

# ENGLISHCOMBE PARISH COUNCIL

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

[www.englishcombe-pc.gov.uk](http://www.englishcombe-pc.gov.uk)

## Draft Minutes of the Meeting of Englishcombe Parish Council held on Wednesday 13<sup>th</sup> May 2026 at 19:30 at The Tithe Barn.

**Councillors:** Cllr Will Pow (Outgoing Chair), Cllr Anne Corlett (Incoming Chair), Cllr Robert Law, Cllr Mycroft Croisdale-Appleby and Cllr Lee Giles.

**In attendance:** J Turner (Parish Clerk/RFO) and Cllr Ash Smith.

**Absent:** None.

**Members of the Public:** One.

|               |  |
|---------------|--|
| 13-05-2026-01 | <p><b>To elect a Chairman to Englishcombe Parish Council for the ensuing year and to receive the Chairman's Declaration of Acceptance of Office.</b></p> <p>Cllr A Corlett was nominated and this was seconded.</p> <p><b>RESOLVED:</b> It was unanimously agreed to elect Cllr A Corlett as Chairman for the ensuing year. The Chairman's Declaration of Acceptance of Office.</p>  |
| 13-05-2026-02 | <p><b>To elect a Vice-Chairman to Englishcombe Parish Council for the ensuing year.</b></p> <p>Cllr M Croisdale-Appleby was nominated and this was seconded.</p> <p><b>RESOLVED:</b> It was unanimously agreed to elect Cllr M Croisdale-Appleby as Vice-Chairman for the ensuing year.</p>  |
| 13-05-2026-03 | <p><b>To receive questions from the members of the public present.</b></p> <p>The Clerk raised a question on behalf of a parishioner who wanted to bring the planning application for the expansion for Bristol Airport, back to the attention of the Council. The planning application had been lodged but was not within the Parish Council's jurisdiction. The resident requested that the Parish Council sign up to the Parish Council's Airport Association however this idea was not supported amongst the Councillors present who could see the benefits for and against the expansion of the Airport. It was noted that Councillors could comment as individuals however as there was not a collective voice on this within the Parish, it was noted that no response would be considered at this meeting.</p> |
| 13-05-2026-04 | <p><b>To receive any apologies for absence.</b></p> <p>Apologies were received from Cllr N Spicer.</p>   |
| 13-05-2026-05 | <p><b>To consider any Declarations of Interest and to approve any dispensations for this meeting.</b></p> <p>No declaration of interest received from members present.</p> <p>The Clerk declared his interest in items 9 and 11 as he carries out work for Auditing Solutions LTD.</p>   |
| 13-05-2026-06 | <p><b>To approve the minutes of the Parish Council Meeting of Englishcombe Parish Council held on Wednesday 4<sup>th</sup> March 2026 and to note the Clerks report.</b></p> <p><b>RESOLVED:</b> It was unanimously agreed to approve the minutes as a true and accurate record.</p>   |
| 13-05-2026-07 | <p><b>To appoint representatives to following organisations or outside bodies:</b></p>   |
| 07.1          | <p><b>Avon Local Council's Association (1).</b></p> <p><b>RESOLVED:</b> It was unanimously agreed to appoint Cllr R Law.</p>   |

