

**MONKTON COMBE PARISH COUNCIL**

**Minutes of the Annual Parish Council Meeting**

**Held in the Village Hall and Remotely – Online using ZOOM on 25<sup>th</sup> May 2021 at 7.30pm**

		<p><b>Parish Council Members Present:</b> In person: Cllr Lyn Alvis, Cllr. James Bradby, Cllr Des Wighton, Mr. Geoff Davis – Clerk. Online: Cllr. Adelle Brenner, Cllr Gavin Douglas, Cllr. Andreea Imecs, Cllr. Mike Wareham</p> <p><b>Others Present:</b> B&amp;NES Ward Cllr. Neil Butters.</p>
1	571	<p><b>Elections of Chair and Vice Chair:</b> Cllr. James Bradby proposed Des Wighton as Chair, this was seconded by Cllr. Lyn Alvis, and carried unanimously.</p> <p><b>Elections of Chair and Vice Chair:</b> Cllr. Adelle Brenner proposed Mike Wareham as Vice Chair, this was seconded by Cllr. Des Wighton, and carried unanimously.</p>
2	572	Both Cllr. Des Wighton and Cllr. Mike Wareham indicated their willingness to stand in their respective roles, and they and the clerk signed their Declarations of Acceptance of Office.
3	573	<b>Councillor Vacancy:</b> Cllr. Gavin Douglas offered his resignation which was reluctantly accepted with effect from the end of the meeting.
4	574	<b>To receive apologies for absence</b> – Ward Cllr Matt McCabe was attending Marksbury Parish Council meeting.
5	575	<b>Declarations of interest and dispensations</b> – None.
6	576	<b>Confidential Matters</b> - None
7	577	<b>Minutes of Parish Council meeting held on 22<sup>nd</sup> March 2021.</b> Approved and signed by the Chairman.
8	578	<b>Minutes of Annual Parish meeting held 18<sup>th</sup> May 2021</b> were approved and signed by the Chairman.
9	579	<b>Annual Return</b>
	579	<b>Accounts for year ending 31<sup>st</sup> March 2021</b> –The council approved the accounting statements for the year ending 31 <sup>st</sup> March 2021. These were signed by the Chairman and the Clerk.
	580	<b>Review and Adoption of Standing Orders, Risk assessment, Asset Register, and Financial Regulations</b> – The asset register with minor revisions as per Auditors comments was adopted and signed by the Chair. The Standing Orders and Financial Regulations require no changes as the legislation allowing Remote Meetings arising from the CoronaVirus Emergency has lapsed. The Risk Assessment with minor revisions as per Auditors comments was adopted and signed by the Chair.
	581	<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, but highlighting some issues for correction or concern. The corrections have been made as above to Asset Register and Risk Assessment. The issues on Public Liability for Manual Workers has been addressed with the revised Insurance Cover. She also highlighted the need for business continuity planning which the Council will review in the coming year.
	582	The Council thanks the auditor for her thorough and valuable contribution to the Council and approved payment of her invoice.
	583	<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.
	584	<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 Governance Statement accordingly.
	585	<b>Annual Return – Accounting Statements</b> - The Parish Council approved the Accounting Statements for 2020/21. The Chairman and the Clerk then signed the Annual Return - Accounting Statement accordingly.
	586	The Council approved the quotation for the Parish Council Insurance Policy from Parish Protect that included the extension to cover Public Liability for Manual Workers.
10	587	<b>General Power of Competence</b> – The Parish Council resolves unanimously that from 25 <sup>th</sup> May 2021, 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.

