MONKTON COMBE PARISH COUNCIL

Minutes of the Annual Parish Council Meeting
Held in the Village Hall on 19th May 2026 at 7.00pm

		Parish Council Members Present: Cllr. James Bradby, Cllr. Adelle Brenner, Cllr. Ollie Treasure, Cllr. Mike Wareham, Cllr Des Wighton, Cllr. Mark Womersley, Mr. Geoff Davis – Clerk. **Others Present:** B&NES Ward Cllr. Fiona Gourley, Ms Sian Griffith
1	**599**	**Elections of Chair and Vice Chair:** Cllr. James Bradby proposed Des Wighton as Chair, this was seconded by Cllr. Mark Womersley, and carried unanimously. **Elections of Chair and Vice Chair:** Cllr. Des Wighton 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	**600**	**To receive apologies for absence –** Cllr. Penny Tranter,
3	**601**	**Declarations of interest and dispensations –** None.
4	**602**	**Confidential Matters –** None
5	**603**	**Minutes of Parish Council meeting held on 10th March 2026.** Amended Minutes approved and signed by the Chairman.
6	**604**	**Minutes of Annual Parish meeting held 7th April 2026** were approved and signed by the Chairman.
7		**Annual Return**
	605	**Accounts for year ending 31st March 2026**–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.
	606	**Auditor's Report –** The Internal Auditor has completed the Annual Internal Audit Report, including the new Assertion 10 and provided a letter of comment saying he was satisfied that the council was compliant on all matters, but highlighting issues relating to accessibility to data available on the cloud and signing of RFO report. The Council thanks the auditor for his thorough and valuable contribution to the Council and approved payment of his invoice.
	607	**Review and Adoption of Standing Orders, Risk assessment, Asset Register, and Financial Regulations**. The Standing Orders and Financial Regulations were reviewed at the meeting and not considered to need any change. The Risk Assessment is sound. The Asset Register does not need amendment as no new assets acquired.
	608	**Parish Council Insurance** – It was agreed that the BHIB/Aviva Renewal Quotation at a premium of £550.58 (an increase from £482.20 last year arising from the Administration Fee), continued to provide the most appropriate cover. The Clerk was instructed to make Payment of the Renewal premium.
	609	**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.
	610	**Annual Return – Accounting Statements -** The Parish Council having approved the Accounting Statements for 2025/26, the Chairman and the Clerk then signed the Annual Return.
	611	**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	**612**	**General Power of Competence –** The Parish Council resolves unanimously that from 19th May 2026, 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**
	613	**Section 137 Subscriptions** The Council approve the only Section 137 subscription of £40 to the Bath preservation Trust. **RFO Report and Payments for Approval -** The RFO Report was received, noted and signed by the clerk and Cllr. Mark Wolmersley.

Approved and signed 14th July 2026 ..... Chairman

Bank Balances as at 01.06.2026

614 **Current Metro Bank** £2,979.79 **Bath Building Society** £27,877.29

Metro Bank Savings £11,145.68 **Bath Building Society (Miss Davis)** £12,560.68

615 **Receipts since meeting on 10th March 2026**

19	31/12/2025	Bath Building Soc.	Interest 2025 Miss Davis	228.23
20	31/12/2029	Bath Building Soc.	Interest 2025 MCPC	374.45
21	31/03/2026	MetroBank	Interest Mar 2025	2.27
1	02/04/2026	B&NES Council	Precept Payment April	6742.50
2	27/04/2026	B&NES Council	CIL Payent - Mount Pleasant Quarry	4844.31

616 **Payments approved as standing payments or at meeting on 10th March 2026 which have now been made.**

