ENGLISHCOMBE PARISH COUNCIL

Meeting Pack

Papers supplied for council consideration

Prepared from the documents provided. The September minutes are reproduced in full. The financial schedules are transcribed from the supplied workbooks. Emergency-planning material is condensed into a short briefing.

Pack contents

This pack brings the supplied papers together in a meeting-friendly order. It does not add a meeting date or decisions that were not provided.

1. Draft minutes

Meeting held 2 September 2026. Full draft minutes reproduced from the supplied PDF.

2. Payments for November 2026

Three items for approval. Gross total £541.09.

3. Draft budget 2027/28

Budget proposal and supporting earmarked-reserve schedule.

4. Community emergency planning briefing

Condensed summary of the supplied community plan template, Be Ready checklist, emergency preparedness sheet and Avon and Somerset Community Risk Register 2026.

Financial figures at a glance

Item	Amount / status
November 2026 payments	£541.09 gross
Draft 2027/28 expenditure budget	£14,748
2026/27 projected year-end expenditure	£16,838.33
Projected year-end EMR balance	£4,966.86*

*Calculated from the draft EMR schedule, including the two stated transfers out. The workbook gives an EMR reporting date of 31 March 2027.

The emergency planning template is blank and remains a template. The briefing identifies the local information the Council would need to complete before adopting a community emergency plan.

ENGLISHCOMBE PARISH COUNCIL

Serving Barrow, Englishcombe, Haycombe, Inglesbatch, Kilkenny & Nailwell.

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Minutes of the Meeting of Englishcombe Parish Council held on Wednesday 2nd September 2026 at 19:30 at The Tithe Barn.

Councillors: Cllr Anne Corlett (Chair), Cllr Mycroft Croisdale-Appleby, Cllr Robert Law, Cllr Will Pow, Cllr Lee Giles and Cllr Ash Smith (20:02).

In attendance: J Turner (Parish Clerk/RFO) and Cllr M McCabe (BANES).

Members of the Public: None.

02-09-2026-01 **To receive questions from the members of the public present.**
There were no members of the public present.

02-09-2026-02 **To receive any apologies for absence.**
The Council noted apologies from Cllr N Spicer.

02-09-2026-03 **To consider any Declarations of Interest and to approve any dispensations for this meeting.**
None received.

02-09-2026-04 **To approve the minutes of the Parish Council Meeting of Englishcombe Parish Council held on Wednesday 8th July 2026.**
RESOLVED: It was unanimously agreed to approve the minutes as a true and accurate record.

02-09-2026-05 **Englishcombe Parish Council Finance:**

05.1 **To approve the expenditure report for September 2026.**
RESOLVED: It was unanimously agreed to approve the expenditure and authorise the payments as below:

Payments for September				
Payee	**Invoice Detail**	**Gross**	**Our Ref**	**Legal Power to Incur Expenditure**
J Turner	Restrospective Approval: Clerk's Salary from August - December.	£ 2,999.41	08-26-001	Local Government Act 1972 - s. 112
Cloudy IT	Email Migration.	£ 292.50	09-26-001	Local Government Act 1972 - s. 142
Avon Local Council's Association	Sexual Harrasement Training - 1 Councillor.	£ 35.00	09-26-002	Local Government Act 1972 - s. 111
	Total for September 2026.	**£3,326.91**		

05.2 **To note the cashbook for Quarter 2 of the Financial Year.**
The Cashbook was noted to the end of August 2026.

05.3 **To approve the bank reconciliation and bank statements for Quarter 2 of the Financial Year.**
RESOLVED: It was unanimously agreed to approve the bank reconciliations for July and August 2026. These were duly signed.

05.4 **To note the budget monitoring report for Quarter 2 of the Financial Year.**
The Council noted the report. The RFO stated that expenditure was high due to the purchase of the three defibrillators which will be offset by a donation. The Council were awaiting the paying in book from Unity Trust Bank to bank the donation cheque.