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|---------------|--|
| 07.2          | <b>Millstream, Orchard and Wheelwrights sub-committee (1).</b><br><b>RESOLVED:</b> It was unanimously agreed to appoint Cllr M Croisdale-Appleby.  |
| 07.3          | <b>Unity Trust Payment Approvals (2).</b><br><b>RESOLVED:</b> It was unanimously agreed to appoint Cllr A Corlett and Cllr M Croisdale-Appleby.  |
| 07.4          | <b>Bank Reconciliation Approvals (2).</b><br><b>RESOLVED:</b> It was unanimously agreed to appoint Cllr W Pow and Cllr L Giles.  |
| 07.5          | <b>Parish Events Sub-Committee (2)</b><br><b>RESOLVED:</b> It was unanimously agreed to appoint Cllr L Giles.  |
| 07.6          | <b>Community Speedwatch Sub-Committee</b><br><b>RESOLVED:</b> It was unanimously agreed to appoint Cllr A Smith. The Clerk will put Cllr Smith in contact with the residents.  |
| 13-05-2026-08 | <b>To consider the re-adoption of the following policies and procedures on an Annual Basis:</b><br><br><ul style="list-style-type: none"> <li>08.1 Standing Orders.</li> <li>08.2 Financial Regulations.</li> <li>08.3 Equality and Diversity Policy.</li> <li>08.4 Safeguarding Children and Young People and Vulnerable Adults Policy.</li> <li>08.5 Code of Conduct for Members.</li> <li>08.6 NALC Model Grievance Policy.</li> <li>08.7 NALC Model Disciplinary Policy.</li> <li>08.8 Risk Register.</li> <li>08.9 Risk Management Strategy.</li> <li>08.10 Publication Scheme.</li> <li>08.11 Freedom of Information Policy.</li> <li>08.12 GDPR and Privacy Policy.</li> <li>08.13 Health and Safety Policy.</li> <li>08.14 Complaints Policy.</li> <li>08.15 Reserves Policy.</li> <li>08.16 Planning Applications Procedure.</li> <li>08.17 Scheme of Delegation.</li> <li>08.18 Retention Policy.</li> <li>08.19 Financial Procedures.</li> <li>08.20 Business Continuity Plan.</li> </ul> <b>RESOLVED:</b> It was unanimously agreed to adopt the policies en-bloc. |
| 13-05-2026-09 | <b>To consider the Internal Audit Report for the financial year ending 31st March 2026 and to note any recommendations arising from this report.</b><br>The Council considered the report and noted the contents. The Auditor was very happy with the Parish Council’s robust approach to Governance and Financial matters.<br><br>There was one recommendation arising which was as below:<br><i>“The cashbook processing sequential numbers should be recorded on the invoices to afford a clear means of identification and cross reference, especially where identical payments are</i>  |

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|--|--|------------------------------|--------------|----------------------------|--------------|----------------------------------|-----------|--|------------|
|  | <p><i>being made each month.”</i><br/> <b>RESOLVED:</b> It was unanimously agreed to approve the report.</p>   |                              |              |                            |              |                                  |           |  |            |
| 13-05-2026-10                              | <p><b>To consider and approve annual accounts and procedures:</b></p> <p><b>10.01 To resolve that there are no conflicts of interest with BDO LLP.</b><br/> <b>RESOLVED:</b> It was unanimously agreed to resolve that there are no conflicts of interest with BDO LLP.</p> <p><b>10.02 To resolve that Englishcombe Parish Council are exempt from the External Audit process for the financial year ending 31<sup>st</sup> March 2026.</b><br/> <b>RESOLVED:</b> It was unanimously agreed that the Parish Council meet the exemption criteria for External Audit.</p> <p><b>10.03 To note the Internal Auditor’s report section of the AGAR for 2025/2026.</b><br/> This item was noted.</p> <p><b>10.04 To receive and approve the Annual Governance Statement for 2025/2026.</b><br/> <b>RESOLVED:</b> It was unanimously agreed to approve the Annual Governance Statement giving positive assurances in each area.</p> <p><b>10.05 To receive and approve the Accounting Statements for 2025/2026 and to receive any explanations of significant variances.</b><br/> <b>RESOLVED:</b> It was unanimously agreed to approve the Accounting Statements.</p> <p><b>10.06 To note the period of public rights and publication of the Annual Governance and Accountability return.</b><br/> The period of public rights would start on 3<sup>rd</sup> June 2026 and end on 14<sup>th</sup> July 2026.</p> <p><b>10.07 To note the end of year Financial Report for the financial year ending 31<sup>st</sup> March 2026.</b><br/> The report was noted.</p> <p><b>10.08 To review Englishcombe’s Parish Council Earmarked Reserves.</b><br/> The earmarked reserves were retained at the levels below.</p> <p style="margin-left: 20px;"><b>Earmarked Reserves</b></p> <table style="margin-left: 20px; width: 80%; border-collapse: collapse;"> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;"><i><b>EMR CIL Monies</b></i></td> <td style="border-top: 1px solid black; border-bottom: 3px double black; text-align: right;"><b>2,728</b></td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;"><i><b>EMR MWC Fund</b></i></td> <td style="border-top: 1px solid black; border-bottom: 3px double black; text-align: right;"><b>2,728</b></td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;"><i><b>EMR - Parish Bulbs</b></i></td> <td style="border-top: 1px solid black; border-bottom: 3px double black; text-align: right;"><b>50</b></td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;"><i><b>EMR - Speed Indicator Device</b></i></td> <td style="border-top: 1px solid black; border-bottom: 3px double black; text-align: right;"><b>250</b></td> </tr> </table> | <i><b>EMR CIL Monies</b></i> | <b>2,728</b> | <i><b>EMR MWC Fund</b></i> | <b>2,728</b> | <i><b>EMR - Parish Bulbs</b></i> | <b>50</b> | <i><b>EMR - Speed Indicator Device</b></i> | <b>250</b> |
| <i><b>EMR CIL Monies</b></i>               | <b>2,728</b>   |                              |              |                            |              |                                  |           |  |            |
| <i><b>EMR MWC Fund</b></i>                 | <b>2,728</b>   |                              |              |                            |              |                                  |           |  |            |
| <i><b>EMR - Parish Bulbs</b></i>           | <b>50</b>  |                              |              |                            |              |                                  |           |  |            |
| <i><b>EMR - Speed Indicator Device</b></i> | <b>250</b>   |                              |              |                            |              |                                  |           |  |            |
| 13-05-2026-11                              | <p><b>To appoint Auditing Solutions LTD as Internal Auditor for the financial year ending 31<sup>st</sup> March 2027.</b><br/> The Parish Clerk declared an interest.</p>  |                              |              |                            |              |                                  |           |  |            |

