application Withdrawn</b>  <i>It was noted however, that the Signs are still there. This will be followed up with B&amp;NES Planning Officers.</i>  <b>20/01289/FUL - Field Parcel 4385, Summer Lane, Monkton Combe, Bath</b> - Conversion of moveable stable into apiary workshop for beekeeping. (Retrospective) <b>Application Permitted</b>  <b>20/01400/FUL - Westbury View, Shaft Road, Monkton Combe, Bath BA2 7HN</b> - Erection of 2no. rear dormer windows. <b>Application Withdrawn</b>  <b>20/01599/NMA - 4 Mount Pleasant, Monkton Combe, Bath BA2 7HW</b> - Non-material amendment to application 19/03267/FUL (Partial demolition of existing rear extension and erection of new single storey extension with dormer). <b>Approve</b></p> <p><b>434 <u>Decisions Pending</u></b>  <b>19/03733/FUL - Combe Grove Brassknocker Hill Monkton Combe Bath BA2 7HS</b> - Erection of 2 no. temporary portacabins for office use by apprentices  <b>20/00501/FUL - Tabora Shaft Road Monkton Combe Bath BA2 7HH</b> - Raise roof level to create first floor living space with alterations to external cladding, landscaping and driveway works  <b>20/01427/FUL - Monkton Combe School, Church Lane, Monkton Combe, Bath BA2 7HG</b> - Relaying new surfacing to all hardstanding surfaces including new tarmac course, adjusted levels and relayed footpaths. Works to include all associated drainage and access in accordance with building regulations.  <b><u>PLANNING APPEALS</u></b> - None  <b><u>ENFORCEMENT UPDATE</u></b> –</p> <p><b>435 19/00519/UNDEV - Field Parcel 4385 Summer Lane Monkton Combe Bath</b> - Viewing Platform / Moveable Shed. Planning Application 20/01289/FUL has been Permitted. The additional structure remains in the field. The chair will check its location and if still in the highly visible location, it will be followed up with Planning Enforcement.</p> <p><b>436 19/00243/UNDEV - Parcel 3131 Tucking Mill Lane Midford Bath</b> - Creation of hardstanding area and Retrospective Planning Application 19/03358/FUL has been Refused. We await the next move by Planning Enforcement and/or the Owner.  <b><u>Other Planning Matters to Report</u></b></p> <p><b>437 Local Plan Partial Update Consultation</b> – The Chair has submitted comments via the online consultation survey.</p>

13	438	<b>Highways and Footpaths.</b> It was reported that the path between the Brook and Waterhouse has been improved with slabs and re-routed to avoid the point of collapse. Ward Cllr. Neil Butters reported on Transport Initiatives in B&NES, in particular the Cycle Links and the Wiltshire Whippet Bus Service being considered by the West of England Combined Authority. He also reported that funding was been sought for a crossing of A36 from Dundas to Ralph Allen School.
14	439 440	<b>Reports</b> <b>PARISH LIAISON MEETING</b> - The clerk reported that the next meeting is being held remotely using Zoom on 16 <sup>th</sup> July 2020 at 5:30 p.m.. <b>VPA, Bath Preservation Trust &amp; any other Meetings</b> – Many meetings are currently on hold. However, there was a meeting about the A36 Severance Report and other Areas for improvement if funding were available.
15		<b>Correspondence Received</b> - None
16		<b>Other matters to report</b> - None
17	441	<b>Date of Next Meetings</b> It was agreed that in the light of the current situation, having conducted all the essential Parish Council Business at this meeting the following dates for future meetings:- <b>Monday 14th September 2020</b> <b>Monday 25th January 2021</b> <b>Annual Parish Meeting: Monday April 26th 2021</b> <b>Annual Parish Council Meeting: May 24th 2021</b> With all meetings to be held as normal in the Village Hall at 7:30 p.m. And for the period to 14th September 2020:- The Parish Council Resolves to conduct discussion of matter by e-mail and to delegate to the Clerk the Authority to carry out those decisions reached. It re-affirms the Resolutions made on 20th March 2020, minute references 383, 384, and 385 to delegate the necessary Financial powers to the clerk for both the Civil Emergency and the day to day running of the Parish affairs. The clerk confirmed the cancellation of the Zoom Subscription. <b>The meeting Closed at 21:11</b>