05.5	**To note the NJC pay award for 2025-2026.** The Council noted the 3.3% pay award agreed by the employers. The Council noted the pay award to the Parish Clerk, backdated to 1st April 2026.
05.6	**To consider the draft budget for the 2027/2028 financial year.** The Council considered the document and will review it at its future meeting. It was noted that a permanent meeting venue would need to be found for the next year. The Council made no changes to the draft budget.
02-09-2026-06	**To consider any planning applications or consultations received:**
06.1	**Any applications received after the agenda was issued.** None received.
02-09-2026-07	**To receive updates from members on ongoing Parish matters:**
07.1	**Bath and North East Somerset Councillor Report.** The Council noted the verbal update from Cllr McCabe. Waste collection changes were imminent, and letters had been sent to the people that were affected. Some collection days are moving from the schedule that they are currently collected on. The BANES Local Plan was published today within the Cabinet Papers and will be out for formal consultation from 14/09/2026. This plan will be submitted to the planning inspectorate in December 2026. The consultation period ends at the end of October and BANES are seeking views from everyone. Residents are encouraged to respond to this consultation and if they have any questions, they can contact the Parish Clerk. The West of England Combined Authority's (WECA) consultation will be live in the near future. BANES are now out of special measures which was a positive step for the authority.
07.2	**Parish Council Chairman's Report.** No report received.
07.3	**Rural Public Transport, Roads and Parish Maintenance Matters.** The Council noted the consultation of double yellow lines at the bottom of Padleigh Hill and the Clerk had written to Highways to ask why the double-yellow lines could not be put to the bottom of Padleigh Hill as there have been many near-misses and dangerous parking. The Clerk will chase this and report back to members about the extension of the double yellow lines. The Chair will send images to the Clerk of parking at the top of Padleigh Hill, which has become an issue. It was noted that the sight line on the approach to Padleigh Hill is an issue and is hard to see around. The Clerk will also raise this with the Highways Team. There is a 'Report-It' function on the Avon and Somerset Police button where Councillors and Residents can raise the issue of dangerous parking as well as any other non-urgent issues.
07.4	**Parish Council Website and Communications.** The new format of the Englishcombe Parish Council news was well received by residents and had received positive feedback. The Council's email system should be onboarded with CloudyIT this month.
07.5	**Parish Defibrillators.** There has been no further action on the installation. The defibrillators should have now been

	delivered to site and installation will now be imminent. Cllr Croisdale-Appleby has ordered the plaques that will be sited next to each defibrillator.
07.6	**Millstream, Orchard and Wheelwrights sub-committee.** The Council noted a complaint about some branches obscuring the gateway, which had now been sorted.
07.7	**Bath and North East Somerset Council's Local Plan.** No report was received.
07.8	**Englishcombe Parish Events.** No report was received. There had been no uptake from residents. Cllr Croisdale-Appleby will be arranging a quiz night. Cllr R Law provided an update on the afternoon tea held by the Church which was a good success.
07.9	**The Duchy of Cornwall.** The Council noted that the Licence Agreement for the land adjacent to The Old Schoolhouse had come to an end and the land had returned to The Duchy. The Duchy have confirmed that the land has been sold and will be converted into residential use. Residents may have noticed that The Duchy had taken down some dead elm trees along the footpath behind Innox Grove as part of their tree safety programme. The Council asked if there had been any progress on the Wheelwrights Barn and any funding towards this. Cllr W Pow will speak to The Duchy on this matter.
07.10	**Speed Indicator Devices for the Parish (Community Speedwatch)** Cllr A Smith jointed the meeting. He had contacted residents but had not received any responses to his email on this project. Cllr Smith will reach out. The Chair will send the details of the next steps for the funding application to Cllr A Smith.
07.11	**BANES Community Resilience Day.** The event was being held on 19th September 2026, 11am – 3pm at Hicks Gate Fire Station.
02-09-2026-08	**To note the future meeting dates of Englishcombe Parish Council for 2026/2027 as below, all to commence at 7:30pm.** • **Wednesday 4th November 2026.** • **Wednesday 6th January 2027.** • **Wednesday 3rd March 2027.** This was noted.

The meeting was closed by the Chairman at 20:10.

Payments for November 2026

For Council consideration. The amounts and legal powers below are as entered in the supplied payment schedule.

Payee / detail	Net	VAT	Gross	Reference	Legal power entered in schedule
Vision ICT Website hosting, Jan–Dec 2027	£269.36	£53.87	£323.23	11-26-001	Local Government Act 1972, s.142(1), with s.111
Vision ICT Annual domain renewal	£25.00	£5.00	£30.00	11-26-002	Local Government Act 1972, s.142(1), and s.111
Mycroft Croisdale-Appleby Defibrillator plaques	£156.56	£31.30	£187.86	11-26-003	Local Government Act 1972, s.137(1)
Total	£450.92	£90.17	£541.09		

Draft budget 2027/28

The figures below are from the supplied draft workbook. The 2027/28 column remains a proposal for Council review.

