

ENGLISHCOMBE PARISH COUNCIL

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

APPROVED Minutes of the Meeting of Englishcombe Parish Council held on Wednesday 8th January 2025 at 19:30 at The Old Schoolhouse, Englishcombe.

Councillors: Cllr Will Pow (Chair), Cllr Robert Law, Cllr Anne Corlett and Cllr Mycroft Croisdale-Appleby.

In attendance: J Turner (Locum Parish Clerk/RFO).

Absent: None.

Members of the Public: Six.

<u>08-01-2025-01</u>	<u>To receive questions from the members of the public present.</u> No questions received.
<u>08-01-2025-02</u>	<u>To receive any applications for co-option onto the Parish Council.</u> None received.
<u>08-01-2025-03</u>	<u>To receive any apologies for absence.</u> The Parish Council noted apologies from Cllrs Nick Spicer (working) and Lucie Scurlock (sickness). Cllr Matt McCabe was also unavailable to attend. The Parish Council were deeply saddened by the recent passing of Brian Huggett and will organise flowers and a card to pay their respects.
<u>08-01-2025-04</u>	<u>To consider any Declarations of Interest and to approve any dispensations for this meeting.</u> None received.
<u>08-01-2025-05</u>	<u>To approve the minutes of the meeting of the Parish Council Meeting of Englishcombe Parish Council held on Wednesday 6th November 2024.</u> RESOLVED: It was unanimously agreed to approve the minutes as a true and accurate record. A resident raised a question, with the agreement of the Chairman, about item 9.3 and whether the signage would in fact, be removed. The Chairman confirmed that much discussion was had on this and the Parish Council wanted to be able to get a replacement, possibly in a new location, to be able to replace and remove the older sign.
<u>08-01-2025-08.7</u>	<u>Millstream, Orchard and Wheelwrights sub-committee.</u> Cllr W Pow, using Chairman's prerogative, moved this item higher up the agenda at the request of the Parish Council. Cllr R Law provided an overview on the current situation whereby the Parish Council currently lease the Wheelwrights Workshop and Orchard from the Duchy of Cornwall for a sum of money. The Orchard has been maintained by the Hulme's, who have handed back their lease agreement to the Duchy of Cornwall as of November 2024. The Parish Council will need to work on the short-, medium- and longer-term future of the sites and take into account the views of all of the Parishioners. One resident and their family has expressed an interest in assuming the current lease that the Hulme's held and would be willing to invest time and finances into the sites over a number of

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years.

It was noted that prior to any agreements being struck, the Parish Council would need to:

1. Obtain legal statuses of all leases held by the Parish Council.
2. Obtain legal status and a copy of the lease held by the Hulme's.
3. Approach the Duchy of Cornwall about the future of the sites.
4. Establish the legal relationship between the Duchy of Cornwall and Englishcombe Parish Council.
5. Establish the fees to be paid and payable to whom.
6. Establish clarity on insurance and liability.

RESOLVED: It was unanimously agreed that Cllr M Croisdale-Appleby and Cllr R Law would approach the Duchy of Cornwall for the legal position and the long term vision for the site. It was noted that the Parish Council may need to take specific legal advice on this as the next step. Cllr R Law will get a meeting of the sub-committee together and Cllr A Corlett will meet with them and feedback.

08-01-2025-06

Englishcombe Parish Council Finance:

06.1

To approve the expenditure report for January 2025.

RESOLVED: It was unanimously agreed to approve the expenditure report and authorise payments as below, with the payment being made digitally with Unity Trust Bank.

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref	Legal Power to Incur Expenditure
Duchy of Cornwall	Orchard Paddock Ground Rent.	£ 97.62	£ 19.52	£ 117.14	01-25-001	Open Spaces Act 1906 ss 12 and 15.
Duchy of Cornwall	Wheelrights Shop and Orchard Ground Rent.	£ 256.52	£ -	£ 256.52	01-25-002	Open Spaces Act 1906 ss 12 and 15.
Vision ICT	Website Design.	£ 260.00	£ 52.00	£ 312.00	01-25-003	Local Government Act 1982, s222.
Lawns Plus	Hedge Trimming; Tree topping.	£ 150.00	£ 30.00	£ 180.00	01-25-004	Countryside Act 1968.
Jack Turner	Locum Clerk Account Fee (August 2024 - March 2025) - REDACTED				01-25-005	Local Government Act 1972ss. 101, 111 and 112.
Total for January 2025		£11,320.39	£101.52	£11,421.91		

06.2

To note the cashbook for Quarter 3 of the Financial Year.

The Parish Council noted the cashbook.

06.3

To note the bank reconciliation and bank statements for Quarter 3 of the Financial Year.

