MONKTON COMBE PARISH COUNCIL

Minutes of the Annual Parish Council Meeting
Held in the Village Hall on 27th May 2025 at 7.00pm

		Parish Council Members Present: Cllr. James Bradby, Cllr. Adelle Brenner, Cllr. Penny Tranter, Cllr. Mike Wareham, Cllr Des Wighton, Cllr. Mark Womersley, Mr. Geoff Davis – Clerk. **Others Present:** Tania Orgill, Andrew Walker
1	**391**	**Elections of Chair and Vice Chair:** Cllr. Adelle Brenner proposed Des Wighton as Chair, this was seconded by Cllr. Mark Womersley, and carried unanimously. **Elections of Chair and Vice Chair:** Cllr. Adelle Brenner proposed Mike Wareham as Vice Chair, this was seconded by Cllr. Mark Womersley, and carried unanimously. 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.
2	**392**	**To receive apologies for absence –** Cllr Lyn Alvis, Ward Cllr. Fiona Gourley, Ward Cllr. Matt MCCabe. Cllr. Lyn Alvis was unable to attend for medical reasons and this absence was therefore approved by the Council.
3	**393**	**Declarations of interest and dispensations –** None.
4	**394**	**Confidential Matters –** None
5	**395**	**Minutes of Parish Council meeting held on 11th March 2025. A**pproved and signed by the Chairman.
6	**396**	**Minutes of Annual Parish meeting held 28th April 2025** were approved and signed by the Chairman.
	397	**Vegetation Control by Spraying on School grounds** – Tania Orgill spoke to the meeting regarding the Weed Control by spraying employed by the School last year along the clank Embankment, and this year along the Tennis Court fence line adjacent to Church lane. She highlighted the potential impact that this may have on the important wildlife in these and other locations, particularly glowworms, lizards, slowworms and snakes. As the School is engaged in the 'Wild About Bath' project, Tania undertook to speak directly to the School to discuss this. The Parish Council will also raise the matter at their next School meeting.
7		**Annual Return**
	398	**Accounts for year ending 31st March 2025** –The council approved the accounting statements for the year ending 31st March 2025. These were signed by the Chair Cllr. Des Wighton and the Clerk.
	399	**Auditors Report –** The Internal Auditor has completed the Annual Internal Audit Report, and provided a letter of comment saying he was satisfied that the council was compliant on all matters, but highlighting issues relating to resilience in respect of employment of a Parish Clerk.
	400	The Council thanks the auditor for his thorough and valuable contribution to the Council and approved payment of his invoice.
	401	**Review and Adoption of Standing Orders, Risk assessment, Asset Register, and Financial Regulations**. The Standing Orders and Financial Regulations were reviewed and revised earlier in the year and so not considered to need any change. The Risk Assessment should be amended to reflect changes in working practice around storage of the Councils files on a Cloud system. The Asset Register was revised to include the recently purchased computer equipment, and this was approved and signed by the Chair.
	402	**Parish Council Insurance** – It was agreed that the BHIB/Aviva Renewal Quotation at a premium of £482.20 (an increase from £441.38 last year), continued to provide the most appropriate cover. The Clerk was instructed to make Payment of the Renewal premium.
	403	**Annual Return – Annual Governance Statement -** 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.
	404	**Annual Return – Accounting Statements -** The Parish Council having approved the Accounting Statements for 2024/25, the Chairman and the Clerk then signed the Annual Return.
	405	**Certificate of Exemption –** 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.
8	**406**	**General Power of Competence –** The Parish Council resolves unanimously that from 27th May 2025, 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.

9 **Financial Matters**

407 **Section 137 Subscriptions** The Council approve the only Section 137 subscription of £40 to the Bath preservation Trust.

408 **RFO Report and Payments for Approval -** The RFO Report was received, noted and signed by the clerk and Cllr. Adelle Brenner.