11	<p><b>Financial Matters</b></p> <p><b>588 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</p> <p><b>589 RFO Report and Payments for Approval</b> - The RFO Report was received, noted and signed by the clerk and Cllr. Andreea Imecs.</p> <p><b>590 Bank Balances as at 01.06.2021</b></p> <table> <tr> <td><b>Current</b></td> <td><b>£8,418.17</b></td> <td><b>Bath Building Society</b></td> <td><b>£9,327.52</b></td> </tr> <tr> <td></td> <td></td> <td><b>Bath Building Society (Miss Davis)</b></td> <td><b>£12,046.87</b></td> </tr> </table> <p><b>591 Receipts since meeting on 22nd March 2021</b></p> <table> <tr> <td>12</td> <td>BIBS</td> <td>Interest - Miss Davis Account</td> <td>£1.02</td> </tr> <tr> <td>13</td> <td>BIBS</td> <td>Interest - MCPC Account</td> <td>£0.79</td> </tr> <tr> <td>1</td> <td>B&amp;NES Council</td> <td>Precept Payment Apr 21</td> <td>£4,684.00</td> </tr> <tr> <td>2</td> <td>B&amp;NES Council</td> <td>Footpaths Agency Payment</td> <td>£204.88</td> </tr> </table> <p><b>592 Payments approved as standing payments or at meeting on 22nd March 2021 which have now been made.</b></p> <table> <tr> <td>14:41:35</td> <td>D&amp;S Wighton</td> <td>Expenses March 2021</td> <td>28.23</td> </tr> <tr> <td>14:44:40</td> <td>ALCA</td> <td>Annual Subs 2021-22</td> <td>69.77</td> </tr> <tr> <td>14:04:58</td> <td>Community Heartbeat Trust</td> <td>Replacement Pads</td> <td>51.60</td> </tr> <tr> <td>NDRate</td> <td>B&amp;NES Customer Services</td> <td>Non Domestic Rate Bill - Car Park</td> <td>0.00</td> </tr> <tr> <td>DD-ICO</td> <td>Information Commissioner</td> <td>Data Protection Registration 2020-21</td> <td>35.00</td> </tr> <tr> <td>16:09:41</td> <td>Mr G Davis</td> <td>Zoom Std Pro Monthly</td> <td>14.39</td> </tr> <tr> <td>16:12:58</td> <td>Mr G Davis</td> <td>Parish Clerk 28/2 to 3/04/21</td> <td>286.60</td> </tr> <tr> <td>16:14:48</td> <td>HMRC</td> <td>Month 12 Paye</td> <td>71.80</td> </tr> <tr> <td>SO-Apr</td> <td>Ian Croker</td> <td>Village Cleaning</td> <td>313.63</td> </tr> <tr> <td>16:13:07</td> <td>Fenland Leisure Ltd</td> <td>Replacement Swing seat</td> <td>84.00</td> </tr> <tr> <td>16:41:47</td> <td>Jeff Avis</td> <td>Car park and Miss Davis Garden Apr &amp; Mar</td> <td>75.00</td> </tr> <tr> <td>15:48:07</td> <td>Mr. G. Davis</td> <td>Printer Cartridge</td> <td>60.91</td> </tr> <tr> <td>15:52:00</td> <td>Mr G Davis</td> <td>Parish Clerk 2/05 to 29/05/21</td> <td>229.32</td> </tr> <tr> <td>16:00:20</td> <td>Sarah Richardson</td> <td>Internal Audit Fee</td> <td>125.00</td> </tr> <tr> <td>15:54:04</td> <td>HMRC</td> <td>Month 2 Paye</td> <td>57.40</td> </tr> </table> <p><b>593 Payments for Approval at Meeting on 25th May 2021</b></p> <table> <tr> <td>16:00:20</td> <td>Sarah Richardson</td> <td>Internal Audit Fee</td> <td>125.00</td> </tr> <tr> <td></td> <td>Parish Protect</td> <td>Parish Council Insurance</td> <td>245.19</td> </tr> </table> <p><b>594 The Parish Council resolved to make the following Payments by Direct Debit:-</b></p> <table> <tr> <td>CPRE – Annual Membership</td> <td>£40.00</td> </tr> <tr> <td>Information Commissioner - Data Protection Registration</td> <td>£35.00</td> </tr> </table>	<b>Current</b>	<b>£8,418.17</b>	<b>Bath Building Society</b>	<b>£9,327.52</b>			<b>Bath Building Society (Miss Davis)</b>	<b>£12,046.87</b>	12	BIBS	Interest - Miss Davis Account	£1.02	13	BIBS	Interest - MCPC Account	£0.79	1	B&NES Council	Precept Payment Apr 21	£4,684.00	2	B&NES Council	Footpaths Agency Payment	£204.88	14:41:35	D&S Wighton	Expenses March 2021	28.23	14:44:40	ALCA	Annual Subs 2021-22	69.77	14:04:58	Community Heartbeat Trust	Replacement Pads	51.60	NDRate	B&NES Customer Services	Non Domestic Rate Bill - Car Park	0.00	DD-ICO	Information Commissioner	Data Protection Registration 2020-21	35.00	16:09:41	Mr G Davis	Zoom Std Pro Monthly	14.39	16:12:58	Mr G Davis	Parish Clerk 28/2 to 3/04/21	286.60	16:14:48	HMRC	Month 12 Paye	71.80	SO-Apr	Ian Croker	Village Cleaning	313.63	16:13:07	Fenland Leisure Ltd	Replacement Swing seat	84.00	16:41:47	Jeff Avis	Car park and Miss Davis Garden Apr & Mar	75.00	15:48:07	Mr. G. Davis	Printer Cartridge	60.91	15:52:00	Mr G Davis	Parish Clerk 2/05 to 29/05/21	229.32	16:00:20	Sarah Richardson	Internal Audit Fee	125.00	15:54:04	HMRC	Month 2 Paye	57.40	16:00:20	Sarah Richardson	Internal Audit Fee	125.00		Parish Protect	Parish Council Insurance	245.19	CPRE – Annual Membership	£40.00	Information Commissioner - Data Protection Registration	£35.00
<b>Current</b>	<b>£8,418.17</b>	<b>Bath Building Society</b>	<b>£9,327.52</b>																																																																																														
