

# ENGLISHCOMBE PARISH COUNCIL

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

## Minutes of the Meeting of Englishcombe Parish Council held on Wednesday 2<sup>nd</sup> July 2025 at 19:30 at The Old Schoolhouse, Englishcombe.

**Councillors:** Cllr Will Pow (Chair), Cllr Robert Law, Cllr Anne Corlett, Cllr Mycroft Croisdale-Appleby, Cllr Lee Giles, Cllr Ash Smith and Cllr Nick Spicer (19:40)

**In attendance:** J Turner (Parish Clerk/RFO) and Cllr Fiona Gourley (BANES)

**Absent:** None.

**Members of the Public:** One.

| <u>02-07-2025-01</u>             | <p><b><u>To receive questions from the members of the public present.</u></b></p> <p>A vote of thanks was given to the group of volunteers who have been hand painting the signposts which has been very much appreciated by Priston Parish.</p> <p>A resident raised a question over the fact there was a lot of litter present between Inglesbatch and Nailwell on the road on a Sunday. The Vice-Chairman confirmed the litter picker goes out each Saturday to litter pick. The Parish Clerk will add a list of locations that the litter picker attends onto the Parish Council website.</p>   |                       |                |                       |           |   |         |                                  |            |  |         |        |         |           |                                  |                                  |  |         |     |         |           |                                  |            |                              |         |        |         |           |                                  |                                  |   |         |     |         |           |                                  |                                  |                                |         |     |         |           |                                  |             |  |          |     |          |           |   |  |                            |                |               |                |  |  |
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| <u>02-07-2025-02</u>             | <p><b><u>To receive any apologies for absence.</u></b></p> <p>The Parish Council noted apologies from Cllr Matt McCabe (BANES).</p>   |                       |                |                       |           |   |         |                                  |            |  |         |        |         |           |                                  |                                  |  |         |     |         |           |                                  |            |                              |         |        |         |           |                                  |                                  |   |         |     |         |           |                                  |                                  |                                |         |     |         |           |                                  |             |  |          |     |          |           |   |  |                            |                |               |                |  |  |
| <u>02-07-2025-03</u>             | <p><b><u>To consider any Declarations of Interest and to approve any dispensations for this meeting.</u></b></p> <p>None received.</p>  |                       |                |                       |           |   |         |                                  |            |  |         |        |         |           |                                  |                                  |  |         |     |         |           |                                  |            |                              |         |        |         |           |                                  |                                  |   |         |     |         |           |                                  |                                  |                                |         |     |         |           |                                  |             |  |          |     |          |           |   |  |                            |                |               |                |  |  |
| <u>02-07-2025-04</u>             | <p><b><u>To approve the minutes of the Annual meeting of Englishcombe Parish Council held on Wednesday 7th May 2025 and to note the Clerks report.</u></b></p> <p><b>RESOLVED:</b> It was unanimously agreed to approve the minutes as a true and accurate record. The Clerk’s report was noted.</p>  |                       |                |                       |           |   |         |                                  |            |  |         |        |         |           |                                  |                                  |  |         |     |         |           |                                  |            |                              |         |        |         |           |                                  |                                  |   |         |     |         |           |                                  |                                  |                                |         |     |         |           |                                  |             |  |          |     |          |           |   |  |                            |                |               |                |  |  |
| <u>02-07-2025-05</u>             | <p><b><u>To approve the minutes of the meeting of Englishcombe Parish Council held on Thursday 12th June 2025 and to note the Clerks report.</u></b></p> <p><b>RESOLVED:</b> It was unanimously agreed to approve the minutes as a true and accurate record. The Clerk’s report was noted.</p>  |                       |                |                       |           |   |         |                                  |            |  |         |        |         |           |                                  |                                  |  |         |     |         |           |                                  |            |                              |         |        |         |           |                                  |                                  |   |         |     |         |           |                                  |                                  |                                |         |     |         |           |                                  |             |  |          |     |          |           |   |  |                            |                |               |                |  |  |
| <u>02-07-2025-06</u>             | <p><b>Englishcombe Parish Council Finance:</b></p> <p><b><u>To approve the expenditure report for July 2025.</u></b></p> <p><b>RESOLVED:</b> It was unanimously agreed to approve the expenditure report and authorise payments as below, with the payment being made digitally with Unity Trust Bank.</p> <table><tr><th>Payee</th><th>Invoice Detail</th><th>Net (cost to council)</th><th>VAT</th><th>Gross</th><th>Our Ref</th><th>Legal Power to Incur Expenditure</th></tr><tr><td>Vision ICT</td><td>New Councillor email inboxes - Two new accounts.</td><td>£ 20.00</td><td>£ 4.00</td><td>£ 24.00</td><td>07-25-001</td><td>Local Government Act 1972, s142.</td></tr><tr><td>Avon Local Council's Association</td><td>Essential Councillors course for Cllr Lee Giles.</td><td>£ 45.00</td><td>£ -</td><td>£ 45.00</td><td>07-25-002</td><td>Local Government Act 1972, s111,</td></tr><tr><td>Vision ICT</td><td>SSL Certificate for website.</td><td>£ 33.34</td><td>£ 6.67</td><td>£ 40.01</td><td>07-25-003</td><td>Local Government Act 1972, s142.</td></tr><tr><td>Avon Local Council's Association</td><td>Planning training for Cllr Mycroft Croisdale-Appleby.</td><td>£ 45.00</td><td>£ -</td><td>£ 45.00</td><td>07-25-004</td><td>Local Government Act 1972, s111,</td></tr><tr><td>Avon Local Council's Association</td><td>Annual Subscription 2025-2026.</td><td>£ 82.14</td><td>£ -</td><td>£ 82.14</td><td>07-25-005</td><td>Local Government Act 1972, s111,</td></tr><tr><td>Jack Turner</td><td>Locum Clerk Services - Additional Hours (April - June) - 16 hours.</td><td>£ 400.00</td><td>£ -</td><td>£ 400.00</td><td>07-25-006</td><td>Local Government Act 1972ss. 101, 111 and 112</td></tr><tr><td></td><td><b>Total for July 2025</b></td><td><b>£625.48</b></td><td><b>£10.67</b></td><td><b>£109.01</b></td><td></td><td></td></tr></table> <p><b><u>To note the cashbook for Quarter 1 of the Financial Year.</u></b></p> <p>The Parish Council noted the cashbook to the end of June 2025. Cllr L Giles asked the Clerk for further clarification on budget headings and what these payments relate to.</p> | Payee                 | Invoice Detail | Net (cost to council) | VAT       | Gross   | Our Ref | Legal Power to Incur Expenditure | Vision ICT | New Councillor email inboxes - Two new accounts. | £ 20.00 | £ 4.00 | £ 24.00 | 07-25-001 | Local Government Act 1972, s142. | Avon Local Council's Association | Essential Councillors course for Cllr Lee Giles. | £ 45.00 | £ - | £ 45.00 | 07-25-002 | Local Government Act 1972, s111, | Vision ICT | SSL Certificate for website. | £ 33.34 | £ 6.67 | £ 40.01 | 07-25-003 | Local Government Act 1972, s142. | Avon Local Council's Association | Planning training for Cllr Mycroft Croisdale-Appleby. | £ 45.00 | £ - | £ 45.00 | 07-25-004 | Local Government Act 1972, s111, | Avon Local Council's Association | Annual Subscription 2025-2026. | £ 82.14 | £ - | £ 82.14 | 07-25-005 | Local Government Act 1972, s111, | Jack Turner | Locum Clerk Services - Additional Hours (April - June) - 16 hours. | £ 400.00 | £ - | £ 400.00 | 07-25-006 | Local Government Act 1972ss. 101, 111 and 112 |  | <b>Total for July 2025</b> | <b>£625.48</b> | <b>£10.67</b> | <b>£109.01</b> |  |  |