The Parish Council noted the financial reports which had been signed by Cllrs Anne Corlett and Mycroft Croisdale-Appleby.

06.4

To receive an update on the reclamation of VAT.

The Locum Parish Clerk has submitted the form to HMRC with the claim from April 2021 to the end of September 2024 totalling £734.61. HMRC have stated that this will be paid imminently.

06.5

To receive an update on the transfer from HSBC to Unity Trust Bank.

The transfer from HSBC had been completed.

06.6

To consider the contract fee for LYE AR for the 2025/2026 Financial Year.

The Council agreed to increase the fee for Lye AR to £260 per month as of February 2025.

06.7

To set the budget and Council Tax Precept for the 2025/2026 Financial Year.

RESOLVED: It was unanimously agreed to set the Parish Council budget at £12,510 with the Precept also being £12,510. The agreed budget has been appended to these minutes.

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<u>06.8</u>	<p><u>To consider re-stating the Certificate of Exemption for the 2023/2024 Financial Year due to an error with the receipts and payments stated.</u></p> <p>RESOLVED: It was unanimously agreed to re-state the Certificate of Exemption with Receipts totalling £10,088 and payments totalling £6,703.</p>
<u>06.9</u>	<p><u>To consider making a donation to Salem Chapel for the current financial year.</u></p> <p>RESOLVED: It was unanimously agreed to make a donation of £675 for room rent for the year.</p>
<u>08-01-2025-07</u>	<p><u>To consider any planning applications received.</u></p> <p>None received.</p>
<u>08-01-2025-08</u>	<p>To receive updates from members on ongoing Parish matters:</p>
<u>08.1</u>	<p><u>Bath and North East Somerset Councillor Report.</u></p> <p>No report received.</p>
<u>08.2</u>	<p><u>Parish Council Chairman's Report.</u></p> <p>No report received.</p>
<u>08.3</u>	<p><u>Rural Public Transport and Roads.</u></p> <p>No report received.</p>
<u>08.4</u>	<p><u>Little Padleigh Hill Hedge Trim and Passing Bays</u></p> <p>The hedge trimming was now complete. Cllr R Law will contact Highways to discuss passing bays and signage.</p>
<u>08.5</u>	<p><u>Parish Website and Communications</u></p> <p>The Locum Parish Clerk provided an update. The website will now go live in its current form with more information being added as and when necessary. Once it is live, the Clerk will circulate a communication for the Parish informing them of the new contact details.</p>
<u>08.6</u>	<p><u>Installation of Defibrillators and First Aid Courses.</u></p> <p>Cllr R Law provided an update. This would be arranged in the Spring.</p>
<u>08-01-2025-09</u>	<p><u>To adopt the following policies and procedures:</u></p>
<u>09.01</u>	<u>Financial Procedures.</u>
<u>09.02</u>	<u>Business Continuity Plan.</u>
<u>09.03</u>	<u>Retention Policy.</u>
	<p>RESOLVED: It was unanimously agreed to adopt the policies and procedures. It was noted that the current archive documents reside with Cllr R Law.</p>
<u>08-01-2025-10</u>	<p><u>To note that the next meeting of Englishcombe Parish Council will be held on Wednesday 5th March 2025 at 7:30pm.</u></p> <p>This was noted.</p> <p><u>The meeting was closed by the Chairman at 20:40.</u></p>

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Englishcombe Parish Council Budget Document				
Budget Code	Item		2025/2026 DRAFT	Budget Notes
1010	Interest Income	£	55.00	
1020	Other Income	£	-	Not including Precept.
4000	Clerk's Salary	£	6,000.00	Locum Clerk rate of £25 on 5 hours a week.
4005	Lane Cleaning	£	3,500.00	
4010	ALCA Subscription	£	85.00	
4015	Insurance	£	590.00	
4020	Room Rent	£	675.00	
4025	Expenses	£	100.00	
4030	Audit	£	450.00	
4035	Bank Charges	£	75.00	
4040	Bulbs for Village	£	100.00	
4045	Infrastructure Repairs	£	200.00	
4050	Legal Fees	£	40.00	
4055	Land Rent	£	400.00	
4060	Website Fees	£	350.00	Website hosting costs agreed at 18/09/2024.
4065	VAT PAID			
	Total Expenditure	£	12,510.00	
	TRF to/from General Reserve			
1000	Precept Required	£	12,510.00	

ADJUSTED BASIS		2024/2025 Financial Year	2025/2026 Financial Year (proposed)	Difference vs Previous Year	As a %
Band D Equivalents		142	147		3.52%
Precept per Band D Equivalent (£/annum)		£70.42	£85.10	£14.68	20.85%
Precept per Band D Equivalent (p/week)		135.05	163.21	28.16	p