		<b>Bath Building Society (Miss Davis)</b>	<b>£12,046.87</b>																																																																																														
12	BIBS	Interest - Miss Davis Account	£1.02																																																																																														
13	BIBS	Interest - MCPC Account	£0.79																																																																																														
1	B&NES Council	Precept Payment Apr 21	£4,684.00																																																																																														
2	B&NES Council	Footpaths Agency Payment	£204.88																																																																																														
14:41:35	D&S Wighton	Expenses March 2021	28.23																																																																																														
14:44:40	ALCA	Annual Subs 2021-22	69.77																																																																																														
14:04:58	Community Heartbeat Trust	Replacement Pads	51.60																																																																																														
NDRate	B&NES Customer Services	Non Domestic Rate Bill - Car Park	0.00																																																																																														
DD-ICO	Information Commissioner	Data Protection Registration 2020-21	35.00																																																																																														
16:09:41	Mr G Davis	Zoom Std Pro Monthly	14.39																																																																																														
16:12:58	Mr G Davis	Parish Clerk 28/2 to 3/04/21	286.60																																																																																														
16:14:48	HMRC	Month 12 Paye	71.80																																																																																														
SO-Apr	Ian Croker	Village Cleaning	313.63																																																																																														
16:13:07	Fenland Leisure Ltd	Replacement Swing seat	84.00																																																																																														
16:41:47	Jeff Avis	Car park and Miss Davis Garden Apr & Mar	75.00																																																																																														
15:48:07	Mr. G. Davis	Printer Cartridge	60.91																																																																																														
15:52:00	Mr G Davis	Parish Clerk 2/05 to 29/05/21	229.32																																																																																														
16:00:20	Sarah Richardson	Internal Audit Fee	125.00																																																																																														
15:54:04	HMRC	Month 2 Paye	57.40																																																																																														
16:00:20	Sarah Richardson	Internal Audit Fee	125.00																																																																																														
	Parish Protect	Parish Council Insurance	245.19																																																																																														
CPRE – Annual Membership	£40.00																																																																																																
Information Commissioner - Data Protection Registration	£35.00																																																																																																
12	<p><b>Parish Matters and Works</b></p> <p><b>595 Coronavirus Civil Emergency</b> – The village is settled and calm with a progressive return to normal. The pub has re-opened. There has been an outbreak of Covid-19 in the village affecting three families, with a total of 21 cases.</p> <p><b>Equipment and Facilities – Checks by Councillors.</b></p> <p><b>596 Village Playground</b> – RoSPA are arranging the Annual Inspection for June, and Cllr. Des Wighton will attend with the inspector to obtain a checklist and understand how the weekly inspections should be conducted. A new child's seat has been fitted to the swing. The bench has been moved onto the grass, but this will be discussed with the RoSPA inspector, with a view to moving it back onto the play surface.</p> <p><b>597 Broadband Improvements for Monkton Combe</b> – Nothing further to report with most if not all installations complete, although it appears progress may have stalled somewhat.</p> <p><b>598 Neighbourhood Watch</b> – there are a large number of Scam warnings, and a door-to-door hawker was asked to leave. A representative from the Shaft Road area is needed now Gavin Douglas has moved.</p> <p><b>599 Phone Box Church Lane / Mill Lane Junction</b> – Now Complete and Functioning as a Book Exchange and Information Point. It appears to be popular and well used.</p> <p><b>600 Bus Shelter</b> – No further progress to report. The Officer involved is no longer in post, and Ward Cllr. Neil Butters will follow this through.</p> <p><b>601 Miss Davis Garden</b> – Nothing further to report</p>																																																																																																