409 **Bank Balances as at 01.06.2025**

Current Metro Bank	**£1,854.91**	**Bath Building Society**	**£20,002.84**
Metro Bank Savings	**£7,111.72**	**Bath Building Society (Miss Davis)**	**£12,332.45**

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Receipts since meeting on 11th March 2025				
1	03/04/2025	B&NES Council	Precept April 2025	6830.50
2	30/04/2025	MetroBank	Interest April 2025	3.92

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Payments approved as standing payments or at meeting on 11th March 2025 which have now been made.				
MCPCNew Laptop		Mr G. Davis	Curry PC World New Laptop	399.00
MCPCMar25		A Rowley	Pay 24th February to 30th March 2025	373.50
MCPCMar25Clerk		Mr G. Davis	Pay 24th February to 30th March 2025	365.35
MC PC 251201		Village Hall	Village Hall Hire 11-03-25	25.00
120PH002922852 512		HMRC	Month 12 Paye	91.40
MCPCApr25ER	24/04/25	Elise Rowley	Pay 31st March to 27th April 2025	298.80
MCPCApr25GD	24/04/25	Mr. G. Davis	Pay 31st March to 27th April 2025	292.40
120PH002922852 601	01/05/25	HMRC	Month 1 Paye	73.00

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Payments for Approval at Meeting on 27th May 2025				
MCPCMay25ER	22/05/25	Elise Rowley	Pay 28th April to 28th May 2025	298.80
MCPCMay25GD	22/05/25	Mr. G. Davis	Pay 31st March to 27th April 2025	292.40
120PH002922852 602	01/06/25	HMRC	Month 2 Paye	73.00
MCPC5456	22/05/25	Jeff Avis Gdn Svces	Miss Davis Garden & Car park	126.00
MCPC Teak Oil	22/05/25	David LeTall	Teak Oil for Bench	19.99
LCO02888	29/05/25	Clear Insurance Management Ltd	Insurance Renewal 2025-26	482.20
11753 G DAVIS	29/05/25	SLCC	SLCC Membership G Davis 2025/26	87.12
SUBS 2025 061	29/05/25	AVON LCA	ALCA Membership 2025/26	84.97
26444 MON007	29/05/25	Community Heartbeat Trust	Replacement Battery	360.00
2032 MCPC Audit	29/05/25	Summer Lane Books Ltd	Internal Audit Fee	130.00

413 **Community Infrastructure Report and suggestions for suitable projects.**
A number of suggestions have been received. These being for Benches, Noticeboards, Improvements to footways on various roads with the possible employment of Virtual Footways.

414 **The Parish Council resolved to make the following Payments by Direct Debit:-**
Bath preservation Trust Membership £40.00
Information Commissioner - Data Protection Registration £47.00

415 **The Parish Council resolves to approve all Standard Payroll payments** for the year 2025/26 unless there are any exceptional payments to any individual.