Code	Budget item	2026/27 agreed	Actual YTD	Projected YE	2027/28 draft
1010	Interest income	£0	—	—	—
1020	Other income	£0	—	—	—
4000	Clerk's salary	£7,650	£4,883.30	£7,100	£8,150
4005	Lane cleaning	£3,550	£1,300	£3,120	£3,550
4010	ALCA subscription	£90	£85.06	£85.06	£94.50
4015	Insurance	£600	£602.27	£602.27	£642
4025	Expenses	£100	£249.15	£300	£200
4030	Audit	£260	£350	£350	£367.50
4035	Bank charges	£75	£35	£84	£84
4045	Infrastructure repairs	£200	£0	£0	£200
4050	Legal fees	£50	£47	£47	£60
4060	Website fees	£650	£243.75	£650	£650
4070	Defibrillator	£500	£4,049.97	£4,500	£250
4075	Community events	£1,000	£0	£0	—
4080	New projects	—	—	—	£500
	Total expenditure	£14,725.00	£11,845.50	£16,838.33	£14,748.00

The workbook also shows a £1,464 transfer from the General Reserve in the 2026/27 projected year-end column. Its note says unused budget headings will transfer to EMR at year end.

Earmarked reserves (EMR)

The supplied reserve schedule is dated 31 March 2027. Closing balances below are calculated from the opening balances and transfers shown in the workbook.

Reserve	Opening balance	Transfer from EMR	Calculated balance
CIL monies	£2,728.00	(£1,349.99)	£1,378.01
MWC fund	£2,728.00	(£114.15)	£2,613.85
Parish bulbs	£50.00	—	£50.00
Speed Indicator Device	£250.00	—	£250.00
Community Initiatives	£675.00	—	£675.00
Total	£6,431.00	(£1,464.14)	£4,966.86

The EMR report's total row uses a formula. The total shown here is independently calculated from the listed opening balances and transfers.

Community emergency planning

Briefing from the supplied emergency preparedness material

What the papers say

The community plan template is intended to help local volunteers coordinate basic support during a major disruption while emergency services or the local authority respond. It says to call 999 where required, share clear and concise information, keep a log, contact the emergency services, and follow responders' lead when they arrive. Volunteers should only take actions that are safe.

Regional risks highlighted in the Avon and Somerset Community Risk Register 2026

- Flooding
- Extreme weather
- Animal disease
- Infectious and communicable disease
- Transport incidents
- Industrial site accidents
- Disruption to utilities and key resources
- Malicious threats
- Cyber crime

The register is regional guidance. It does not establish which hazards or locations are most relevant to Englishcombe. The Council would need to identify local risks and map relevant locations before adopting a local plan.

Household readiness

The Be Ready Checklist recommends preparing gradually for at least three days. It includes food that can be eaten without cooking, bottled water, a torch and spare batteries, a battery or wind-up radio, a charged power bank, warm clothing, cash, copies of important documents, first aid supplies, essential medicines, hygiene items, and supplies for babies and pets as needed. The checklist suggests 3 litres of drinking water per person per day and a six-monthly review of supplies.

The emergency preparedness sheet also recommends knowing local emergency contacts, having a household plan, knowing a nearby place of safety, and keeping key contacts, first aid items, water, snacks and phone charging equipment together.

Immediate public advice in many emergencies is to go inside, stay inside and listen to local radio. Follow instructions from emergency services and official alerts. For a fire or immediate threat to life, leave the building or danger area and call 999.

Information needed to complete a local plan

The supplied Community Emergency Plan Template 2026 is unfilled. It contains placeholders and prompts rather than Englishcombe arrangements. The following details need to be confirmed locally before the plan can be adopted or relied upon:

Plan ownership

Community name, coordinator and deputy, volunteer roles, version date and review date.

Contact and communications

Emergency services and local authority contact routes, volunteer contact cascade, and public communication channels with a fallback if phone or internet service fails.

Meeting locations

A safe primary and backup coordinator assembly point, plus any suitable evacuation or temporary shelter locations. Venue managers should know what is expected of them.

Local people and resources

Volunteer skills, vehicles and equipment; a suitable approach to checking on residents who may need extra support, while protecting personal information.

Local risks and maps

Englishcombe-specific hazards, vulnerable premises, access routes and a map showing relevant locations.

Use and review

Who can activate the plan, how the team logs decisions and actions, and how the plan will be tested and kept current.

Suggested first steps for the Council

1. Confirm a coordinator and deputy and invite volunteers.
2. Identify local risks, vulnerable locations and available community resources.
3. Agree safe primary and backup meeting points and communication methods.
4. Complete the plan template, check contacts with the relevant organisations, and agree a review date.
5. Share household preparedness information with residents and revisit the plan after a short exercise or when key details change.

Sources condensed for this briefing: Community Emergency Plan Template 2026; Be Ready Checklist; Emergency Preparedness for Communities in Bath and North East Somerset; Avon and Somerset Community Risk Register 2026.