13	602	<p><b>Planning</b> <b>Applications Received</b> 21/02352/TCA - The Old Mill, Mill Lane, Monkton Combe, Bath BA2 7HD - 3no. Ash (height 20-25m) - Reduce height by 50% (approx 10m) to remove infected wood. 21/02185/TCA - Mulberry Cottage, Mill Lane, Monkton Combe, Bath BA2 7HD - Beech (T1) - Fell. 21/02191/FUL - Monkton Combe Junior School, Church Road, Combe Down, Bath BA2 7ET - Erection of a timber shelter and upgrading and extension of a footpath and associated works The Parish Council is content with each of these applications and has No Comment to make.</p>
	603	<p><b>PLANNING DECISIONS by B&amp;NES &amp; WILTSHIRE</b> 21/01400/FUL - 1 Rose Cottages, St Michael's Court, Monkton Combe, Bath BA2 7EZ - Erection of single storey rear extension and internal alterations to form new ground floor WC and utility room. <b>Application Permitted</b> 21/01401/LBA - 1 Rose Cottages, St Michael's Court, Monkton Combe, Bath BA2 7EZ - Erection of single storey rear extension and internal alterations to form new ground floor WC and utility room. <b>Consent</b> 20/02707/FUL - Woodlands, Warminster Road, Monkton Combe, Bath BA2 7BN - Demolition of existing 3 bedroom dwelling and associated outbuildings. Erection of replacement 5 bedroom dwelling, detached double garage and associated landscape, drainage and external works. <b>Application Permitted</b> 20/04652/FUL - Mulberry House, Summer Lane, Combe Down, Bath BA2 7EU - Alterations and extension to existing dwelling and erection of garage. <b>Application Permitted</b></p>
	604	<p><b>Decisions Pending</b> 21/00136/FUL - Shaft House, Shaft Road, Monkton Combe, Bath BA2 7HN - Refurbishment of existing dwelling including removed conservatory, replacement side extension, new first floor extension and roof dormer 20/04025/FUL - Llanbobl, Parcel 3131 Tucking Mill Lane, Midford, Bath - Provision of hard surface with associated drainage for access (Retrospective) (Revision and resubmission of 19/03358/FUL). <b>PLANNING APPEALS</b> - None</p>
	605	<p><b>ENFORCEMENT UPDATE</b> 19/00243/UNDEV - Parcel 3131 Tucking Mill Lane Midford Bath - Creation of hardstanding area and Retrospective Planning Application 19/03358/FUL has been Refused. A further retrospective application has been submitted :- 20/04025/FUL <b>Other Planning Matters to Report</b> - None</p>
	14	606
15	607 608	<p><b>Reports</b> 607 <b>PARISH LIAISON MEETING – The minutes from the meeting 24th March 2021 have been circulated.</b> 608 <b>VPA, Bath Preservation Trust &amp; any other Meetings – The VPA have not met and an update report has been circulated. Similarly notes from the School Meeting have been circulated.</b></p>
16		<p><b>Correspondence Received - None</b></p>
17	609 610	<p><b>Other matters to report</b> 609 Cllr. Gavin Douglas reported that refuse and recycling bins are being left on the highway at the bottom of Shaft Road. Cllr. Adelle Brenner will follow this up with the School Bursar as it is thought the bins are those from the boarding house. 610 The Chair thanked Cllr. Gavin Douglas, on behalf of the Parish Council and the Village, for his service of 28 years to the Council and the whole Village. His huge contribution is greatly appreciated and he will be greatly missed.</p>
18	611	<p><b>Date of Next Meetings</b> The following dates were agreed, with all meetings to be held normally in the village hall:- <b>Parish Council Meeting – Monday 19th July 7:30</b> <b>Parish Meeting – Saturday 17th July 2:30 – Meet the Parish Council in your Village Hall. To coincide with the Village Barbeque.</b> <b>Parish Council Meeting – Monday 20th September 7:30</b> <b>Parish Council Meeting – Monday 22nd November 7:30</b> <b>Parish Council Meeting – Monday 17th January 2022 7:30</b> <b>Parish Council Meeting – Monday 21st March 2022 7:30</b> <b>Annual Parish Meeting: Monday April 11th 2022 7:30</b> <b>Annual Parish Council Meeting: Monday May 16th 2022 7:30 - The meeting Closed at 21:13</b></p>