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|                                  | <p><b>RESOLVED:</b> It was unanimously agreed to appoint Auditing Solutions LTD for the financial year ending 31<sup>st</sup> March 2027.</p>   |                       |                |                       |     |       |                     |                                      |          |     |          |                                  |                         |         |     |         |        |                      |          |     |          |                        |   |          |         |          |                            |  |                  |               |                  |
|----------------------------------|---|-----------------------|----------------|-----------------------|-----|-------|---------------------|--------------------------------------|----------|-----|----------|----------------------------------|-------------------------|---------|-----|---------|--------|----------------------|----------|-----|----------|------------------------|---|----------|---------|----------|----------------------------|--|------------------|---------------|------------------|
| 13-05-2026-12                    | <p><b>To confirm insurance arrangements for the 2026/2027 financial year.</b><br/> <b>RESOLVED:</b> It was unanimously agreed to renew the policy with Zurich.</p>  |                       |                |                       |     |       |                     |                                      |          |     |          |                                  |                         |         |     |         |        |                      |          |     |          |                        |   |          |         |          |                            |  |                  |               |                  |
| 13-05-2026-13                    | <p><b>To carry out the Annual Review of Arrangements with other local authorities, not-for-profit bodies and businesses.</b><br/> The Parish Council made no amendments to the arrangements.</p>  |                       |                |                       |     |       |                     |                                      |          |     |          |                                  |                         |         |     |         |        |                      |          |     |          |                        |   |          |         |          |                            |  |                  |               |                  |
| 13-05-2026-14                    | <p><b>Englishcombe Parish Council Finance:</b></p> <p><b>14.1 To approve the expenditure report for May 2026.</b><br/> <b>RESOLVED:</b> It was unanimously agreed to approve the expenditure and to authorise payments within Unity Trust Bank.</p> <table border="1"> <thead> <tr> <th>Payee</th> <th>Invoice Detail</th> <th>Net (cost to council)</th> <th>VAT</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td>M Croisdale-Appleby</td> <td>Expenses for Annual Parish Assembly.</td> <td>£ 100.00</td> <td>£ -</td> <td>£ 100.00</td> </tr> <tr> <td>Avon Local Council's Association</td> <td>2026-2027 Subscription.</td> <td>£ 85.06</td> <td>£ -</td> <td>£ 85.06</td> </tr> <tr> <td>Zurich</td> <td>2026-2027 Insurance.</td> <td>£ 602.27</td> <td>£ -</td> <td>£ 602.27</td> </tr> <tr> <td>Auditing Solutions LTD</td> <td>Preventing Sexual Harrassment Training.</td> <td>£ 350.00</td> <td>£ 70.00</td> <td>£ 420.00</td> </tr> <tr> <td colspan="2"><b>Total for May 2026.</b></td> <td><b>£1,137.33</b></td> <td><b>£70.00</b></td> <td><b>£1,207.33</b></td> </tr> </tbody> </table> <p><b>14.2 To note the cashbook for Quarter 1 of the Financial Year.</b><br/> The Cashbook to 30<sup>th</sup> April 2026 was noted.</p> <p><b>14.3 To note the bank reconciliation and bank statements for Quarter 1 of the Financial Year.</b><br/> The signed bank reconciliation and bank statements to 30<sup>th</sup> April 2026 were noted.</p> | Payee                 | Invoice Detail | Net (cost to council) | VAT | Gross | M Croisdale-Appleby | Expenses for Annual Parish Assembly. | £ 100.00 | £ - | £ 100.00 | Avon Local Council's Association | 2026-2027 Subscription. | £ 85.06 | £ - | £ 85.06 | Zurich | 2026-2027 Insurance. | £ 602.27 | £ - | £ 602.27 | Auditing Solutions LTD | Preventing Sexual Harrassment Training. | £ 350.00 | £ 70.00 | £ 420.00 | <b>Total for May 2026.</b> |  | <b>£1,137.33</b> | <b>£70.00</b> | <b>£1,207.33</b> |
| Payee                            | Invoice Detail  | Net (cost to council) | VAT            | Gross                 |     |       |                     |                                      |          |     |          |                                  |                         |         |     |         |        |                      |          |     |          |                        |   |          |         |          |                            |  |                  |               |                  |