| Payee                            | Invoice Detail  | Net (cost to council) | VAT            | Gross                 | Our Ref   | Legal Power to Incur Expenditure              |         |                                  |            |  |         |        |         |           |                                  |                                  |  |         |     |         |           |                                  |            |                              |         |        |         |           |                                  |                                  |   |         |     |         |           |                                  |                                  |                                |         |     |         |           |                                  |             |  |          |     |          |           |   |  |                            |                |               |                |  |  |
| Vision ICT                       | New Councillor email inboxes - Two new accounts.  | £ 20.00               | £ 4.00         | £ 24.00               | 07-25-001 | Local Government Act 1972, s142.              |         |                                  |            |  |         |        |         |           |                                  |                                  |  |         |     |         |           |                                  |            |                              |         |        |         |           |                                  |                                  |   |         |     |         |           |                                  |                                  |                                |         |     |         |           |                                  |             |  |          |     |          |           |   |  |                            |                |               |                |  |  |
| Avon Local Council's Association | Essential Councillors course for Cllr Lee Giles.  | £ 45.00               | £ -            | £ 45.00               | 07-25-002 | Local Government Act 1972, s111,              |         |                                  |            |  |         |        |         |           |                                  |                                  |  |         |     |         |           |                                  |            |                              |         |        |         |           |                                  |                                  |   |         |     |         |           |                                  |                                  |                                |         |     |         |           |                                  |             |  |          |     |          |           |   |  |                            |                |               |                |  |  |
| Vision ICT                       | SSL Certificate for website.  | £ 33.34               | £ 6.67         | £ 40.01               | 07-25-003 | Local Government Act 1972, s142.              |         |                                  |            |  |         |        |         |           |                                  |                                  |  |         |     |         |           |                                  |            |                              |         |        |         |           |                                  |                                  |   |         |     |         |           |                                  |                                  |                                |         |     |         |           |                                  |             |  |          |     |          |           |   |  |                            |                |               |                |  |  |
| Avon Local Council's Association | Planning training for Cllr Mycroft Croisdale-Appleby.   | £ 45.00               | £ -            | £ 45.00               | 07-25-004 | Local Government Act 1972, s111,              |         |                                  |            |  |         |        |         |           |                                  |                                  |  |         |     |         |           |                                  |            |                              |         |        |         |           |                                  |                                  |   |         |     |         |           |                                  |                                  |                                |         |     |         |           |                                  |             |  |          |     |          |           |   |  |                            |                |               |                |  |  |
| Avon Local Council's Association | Annual Subscription 2025-2026.  | £ 82.14               | £ -            | £ 82.14               | 07-25-005 | Local Government Act 1972, s111,              |         |                                  |            |  |         |        |         |           |                                  |                                  |  |         |     |         |           |                                  |            |                              |         |        |         |           |                                  |                                  |   |         |     |         |           |                                  |                                  |                                |         |     |         |           |                                  |             |  |          |     |          |           |   |  |                            |                |               |                |  |  |
| Jack Turner                      | Locum Clerk Services - Additional Hours (April - June) - 16 hours.  | £ 400.00              | £ -            | £ 400.00              | 07-25-006 | Local Government Act 1972ss. 101, 111 and 112 |         |                                  |            |  |         |        |         |           |                                  |                                  |  |         |     |         |           |                                  |            |                              |         |        |         |           |                                  |                                  |   |         |     |         |           |                                  |                                  |                                |         |     |         |           |                                  |             |  |          |     |          |           |   |  |                            |                |               |                |  |  |
|                                  | <b>Total for July 2025</b>  | <b>£625.48</b>        | <b>£10.67</b>  | <b>£109.01</b>        |           |   |         |                                  |            |  |         |        |         |           |                                  |                                  |  |         |     |         |           |                                  |            |                              |         |        |         |           |                                  |                                  |   |         |     |         |           |                                  |                                  |                                |         |     |         |           |                                  |             |  |          |     |          |           |   |  |                            |                |               |                |  |  |

