

**MONKTON COMBE PARISH COUNCIL**

**Minutes of the Annual Parish Council Meeting  
Held in the Village Hall on 10<sup>th</sup> May 2018 at 7.30pm**

		<p><b>Parish Council Members Present:</b> 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> Mr. Simon Roper, Ms. Liz Kelly, Chris Beaver (Planning Consultant), Mr. Hill Garston</p>
1	960	<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 Simon Call, and duly elected unanimously. Ross Buchanan indicated his willingness to stand as Vice Chairman for the next year. He was proposed by Des Wighton, seconded by Simon Call, and duly elected unanimously.</p>
2	961	<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	962	<p><b>To receive apologies for absence</b> – Cllr Lyn Alvis</p>
4	963	<p><b>Declarations of interest and dispensations</b> – None.</p>
5	964	<p><b>Confidential Matters</b> - None</p>
6	965	<p><b>Minutes of Parish Council meeting held on 5<sup>th</sup> March 2018</b> were approved and signed by the Chairman.</p>
7	966	<p><b>Minutes of Annual Parish meeting held 23<sup>rd</sup> April 2018</b> were approved and signed by the Chairman.</p>
8	967	<p><b>Annual Return</b> <b>Accounts for year ending 31<sup>st</sup> March 2018</b> – Cllr Ross Buchanan questioned the amount of contribution from the Miss Davies ring-fenced account towards the cost of maintenance. It was agreed that this would be reviewed at the next meeting. The council approved the accounting statements for the year ending 31<sup>st</sup> March 2018. These were signed by the Cllr. Simon Call and Clerk.</p>
	968	<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 as reviewed and adopted previously were confirmed as unchanged. The Asset Register as reviewed and adopted previously were confirmed as unchanged. The Financial Regulations as adopted previously were confirmed as unchanged but will be reviewed at the next meeting in the light of changes to audit regulations. The clerk confirmed that a new Data Privacy Policy was being drafted for review and adoption at the next meeting.</p>
	969	<p><b>Auditors Report</b> – The council reviewed and accepted the Internal Auditors report and noted each of the comments made and undertook to address each point. On her recommendation regarding Councillor contact details all councillors agreed that only their telephone and e-mail is to be advertised. Each also agreed to use the MonktonCombePc.org e-mail address for council business and the clerk will facilitate any necessary support for those councillors needing to change. The clerk will provide a letter to the chairman detailing all the data and security arrangements to enable the council to take control of their systems in the event of mishap to the clerk. The chairman will contact ALCA to obtain an assessment of the correct pay scale point for the clerk. The Council thanks the auditor for her thorough and valuable contribution to the Council and approved payment of her invoice.</p>
	970	<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>
	971	<p><b>Annual Return – Accounting Statements</b> - The Parish Council approved the Accounting Statements for 2017/18. The Chairman and the Clerk then signed the Annual Return accordingly.</p>
9	972	<p><b>Register of Members Interests – Review, Amendment and Signing</b> - All Councillors reviewed their declarations of pecuniary interests. As requested by the auditor councillors reviewed their employment and Land declarations and provided amended declarations to the clerk.</p>