| M Croisdale-Appleby              | Expenses for Annual Parish Assembly.  | £ 100.00              | £ -            | £ 100.00              |     |       |                     |                                      |          |     |          |                                  |                         |         |     |         |        |                      |          |     |          |                        |   |          |         |          |                            |  |                  |               |                  |
| Avon Local Council's Association | 2026-2027 Subscription.   | £ 85.06               | £ -            | £ 85.06               |     |       |                     |                                      |          |     |          |                                  |                         |         |     |         |        |                      |          |     |          |                        |   |          |         |          |                            |  |                  |               |                  |
| Zurich                           | 2026-2027 Insurance.  | £ 602.27              | £ -            | £ 602.27              |     |       |                     |                                      |          |     |          |                                  |                         |         |     |         |        |                      |          |     |          |                        |   |          |         |          |                            |  |                  |               |                  |
| Auditing Solutions LTD           | Preventing Sexual Harrassment Training.   | £ 350.00              | £ 70.00        | £ 420.00              |     |       |                     |                                      |          |     |          |                                  |                         |         |     |         |        |                      |          |     |          |                        |   |          |         |          |                            |  |                  |               |                  |
| <b>Total for May 2026.</b>       |   | <b>£1,137.33</b>      | <b>£70.00</b>  | <b>£1,207.33</b>      |     |       |                     |                                      |          |     |          |                                  |                         |         |     |         |        |                      |          |     |          |                        |   |          |         |          |                            |  |                  |               |                  |
| 13-05-2026-15                    | <p><b>To consider any planning applications or consultations received:</b></p> <p><b>15.1 26/01238/EOUT - Parcel 4234 Combe Hay Lane Combe Hay Bath Bath And North East Somerset - Outline application for phases 3 and 4 for up to 200 dwellings; landscaping; community hall; drainage; allotments; open space; footpaths and emergency access; all matters reserved, except access from Combe Hay Lane via the approved phase 1 spine road (details of internal roads and footpaths reserved)</b><br/> The Parish Council considered this application. It was noted that this application had been considered in its previous iteration.<br/> <b>RESOLVED:</b> It was unanimously agreed to object to this planning application, raising the same comments as per the previous applications.</p>   |                       |                |                       |     |       |                     |                                      |          |     |          |                                  |                         |         |     |         |        |                      |          |     |          |                        |   |          |         |          |                            |  |                  |               |                  |
| 13-05-2026-16                    | <p><b>To receive updates from members on ongoing Parish matters:</b></p> <p><b>16.1 Bath and North East Somerset Councillor Report.</b><br/> No update was received.</p> <p><b>16.2 Parish Council Chairman's Report.</b><br/> No report was received.</p> <p><b>16.3 Rural Public Transport, Roads and Parish Maintenance Matters.</b><br/> The Parish Council received an update on the new bus service and that this way with the Parish Council who were collating responses.</p>   |                       |                |                       |     |       |                     |                                      |          |     |          |                                  |                         |         |     |         |        |                      |          |     |          |                        |   |          |         |          |                            |  |                  |               |                  |