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| <b><u>6.3</u></b>           | <b><u>To note the bank reconciliation and bank statements for Quarter 1 of the Financial Year.</u></b><br>The Parish Council noted the reports to the end of June 2025. These were duly signed.  |
| <b><u>6.4</u></b>           | <b><u>To note the Quarterly Budget Monitoring Document.</u></b><br>The report was noted.   |
| <b><u>02-07-2025-07</u></b> | <b><u>To consider any planning applications received.</u></b>  |
| <b><u>7.1</u></b>           | <b>25/02370/LBA - Home Farm Mill Lane Inglesbatch Bath, Bath And North East Somerset BA2 9DZ</b><br><b>Description of Proposal: External alterations to include conversion of outbuilding into 2no. studio/workshop units.</b><br><b>RESOLVED:</b> It was unanimously agreed to write a letter in support of the application.  |
| <b><u>02-07-2025-08</u></b> | <b><u>To consider any actions for the Parish Council in relation to the 'Village Facility' public consultation and ongoing matters with The Duchy of Cornwall.</u></b><br>The Parish Council noted the Clerk's report updating them on the latest matters with The Duchy. At present, there is nothing further for the Parish Council to consider at this stage with regards to The Old Schoolhouse.<br><br>Cllr L Giles presented an update from the REACH group who met last week to discuss the latest communication from The Duchy of Cornwall. The group are awaiting a response from The Duchy regarding a valuation for The Old Schoolhouse and have communicated this through the Parish Clerk who has relayed it to the Duchy.<br><br>The Council noted that the Duchy remain firm on their timescales and if an offer of purchase or refurbishment was forthcoming from REACH, it would be between the group and The Duchy to negotiate terms. The Parish Council would only act as a method of communication for REACH, as previously stated.<br><br>It was noted that REACH is keen to explore all possible options for the Old Schoolhouse and to keep the Parish Council updated through the Parish Clerk. |
| <b><u>02-07-2025-09</u></b> | <b><u>Staffing sub-committee of the Parish Council.</u></b>  |
| <b><u>9.1</u></b>           | <b><u>To approve the Terms of Reference of the staffing sub-committee.</u></b><br><b>RESOLVED:</b> It was unanimously agreed to approve the Terms of Reference.  |
| <b><u>9.2</u></b>           | <b><u>To elect four Councillors to the staffing sub-committee.</u></b><br><b>RESOLVED:</b> It was unanimously agreed to appoint Cllrs A Corlett, M Croisdale-Appleby, N Spicer and L Giles to the sub-committee.   |
| <b><u>9.3</u></b>           | <b><u>To elect a Chairman to the staffing sub-committee.</u></b><br><b>RESOLVED:</b> It was unanimously agreed to elect Cllr A Corlett as Chairman of the sub-committee.   |
| <b><u>9.4</u></b>           | <b><u>To elect a Vice-Chairman to the staffing sub-committee.</u></b><br><b>RESOLVED:</b> It was unanimously agreed to elect Cllr N Spicer as Vice-Chairman of the sub-committee.  |
| <b><u>02-07-2025-10</u></b> | <b><u>To consider the adoption of the following policies:</u></b>  |