Approved and signed Monday 9<sup>th</sup> July 2018 ..... Chairman

10	973	<p><b>General Power of Competence</b> – It was proposed by Cllr. Gavin Douglas and seconded by Cllr. Ann Stewart that the Parish Council resolves from 10<sup>th</sup> May 2018, 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>																																																																											
11		<p><b>Financial Matters</b></p>																																																																											
	974	<p><b>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: 80%;">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>	Valley Parishes Alliance	£100.00	Council for Protection of Rural England	£40.00																																																																							
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	975	<p><b>RFO Report and Payments for Approval</b> - The RFO Report was received and noted.</p> <p><b>Bank Balances as at 01.05.2018</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>£7,394.93</b></td> <td style="width: 30%;"><b>Bath Building Society</b></td> <td style="width: 10%; text-align: right;"><b>£9,175.91</b></td> </tr> <tr> <td></td> <td></td> <td><b>Bath Building Society (Miss Davis)</b></td> <td style="text-align: right;"><b>£12,649.64</b></td> </tr> </table> <p><b>Receipts since meeting on 5<sup>th</sup> March 2018.</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">12</td> <td style="width: 40%;">BIBS</td> <td style="width: 35%;">Interest MCPC</td> <td style="width: 20%; text-align: right;">£25.61</td> </tr> <tr> <td>13</td> <td>BIBS</td> <td>Interest Miss Davies</td> <td style="text-align: right;">£36.58</td> </tr> <tr> <td>1a</td> <td>B&amp;NES Council</td> <td>Precept</td> <td style="text-align: right;">£3,634.00</td> </tr> <tr> <td>1b</td> <td>B&amp;NES Council</td> <td>Local Council Support Grant</td> <td style="text-align: right;">£15.00</td> </tr> </table> <p><b>Payments approved as standing payments or at meeting on 5<sup>th</sup> March 2018 which have now been made.</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">14:22:38</td> <td style="width: 30%;">Avon LCA</td> <td style="width: 35%;">ALCA Subscription 2018-19</td> <td style="width: 25%; text-align: right;">55.63</td> </tr> <tr> <td>DD-ICO</td> <td>Information Commissioner</td> <td>Data Protection registration 2018-19</td> <td style="text-align: right;">35.00</td> </tr> <tr> <td>09:42:27</td> <td>Mr. G. Davis</td> <td>Parish Clerk 25/2/18 - 31/3/18</td> <td style="text-align: right;">214.12</td> </tr> <tr> <td>09:44:40</td> <td>HMRC</td> <td>Month 12 Paye</td> <td style="text-align: right;">53.60</td> </tr> <tr> <td>SO-APR</td> <td>Ian Croker</td> <td>Village Cleaning</td> <td style="text-align: right;">253.67</td> </tr> <tr> <td>13:57:56</td> <td>Mr. R. Buchanan</td> <td>Expenses - Phone Box Light</td> <td style="text-align: right;">28.33</td> </tr> <tr> <td>16:46:05</td> <td>Mr. G. Davis</td> <td>Parish Clerk 1/4/18 - 28/4/18</td> <td style="text-align: right;">171.38</td> </tr> <tr> <td>16:50:20</td> <td>HMRC</td> <td>Month 1 Paye</td> <td style="text-align: right;">42.80</td> </tr> <tr> <td>SO-MAY</td> <td>Ian Croker</td> <td>Village Cleaning</td> <td style="text-align: right;">253.67</td> </tr> </table> <p><b>976 Approvals requested for expenditure before next meeting.</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Jeff Avis Garden Services</td> <td style="width: 35%;">Invoice 003713 Miss Davies Garden &amp; Car Park April 2018</td> <td style="width: 35%; text-align: right;">£75.00</td> </tr> <tr> <td>Came &amp; Company</td> <td>Insurance Renewal</td> <td style="text-align: right;">£285.60</td> </tr> <tr> <td>Sarah Richardson - Auditor</td> <td>Audit Fee 2017-18</td> <td style="text-align: right;">£100.00</td> </tr> <tr> <td>Sarah Richardson - Auditor</td> <td>Travel Costs to Parish</td> <td style="text-align: right;">£5.00</td> </tr> <tr> <td>SLCC</td> <td>Membership 2018 MCPC contribution</td> <td style="text-align: right;">£47.35</td> </tr> </table> <p><b>977 The Parish Council resolved to make the following Payments by Direct Debit:-</b></p> <ul style="list-style-type: none"> <li>• CPRE – Annual Membership £40.00</li> <li>• Information Commissioner - Data Protection Registration £35.00</li> </ul>	<b>Current</b>	<b>£7,394.93</b>	<b>Bath Building Society</b>	<b>£9,175.91</b>			<b>Bath Building Society (Miss Davis)</b>	<b>£12,649.64</b>	12	BIBS	Interest MCPC	£25.61	13	BIBS	Interest Miss Davies	£36.58	1a	B&NES Council	Precept	£3,634.00	1b	B&NES Council	Local Council Support Grant	£15.00	14:22:38	Avon LCA	ALCA Subscription 2018-19	55.63	DD-ICO	Information Commissioner	Data Protection registration 2018-19	35.00	09:42:27	Mr. G. Davis	Parish Clerk 25/2/18 - 31/3/18	214.12	09:44:40	HMRC	Month 12 Paye	53.60	SO-APR	Ian Croker	Village Cleaning	253.67	13:57:56	Mr. R. Buchanan	Expenses - Phone Box Light	28.33	16:46:05	Mr. G. Davis	Parish Clerk 1/4/18 - 28/4/18	171.38	16:50:20	HMRC	Month 1 Paye	42.80	SO-MAY	Ian Croker	Village Cleaning	253.67	Jeff Avis Garden Services	Invoice 003713 Miss Davies Garden & Car Park April 2018	£75.00	Came & Company	Insurance Renewal	£285.60	Sarah Richardson - Auditor	Audit Fee 2017-18	£100.00	Sarah Richardson - Auditor	Travel Costs to Parish	£5.00	SLCC	Membership 2018 MCPC contribution	£47.35
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12	978	<p><b>Employment Matters – NJC New Pay Rates and Scales as at April 2017, and April 2018.</b></p> <p>It was agreed to approve pay increase back payment for the year 2017-18 (as review not done in May 2017 Sweeper £74.23, Clerk £40.56), and to approve pay rate increase for year 2018-19 Sweeper £7.92 to £8.765), Clerk £8.924 to £9.521 per hour).</p> <p><b>Parish Matters and Works</b></p> <p><b>979 Parish Councillors’ Individual Responsibilities</b> – There were no changes to Councillors responsibilities.</p> <p><b>980 Equipment and Facilities – Checks by Councillors to report</b></p> <p>Following the recommendation by the auditor Councillors agreed to take responsibility for the Parish Assets as follows:-</p> <p>Des Wighton: Lockup, Village Car park (re-surfacing), Miss Davies Garden, Playpark          Ross Buchanan: Grit Bins, Phone Box, Finger Posts, Signage          Lyn Alvis: Footpaths, Bridleways          Simon Call: Millennium Bridge. Simon Call reported that there were no problems.          Clerk: Notice Boards</p>																																																																											