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| <p>16.4</p> <p>16.5</p> <p>16.6</p> <p>16.7</p> <p>16.8</p> <p>16.9</p> <p>16.10</p> | <p><b>Parish Council Website and Communications</b><br/>The Council received an update from the Clerk. The Clerk will be obtaining quotations from Cloudy IT for a new email account system due to the unusable interface of the new Vision ICT system.</p> <p><b>Community Defibrillator's.</b><br/>Cllr M Croisdale-Appleby provided a report on the purchase of defibrillators for the Parish. These would be purchased using the money that has been donated to the Parish.</p> <p>The potential sites were discussed within the Parish. The place on a residents land, in Inglesbatch had been identified as a good site for one. It was agreed that the Church or Acorn Barn would be a good place for Englishcombe until the Wheelwrights Barn had been upgraded by the Duchy.</p> <p>Cllr A Smith stated that he would be happy to provide electric for one of the defibrillators that would be housed near the noticeboard and bus stop, which would be in a highly visible location.</p> <p><b>RESOLVED:</b> It was unanimously agreed to delegate authority for Cllr M Croisdale-Appleby in conjunction with the Clerk to authorise expenditure up to £4000 to purchase the defibrillator. It was noted that the bulk of this expenditure will be covered by a donation.</p> <p><b>Millstream, Orchard and Wheelwrights sub-committee.</b><br/>No update was received.</p> <p><b>Bath and North East Somerset Council's Local Plan.</b><br/>No update was received.</p> <p><b>Englishcombe Parish Events.</b><br/>Cllr L Giles provided an update. No volunteers had come forward at this present moment to help plan events within the Parish.</p> <p><b>The Duchy of Cornwall</b><br/>The Council noted an update on the Old Schoolhouse, which was now for sale. The Duchy reminded the Council that the grass would need to be maintained until the end of the licence period.</p> <p>The Council noted that the pre-planning application for the Wheelwrights had been lodged.</p> <p><b>Speed Indicator Devices for the Parish (Community Speedwatch)</b><br/>The Council noted that there was interest and the Clerk will circulate the contact details for these residents. The Council noted that there would need to be an application for a Community Speedwatch to Avon and Somerset Police to get this activity started.</p> |
| <p>13-05-2026-17</p>   | <p><b>To set the meeting dates of Englishcombe Parish Council for 2026/2027 as below, all to commence at 7:30pm.</b></p> <ul style="list-style-type: none"><li>• <b>Wednesday 8<sup>th</sup> July 2026.</b></li><li>• <b>Wednesday 2<sup>nd</sup> September 2026.</b></li></ul>  |

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- Wednesday 4<sup>th</sup> November 2026.
- Wednesday 6<sup>th</sup> January 2027.
- Wednesday 3<sup>rd</sup> March 2027.

**RESOLVED:** It was unanimously agreed to approve the meeting dates.

**The Chairman closed the meeting at 20:31.**