10		**Parish Council Matters**
	416	**Parish Councillor Responsibilities** – It was agreed that Cllr. Mark Womersley take over the responsibilities previously allocated to Charlie Carr, and then all responsibilities to be reviewed at the next meeting.
	417	**Matters arising from the Annual Parish Meeting** – There were no matters arising that are not already dealt with in these Minutes.
11		**Parish Matters and Works**
	418	**Move to monktoncombe-pc.gov.uk domain and e-mail address changes –** This is now complete with Cllrs having a little more time to move completely to the new .gov.uk e-mail address.
		Equipment and Facilities
		Car Park – Nothing for this meeting
	419	**Village Playground** - The Annual Inspection is scheduled for June. Quotes will be obtained for a Slide to be installed on the embankment.
	420	**Neighbourhood Watch & Police Report** – The Clerk repeated the report that there is reduced contact with PCSOs due to financial constraints at Avon & Somerset Police.
		Lockup - No further report for this meeting
		Miss Davies Garden - No further report for this meeting
	421	**Village Hall** – The new curtains are being made.
	422	**Wheelwrights Public House** – It was reported that it is open 7 days per week and doing well.
		Combe Down Allotments – No further update.
12		**Planning**
		Applications Received
	423	**25/01804/LBA - Combe Hill House , Brassknocker Hill, Monkton Combe, Bath BA2 7HU -** Internal and external works to improve accessibility and energy efficiency. Councillors will review this application and provide comments, if any, to the Clerk by 1st June.
	424	**DECISIONS PENDING** **25/00194/COND - Mount Pleasant Quarry, Mount Pleasant, Monkton Combe, Bath -** Discharge of conditions 12 Contaminated Land - Investigation and Risk Assessment (Pre-commencement), 13 (Contaminated Land - Remediation Scheme (Pre-commencement)) and 18 (Rainwater Harvesting (Pre-occupation)) of application 24/01952/VAR (Variation of conditions 7 (External & Internal Lighting) and 28 (Plans List) of application 22/04505/FUL (Erection of four dwellings and associated access, landscaping works and ancillary development following demolition of existing buildings, retention of two buildings as bat roosts)). **25/01377/LBA - Combe Hill House , Brassknocker Hill, Monkton Combe, Bath BA2 7HU-** Repair vehicle impact damage to boundary wall.
	425	**PLANNING DECISIONS by B&NES & WILTSHIRE** **25/01550/NMA - Mount Pleasant Quarry, Mount Pleasant, Monkton Combe, Bath -** Non-material amendment to application 24/01952/VAR (Variation of conditions 7 (External & Internal Lighting) and 28 (Plans List) of application 22/04505/FUL (Erection of four dwellings and associated access, landscaping works and ancillary development following demolition of existing buildings, retention of two buildings as bat roosts).) **Approved** **25/01395/TCA - Street Record, Mill Lane, Monkton Combe, Bath -** T2 Cherry Tree, T8 Purple Cherry Plum, G10 2 x Cherry Trees and T11 Fastigate Beech - Remove. Five trees will be replanted. Line of trees - prune to provide a minimum 1m clearance area from the edge of a verge. **NO Objection** **PLANNING APPEALS** - None **ENFORCEMENT UPDATE** – Nothing to Report **Other Planning Matters to Report**
	426	**B&NES New Local Plan Consultation Events** – The Parish Council will keep abreast of these events and make sure they attend as appropriate.
	427	**25/02028/FUL - Little Dale , Mill Lane, Monkton Combe, Bath BA2 7HD** - Erection of 2 storey side extension following demolition of existing garage, link and outbuilding. It was reported that this application had just been notified. Councillors will review and provide comments to the Clerk in advance of the Expiry for Consultation of 03/07/2025.
13.		**Highways and Footpaths.**
	428	**Missing Footpaths - Mount Pleasant and Shaft Road – Potential CIL project –** For further consideration at the next meeting.
	429	**A36 Closure –** It was reported that the road is opened, but is not yet fully re-opened two-way.

	430	**Shaft Road - Tarmac drive extension protruding into road** – Works have now commenced and Shaft Road is closed for 3 days to achieve these works.
	431	**Temporary Closure of Public Footpaths BA16/2 & BA22/18, Tucking Mill Reservoir – 19/05/2025 six months.** A notice of the closure has been received.
	432	**Brassknocker Hill –** Resident's Concerns have been noted and logged for future reference.
14.		**Reports**
	433	**PARISH LIAISON MEETING –**Next meeting 16th July 2025 18:30-20:30.
	434	**Bath Preservation Trust** – There have been no Environs Meetings in recent months only Newsletters.
	435	**School** – There has been no recent meeting and the Council will press for one.
15.		**Correspondence Received - None**
16.		**Other matters to report**
	436	**The use of Community Infrastructure Levy (CIL) Funds** will be a major agenda item at the next meeting.
	437	**The Somerset Coal Canal provisions within the new Local Plan** have been noted and will be discussed at the next meeting.
	438	**The Resilience Issues of the Clerk's Employment** will be discussed confidentially at a private meeting of Councillors, and any proposal brought to the next meeting.
17.	**439**	**Date of Next Meetings** The following dates for the coming year, all at 7:00 p.m. other than the Annual Parish Meeting, were agreed:- Tuesday 8th July 2025 – Parish Council Meeting Tuesday 9th September 2025 - Parish Council Meeting Tuesday 11th November 2025 - Parish Council Meeting Tuesday 6th January 2026 – Parish Council Budget & Precept meeting. Tuesday 10th March 2026 - Parish Council Meeting Tuesday 7th April 2026 at 7:30 p.m. Annual Parish Meeting Tuesday 19th May 2026 – Annual Parish Council Meeting - Audit and Annual Return.
		The meeting Closed at 22:00

Approved and signed Tuesday 8th July 2025 ..... Chairman