	<p><b>981 Village Hall Floor</b> - The clerk was asked to enquire of Ward Cllr. Neil Butters if any ward Councillor Initiative funding might be available for this project.</p> <p><b>982</b> The Parish Council agreed to receive the grant from the Village Hall Management Committee towards the cost and to instruct the clerk to raise the necessary order and deposit payment to the approved supplier and secure the contract.</p> <p><b>983 Village Playground</b> - The quotation that has been received was considered to be a very large sum and well beyond the resources and budget available. The chairman agreed to contact Wicksteed in order to obtain a quotation for refurbishment and repair which is within the budget of £3,000.</p> <p><b>984 Broadband Improvements for Monkton Combe</b> – There has been significant contact with Truespeed who are currently running a campaign in the area. Gigaclear also appear to considering the same approach. It seems Broadband facilities are very likely to be improved by one or other organisation.</p> <p><b>985 Neighbourhood Watch</b> – As Cllr. Lyn Alvis was absent there was nothing to report.</p> <p><b>986 Phone Box Church Lane / Mill Lane Junction</b> – Cllr. Ross Buchanan reported that the light had now been repaired and was working.</p>
<p><b>13</b></p>	<p><b>Planning</b> <b><u>Applications Received</u></b></p> <p><b>987 18/01625/FUL - School House, Monkton Combe School, Church Lane, Monkton Combe, Bath BA2 7HG</b> - Replacement of existing metal/timber single glazed windows with powder-coated aluminium double glazed windows. Form new external timber doorways to proposed changing rooms. To replace existing single ply/felt flat roof with new felt flat roof covering. Replace the roof level staircase external timber cladding and some cladding to first floor toilet with Marley Eternit Cedral cladding. Colour Grey Brown. The Parish Council has <b>No Comment</b></p> <p><b>988 18/01851/FUL - Monkton Combe School Farm, Brassknocker Hill, Monkton Combe, Bath BA2 7HX</b> - Proposed erection of 2 dwellings following demolition of redundant agricultural buildings; alteration to existing dwelling; and associated access and comprehensive landscaping.</p> <p>Mr. Simon Roper addressed the meeting highlighting the main points of his application and the four main Very special Circumstances which he considered would justify this development within the Green Belt. He said that a number of residents were supportive of his plans.</p> <p>The clerk reported that he had received a telephone call from a Mr. John De Cesare in which he had said he was speaking for the residents of Trollope Hill. His statement was that he Objected to the building of new houses in the Green Belt, on a farm site which was Agricultural Use Only. He did not accept that any Very special Circumstances existed, and that the surprising state of dilapidation could not be used as such. Cllr Simon Call withdrew from the discussions and abstained from the process as his employers, Monkton Combe School had significant involvement in this site, and he was therefore uncomfortable with being involved.</p> <p>Councillors discussed the application with some questioning of the applicant. The Parish Council expressed their difficulty with following what were considered to be complex Planning Arguments around the Very Special Circumstances and therefore had difficulty in accepting them.</p> <p>It being apparent that there was a significant measure of Objection to the proposals the Chair put forward a Resolution to OBJECT to the Application. The Resolution was carried by three votes FOR, 1 AGAINST, and 2 ABSTENTIONS. The following full consultation response was subsequently agreed:-</p> <p>Monkton Combe Parish Council Resolved to OBJECT to these proposals. We consider this application to be well considered and constructed, and that it has taken into consideration comments received from previous consultations and is a credit to the applicant. The application proposes many good features including those for access and road safety. However, this is nonetheless development within the Green Belt and regardless of the quality of design, is by definition Harmful. The Very Special Circumstances put forward are very technical in form and the Parish Council does not consider it is able to judge their sufficiency. We cannot accept these statements at face value and must therefore OBJECT to the application, as we have done for other applications made on a basis of complex argument around Very Special Circumstances.</p> <p>We do also question the assertion that the land in question is no longer wanted or viable for agriculture and object to this Domestication of Agricultural land.</p>