DD-ICO	16/03/26	Information Commissioner	Data Registration Renewal 2026-27	47.00
MCPCMar26ER	26/03/26	Elise Rowley	Pay 23rd Feb to 29th Mar 2026	385.50
MCPCMar26GD	26/03/26	Mr. G. Davis	Pay 23rd Feb to 29th Mar 2026	450.40
BankChgMar	31/03/26	MetroBank	Account Maintenance Fee Mar 26	3.00
120PH002922852612	01/04/26	HMRC	Month 12 Paye	134.27
SUBS-2026-061	23/04/26	ALCA	Subscription 2026-27	87.21
MCPC 261300	23/04/25	Village Hall	Hall for Annual Parish Meeting 7/4/26	25.00
MCPCApr26ER	23/04/26	Elise Rowley	Pay 23rd Feb to 29th Mar 2026	308.40
MCPCApr26GD	23/04/26	Mr. G. Davis	Pay April 2026	331.90
MCPC5617	23/04/26	Jeff Avis Garden Services	Car park and Miss Davis Garden	90.00
BankChgApr	28/04/26	MetroBank	Account Maintenance Fee Apr 26	3.00
120PH002922852701	01/05/26	HMRC	Month 1 Paye	82.80
21381-MON007	16/04/26	Community Heartbeat Trust	Replacement Pads	77.49
INV-23281	30/04/26	ALCA	Cllr Training - Oli Treasure 14/04/26	45.00
MCPC5617 Error	30/04/26	Jeff Avis Garden Services	Paid Twice in Error - £90 in Credit	90.00
MEM259372 1	08/05/26	SLCC	Sian Griffith Membership	126.00
QL209290 1	08/05/26	SLCC Enterprises	ILCA Registration Sian Griffith	168.00

617 **Payments for Approval at Meeting on 19th May 2026**

Summer Lane Books Ltd. Patrick Dawson	Internal Audit Fee	£130.00
Clear Councils	Insurance Renewal	£551.00

618 **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, improvements to the playground. The parish Council is progressing each of these.

619 **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

620 **The Parish Council resolves to approve all Standard Payroll and other Regular Supplier payments** for the year 2026/27 unless there are any exceptional payments to any individual.

10 **Parish Council Matters**

621 **Any Matters arising from the Annual Parish Meeting.**
Maggie Harding is to take on role of new village agent, details of villages covered to be confirmed. Information will be placed in the Village Newsletter by Ward Cllr. Fiona Gourley.

622 **The Employment of the new Clerk** – The appointment of Ms Sian Griffith as the new Clerk was reported to the meeting. The appointment was formerly Approved by Cllr. Ollie Treasure, Seconded by Cllr. Mark Wormesley, and carried unanimously.

623 **Employment Arrangements, and hours of work for the Clerk** – Mr G. Davis from 1st July 2026. Consequent on the employment of the new Clerk it was agreed Mr. G. Davis would continue in a supporting role, on at least 6 hours per month from 1st July, providing more if required.

624 **The question of formal Job Titles was raised**, in particular the post of Proper Officer. Mr. G. Davis will report to the next meeting legal detail of the Job Share of this position.

625 **Parish Councillor Responsibilities** – It was agreed that 'Bath Preservation Trust Representative' is assigned to Cllr. Mark Womersley. With Finance assigned to Cllr. Penny Tranter, providing she is agreeable to this.