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| <p><u>10.1</u></p> <p><u>10.2</u></p> <p><u>10.3</u></p> <p><u>10.4</u></p> <p><u>10.5</u></p> <p><u>10.6</u></p> <p><u>10.7</u></p> <p><u>10.8</u></p> <p><u>10.9</u></p> | <p><b><u>Absence Management Policy.</u></b></p> <p><b><u>Bullying and Harassment Policy.</u></b></p> <p><b><u>Code of Conduct for Employees.</u></b></p> <p><b><u>Communication Policy.</u></b></p> <p><b><u>Home Working Policy.</u></b></p> <p><b><u>Lone Working and Staff Safeguarding.</u></b></p> <p><b><u>Staff Appraisal Scheme.</u></b></p> <p><b><u>Whistleblowing Policy.</u></b></p> <p><b><u>Vexatious Complaints Policy</u></b></p> <p><b>RESOLVED:</b> It was unanimously agreed to approve the above policies en bloc.</p>   |
| <p><u>02-07-2025-11</u></p>  | <p><b>To consider whether Englishcombe Parish Council would like to increase the number of Councillors on the Parish Council.</b></p> <p>The Council noted the information that was circulated by the Clerk.</p> <p><b>RESOLVED:</b> It was unanimously agreed to review this at a future date, if the need arises.</p>  |
| <p><u>02-07-2025-12</u></p> <p><u>12.1</u></p> <p><u>12.2</u></p> <p><u>12.3</u></p>   | <p><b>To receive updates from members on ongoing Parish matters:</b></p> <p><b><u>Bath and Northeast Somerset Councillor Report.</u></b></p> <p>The Council noted the report from Cllr Fiona Gourley on local transport and infrastructure. The Council also noted an update on The Local Plan.</p> <p><b><u>Parish Council Chairman's Report.</u></b></p> <p>No report received.</p> <p><b><u>Rural Public Transport, Roads and Parish maintenance matters.</u></b></p> <p>The Council noted the document received from a resident.</p> <p>The Village sign that needs to be restored was not accepted by BANES although the Clerk will follow this up to ensure the sign is reinstated.</p> <p>The issue raised by the resident with regards to the overgrowing bushes on the pavement on Innox Grove will also be followed up by the Clerk.</p> <p>The Council has received no communication from BANES regarding the issues from Innox Grove to the Play Park, this will also be followed up the Clerk.</p> <p>Cllr A Corlett raised whether the circular mirrors were still being issued to be installed at touchpoints to enable other road users to see who is coming from which direction and Cllr F Gourley said she would look into this, on receipt of an email from the Clerk.</p> <p>Cllr L Giles raised the issue that as you enter into the village, the 20mph sign is obscured by overgrown bushes and there are no repeater signs through the village. Also, the 20mph road markings have come away thus being now inadequate and need to be re-painted. The Clerk will include this in the communication to Cllr F Gourley.</p> <p>Cllr N Spicer said he had noticed an increased in speeding through the village and this needs to be addressed also. Cllr F Gourley responded stating that two possible options to try and enforce compliance were a Community Speed watch and/or a Vehicle Activated Road sign.</p> |