989	<p><b><u>PLANNING DECISIONS by B&amp;NES &amp; WILTSHIRE</u></b>  <b>18/00684/FUL – Hillcrest, Warminster Road, Monkton Combe, Bath BA2 7HY</b> - Erection of single storey rear extension with raised decking. <b>PERMITTED</b>  <b>18/00448/FUL - 2 Rose Cottages, St Michael's Court, Monkton Combe, Bath BA2 7EZ</b> - Repairs to windows and internal refurbishment. <b>WITHDRAWN</b>  <b>18/00449/LBA - 2 Rose Cottages, St Michael's Court, Monkton Combe, Bath BA2 7EZ</b> - Internal and external alterations for re-wiring of property (including chasing walls as required), installation of gas central heating, repair of the windows throughout, installation of damp-proofing and general refurbishment. <b>WITHDRAWN</b>  <b>Variation of a Premises Licence - Waterhouse Hotel, 5 Waterhouse Lane, Monkton Combe, Bath, Wiltshire, BA2 7JB</b> - To amend a condition currently on the licence, in order to allow the sale of Alcohol to non-residents on any Saturday and Sunday <b>GRANTED</b></p>
990	<p><b><u>Decisions Pending</u></b> <b>18/00710/LBA - 2 Brassknocker Hill Cottages, Brassknocker Hill, Monkton Combe, Bath BA2 7HU</b> - External works to repair and update the underlying roof covering</p>
991	<p><b><u>PLANNING APPEALS</u></b> - 17/00100/RF - APP/F0114/W/17/3184780 - 17/00264/FUL - Parcel 6785 Summer Lane Monkton Combe Bath - Erection of a disabled accessible agricultural dwelling. <b>DISMISSED</b></p>
	<p><b><u>ENFORCEMENT UPDATE</u></b> - No Enforcement Actions pending.</p>
992	<p><b><u>Other Planning Matters to Report</u></b>  Cllr. Mike Wareham reported that the Parish Council will be required to assess areas within the Parish, but that much of the Parish was not required for assessment.</p>
14	<p><b>993</b> <b><u>Highways and Footpaths</u></b> – It was reported that the Cotswold Wardens were still working on repairing the walls along the Church Drung, and that they are doing an excellent job.</p>
15	<p><b>994</b> <b><u>Reports</u></b>  <b>BathAvon Forum – 11th April - Report</b> – Cllr. Lyn Alvis will report at the next meeting.  <b>PARISH LIAISON MEETING 28th February, 2018 – Report</b> – There nothing further to report as councillors had all received minutes of this meeting.  <b>VPA, Bath Preservation Trust &amp; any other Meetings</b> – A VPA-Highways England meeting had taken place. It was reported they were still awaiting ministerial decision on prioritisation of RIS2 (Route Investment Strategy).  The Bath Preservation Trust Environs meeting is on Tuesday Lunchtime.</p>
16	<p><b>995</b> <b><u>Correspondence Received</u></b>  Electoral Review of Bath and North east Somerset: Further Limited Consultation: Councillors are asked to respond if they wish</p>
17	<p><b>996</b> <b><u>Other matters to report</u></b>  <b>Summer lane - Abandoned field and Animals</b> – Cllr. Ross Buchanan informed the meeting that the tenant had abandoned the field and the animals had been removed. The owner will be asked if he can clean up the field.</p>
18	<p><b>997</b> <b><u>Date Of Next Meetings</u></b>  The following dates for future meetings were agreed:-  Monday 9th July 2018, Monday 10th September 2018, Monday 12th November 2018  Monday 7th January 2019, Monday 4th March 2019  Annual Parish Meeting: Monday April 8th 2019, Annual Parish Council Meeting: May 13th 2019  <b>The meeting Closed at 22:10</b></p>