		Equipment and Facilities
		Car Park - Nothing to report.
	626	**Village Playground** – We have been notified of the play area inspection in June. Provision of equipment using CIL Funding & WCEF funding of £350 received to be discussed by informal working group (7:30 p.m. Tues. 9th June, Village Hall) and proposals then brought to the next meeting.
		Neighbourhood Watch & Police - Nothing to report
		Lockup - Nothing to report
		Miss Davies Garden - Nothing to report
	627	**Village Hall -** Village Hall Committee. Discussion of 2 representatives from the Parish Council deferred to next meeting.
11	**628**	**Church Wall Noticeboards –** The Clerk gave a Progress Report, reporting that the project is likely to be completed in the Autumn.
12		**Planning**
		APPLICATIONS RECEIVED
	626	**26/01667/TCA - Land At Combe Grange, Shaft Road, Monkton Combe, Bath, Cherry T1 -** fell. **No Comment.**
	627	**DECISIONS PENDING**
		26/01140/VAR - Little Dale , Mill Lane, Monkton Combe, Bath, BA2 7HD - Variation of condition 10 (Plans List) of application 25/02028/FUL (Erection of 2 storey side extension following demolition of existing garage, link and outbuilding).
		26/00253/COND - Little Dale, Mill Lane, Monkton Combe, Bath BA2 7HD - Discharge of conditions 2 (Lighting (bespoke trigger)) and 3 (b Lighting design proposals (bespoke trigger)) of application 25/02028/FUL (Erection of 2 storey side extension following demolition of existing garage, link and outbuilding.)
		25/04702/COND - Little Dale, Mill Lane, Monkton Combe, Bath BA2 7HD - Discharge of condition 4 (b Landscape Design Proposals (Bespoke Trigger) of application 25/02028/FUL (Erection of 2 storey side extension following demolition of existing garage, link and outbuilding.)
		25/04293/FUL - Monks Hill, Shaft Road, Monkton Combe, Bath BA2 7HL - Erection of a timber carport and garden room.
	628	**PLANNING DECISIONS by B&NES & WILTSHIRE**
		26/00561/TCA - The Old Farmhouse , Shaft Road, Monkton Combe, Bath BA2 7H - Leylandii - remove hedge. 4/5 x Poplars - remove 1 x Rowan - fell. (Amended proposal following clarification). **No Objection**
		26/00653/AR - St Michael's Church, St Michael's Court, Monkton Combe, Bath BA2 7EZ - Display of Interpretation Board and replacement Village Noticeboard **– Consent**
		26/00904/LBA - St Michael's Church, St Michael's Court, Monkton Combe, Bath BA2 7EZ - External work to display notice boards to wall - **Consent**
		PLANNING APPEALS - None
		ENFORCEMENT UPDATE NONE
		OTHER PLANNING MATTERS TO REPORT
	629	**Local Plan 2025-2043: Settlement Boundary Review** - Villages 'washed over by the Green Belt' were redefined with Infill Boundaries during the LPPU. These are not subject to change, and therefore, Parish Councils with Infill Boundaries such as Monkton Combe, are not being consulted.
	630	**Local Plan - minor update to the programme** – To Note that the Draft Local Plan will now be considered by Cabinet on 2nd July (rather than 10th June) for approval to publish it for public consultation. Should it be approved by Cabinet it is likely that public consultation will commence on 16th July.
13		**HIGHWAYS AND FOOTPATHS**
	631	**Application to record a public footpath** on the Definitive Map of Public Rights of Way_ Combe Grove and Claverton Down refused.
	632	**Temporary Closure of Public Footpaths BA16_2 & BA22_18 -** Tucking Mill Reservoir Extended to 19th July
	633	**Missing Footpaths - Mount Pleasant and Shaft Road** - Potential CIL project. The Parish Council is meeting with B&NES Highways to discuss.
	634	**Church Lane Parking issues** - Identified as a potential site for a Virtual Pavement as a CIL project. The Parish Council is meeting with B&NES Highways to discuss.
	635	**Second Bench on Shaft Road** - The Parish Council is meeting with B&NES Highways to discuss.
14		**REPORTS**
	636	**Parish Liaison Meeting -** Next Meeting Wednesday 22nd July 2026

15		**CORRESPONDENCE RECEIVED.** None
16	**637**	**Other Matters to Report** Planning training for councillors is available on 28th May, provided by B&NES Planning Dept.
17.	**638**	**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 14th July 2026– Parish Council Meeting Tuesday 15th September 2026 - Parish Council Meeting Tuesday 10th November 2026- Parish Council Meeting Tuesday 12th January 2027 – Parish Council Budget & Precept meeting. Tuesday 16th March 2027- Parish Council Meeting Tuesday 13th April 2027 at 7:30 p.m. Annual Parish Meeting Tuesday 18th May 2027 – Annual Parish Council Meeting - Audit and Annual Return.
		The meeting Closed at 21:15

Approved and signed 14th July 2026 ..... Chairman