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|                             | <p>Cllr M Croisdale-Appleby sated that the passing bays on Padleigh Hill were now again dangerous with rocks now protruding into the road, having punctured several tyres in this year already. The Clerk will raise this with Cllr F Gourley.</p>  |
| <b><u>12.4</u></b>          | <p><b><u>Parish Website and Communications</u></b></p> <p>The website and regular bulletins were being effective as a means of communication with no negative feedback raised since the Annual Parish Assembly. Cllr M Croisdale-Appleby will sort out a QR code which links to the website which can be added to the noticeboard.</p>  |
| <b><u>12.5</u></b>          | <p><b><u>Installation of Defibrillators and First Aid Courses.</u></b></p> <p>Cllr R Law provided an update. Funding has been obtained through our BANES Councillors and will be utilised. Communication will now be shared with residents through the bulletin and noticeboard to see who would be interested in attending. Cllr N Spicer offered to check with his colleagues to see if someone can offer a course which doesn't have the limitations as some of the courses that have been researched.</p>   |
| <b><u>12.6</u></b>          | <p><b><u>Millstream, Orchard and Wheelwrights sub-committee.</u></b></p> <p>Cllr R Law provided an update. The sub-committee try to meet twice a year but has been once a year for some time. They are regularly looking for volunteers and this notice can be displayed on the Parish Council website as well as the bulletin's when contact details have been supplied. Cllr M Croisdale-Appleby will check if the relevant person's contact details can be shared and they are happy for residents to contact them with regards to volunteering.</p> |
| <b><u>12.7</u></b>          | <p><b><u>Somerset Festival of Remembrance 2025 – Save the Date – 1 November 2025.</u></b></p> <p>The Parish Council noted the communication.</p>  |
| <b><u>12.8</u></b>          | <p><b><u>BANES - Parish Councillors Local Plan Briefing Follow Up.</u></b></p> <p>The Parish Council noted the update.</p>  |
| <b><u>02-07-2025-13</u></b> | <p><b><u>To note that next Meeting of Englishcombe Parish Council will be held on Wednesday 3<sup>rd</sup> September 2025 at 7:30pm.</u></b></p> <p>This was noted. It was also noted that the meeting will be held at the Tithe Barn.</p>  |
| <b><u>02-07-2025-14</u></b> | <p><b><u>To resolve that in accordance with the provision of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations, the public and press be excluded during consideration of the following agenda items.</u></b></p> <p><b>RESOLVED:</b> It was unanimously agreed to exclude the pubic and press.</p>  |
| <b><u>02-07-2025-15</u></b> | <p><b><u>Employment Matters.</u></b></p>  |
| <b><u>15.1</u></b>          | <p><b><u>To approve the contract of employment for the Parish Clerk and RFO.</u></b></p> <p><b>RESOLVED:</b> It was unanimously agreed to approve the contract with addendum that the clause relating to other employment is removed, as the Council did not feel this was necessary.</p>   |
| <b><u>15.2</u></b>          | <p><b><u>To approve authority for the salary of the Parish Clerk and RFO to be paid by Standing Order Bank Transfer.</u></b></p> <p><b>RESOLVED:</b> It was unanimously agreed to approve the authority for a monthly bank transfer on or around the 1<sup>st</sup> of each month.</p>  |

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| <b><u>15.3</u></b> | <b><u>To consider the payroll process for the Parish Clerk and RFO.</u></b><br>The Council noted that the Clerk will use HMRC Basic PAYE Tools for the payroll and this is free of charge. Cllrs A Corlett and M Croisdale-Appleby will authorise the payments and sign the documentation required for the payroll audit trail.   |
| <b><u>15.4</u></b> | <b><u>To note the Parish Clerk and RFO's employee declaration of interest form.</u></b><br><b>RESOLVED:</b> It was unanimously agreed to note the form.<br><br>Cllr L Giles asked a question on whether the Parish Council should be seeking alternative quotes for Internal Auditors given the fact that the Clerk carries out some occasional work for the current Internal Auditing Company. The Clerk will seek three quotations for the next financial year.<br><br><b>The Chairman closed the meeting at 20:36.</b> |