

ENGLISHCOMBE PARISH COUNCIL

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

Draft Minutes of the Meeting of Englishcombe Parish Council held on Wednesday 4th March 2026 at 19:30 at The Tithe Barn.

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

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

Absent: None.

Members of the Public: Four.

<u>04-03-2026-01</u>	<p><u>To receive questions from the members of the public present.</u></p> <p>A resident raised a question on whether Parishioners can speak on specific agenda items and the Chairman responded stating that all questions should be considered at the start of the meeting.</p> <p>A resident raised queries on the road surfacing issues affecting the Parish and the road signage around the Parish, especially on the junction leaving the village and if there were any plans to improve the signage.</p> <p>A resident raised a query on the state of the roads and what the plan was to improve the surfacing, as their car had now suffered a lot of damage which has left the Parishioners out of pocket. It was noted that the ‘patching up’ of the surfaces was inadequate.</p>																												
<u>04-03-2026-02</u>	<p><u>To receive any apologies for absence.</u></p> <p>None received</p>																												
<u>04-03-2026-03</u>	<p><u>To consider any Declarations of Interest and to approve any dispensations for this meeting.</u></p> <p>None received from members.</p>																												
<u>04-03-2026-04</u>	<p><u>To approve the minutes of the meeting of Englishcombe Parish Council held on Wednesday 7th January 2026 and to note the Clerks report.</u></p> <p>RESOLVED: It was unanimously agreed to approve the minutes as a true and accurate record. The Clerks report was noted.</p>																												
<u>04-03-2026-05</u>	<p>Englishcombe Parish Council Finance:</p> <p><u>5.1 To approve the expenditure report for March 2026</u></p> <p>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.</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>Avon Local Councils Association</td><td>Assertion 10 Webinar for Councillors.</td><td>£ 105.00</td><td>£ -</td><td>£ 105.00</td><td>03-26-001</td><td>Local Government Act 1972 - Section 111</td></tr><tr><td>Avon Local Councils Association</td><td>Preventing Sexual Harrassment Training.</td><td>£ 35.00</td><td>£ -</td><td>£ 35.00</td><td>03-26-002</td><td>Local Government Act 1972 - Section 111</td></tr><tr><td colspan="2">Total for March 2026.</td><td>£140.00</td><td>£0.00</td><td>£140.00</td><td></td><td></td></tr></table> <p><u>5.2 To note the cashbook for Quarter 4 of the Financial Year.</u></p> <p>The Parish Council noted the cashbook to the end of February 2026 with no issues raised.</p> <p><u>5.3 To note the bank reconciliation and bank statements for Quarter 4 of the Financial Year.</u></p> <p>The Parish Council noted the reports to the end of February 2026. These were duly signed.</p>	Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref	Legal Power to Incur Expenditure	Avon Local Councils Association	Assertion 10 Webinar for Councillors.	£ 105.00	£ -	£ 105.00	03-26-001	Local Government Act 1972 - Section 111	Avon Local Councils Association	Preventing Sexual Harrassment Training.	£ 35.00	£ -	£ 35.00	03-26-002	Local Government Act 1972 - Section 111	Total for March 2026.		£140.00	£0.00	£140.00		
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5.4

To note the Quarterly Budget Monitoring Document.

The report was noted which reflected the position as at the end of February 2026.

5.5

To note the financial position report with a forecast to 31st March 2026

The report was noted and the forecast was noted.

5.7

To consider the reserves report and whether to move any funds from the General Reserve to the Earmarked Reserve.

The reserve report was noted and it was agreed that the reserves as per the report, were adequate as below and no changes needed to be made.

Earmarked Reserves

Earmarked Reserve	Amount (£)
CIL Monies	2,728
Millstream Committee Funds	2,728
Parish Bulbs	50
Speed Indicator Device	250
Total Earmarked Reserves	5,756

General (Unrestricted) Reserve

Closing bank balance: £10,194.80

Less earmarked reserves: £5,756

General Reserve at 31 March 2026: £4,438.80

5.8

To review the Financial Risk Register.

The Council reviewed the financial risk register A query was raised on why the 'Loss of Key Personnel' was such a high risk. The Clerk responded stating that due to key person dependency on the Clerk, this was reflected as quite high risk.

RESOLVED: It was unanimously agreed to approve the Risk Register.

5.9

To review the Asset Register.

RESOLVED: It was unanimously agreed to approve the Asset Register.

5.10

To consider the grant funding request from Crimestoppers UK.

RESOLVED: It was unanimously agreed to reject the request as there was a need for the Parish Council's funding within the Parish.

5.11

To consider the quotation report on the Speed Indicator Devices and how the Parish Council could fund this.

The quotation report was received for information only. It gave indicative costings for the Speed Indicator Devices and outlined what the Parish Council could do with regards to the purchasing of one. More information needed to be obtained on the scheme prior to approving any quotations and it was agreed to bring this back to a future meeting, once the scheme has been fully

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	considered.
<u>5.12</u>	<p><u>To consider the use of the £675 budget for 'Room Hire' fees which will be an underspend on the current year's budget.</u></p> <p>RESOLVED: It was unanimously agreed to move the full amount into an Earmarked Reserve for 'Community Initiatives' which could be used for a range of activities from room hire to infrastructure improvements.</p>
<u>5.13</u>	<p><u>To consider any feedback from Auditing Solutions LTD in relation to the current financial year.</u></p> <p>The Clerk provided an update. Only one small issue was identified which was an underpayment of the Clerk's salary by a small amount. No other issues were raised in the interim Internal Audit.</p>
<u>5.14</u>	<p><u>To note the 'Assertion 10' checklist and any further actions required.</u></p> <p>The Council noted the checklist and steps taken. There were no tasks outstanding that were not covered by the agenda.</p>
<u>04-03-2026-06</u>	<u>To consider any planning applications received.</u>
<u>6.1</u>	<p><u>26/00602/FUL - Raising of roof line to facilitate roof light loft conversion - Larkspur Rise House 22 Innox Grove Englishcombe, Bath And North East Somerset, BA2 9DX.</u></p> <p>No objections were raised to this application.</p>
<u>04-03-2026-07</u>	<u>To receive an update on ongoing matters with The Duchy of Cornwall and to action any items in relation to these matters.</u>
<u>7.1</u>	<p><u>To receive an update on the licence agreement from The Duchy of Cornwall and the REACH group pertaining to the land adjacent to The Old Schoolhouse building.</u></p> <p>The Council considered the update from the Duchy of Cornwall. The Duchy had been informed of the REACH's group intention to not proceed with the purchase of the Old Schoolhouse through a letter that was received from the group. The Duchy have now stated that they will seek to sell the property and will keep the Parish Council informed of what happens next so that the community can be informed. The Duchy also confirmed that there is a pre-app that has been lodged to upgrade The Wheelwrights Barn which is currently with BANES Planning Team.</p> <p>The Council noted the update from the REACH group, through their letter to The Duchy which was copied to the Parish Council. In the letter, it stated that the REACH group have canvassed the Parish and held multiple meetings regarding the viability of the community purchasing The Old Schoolhouse through a Community Interest Company (CIC) and there had been a lot of support for this to happen. The REACH group worked hard to obtain provisional funding requests with a number of bodies stating that they would invest and there had been some generous provisional pledges. However, upon speaking to other community facility owners around the management of a community facility, it became clear to the REACH group that there was not much interest to head up the CIC and be involved in the management of the facility. On this basis, the REACH group have decided to not progress any further and have closed the group. The REACH group passed their thanks onto The Duchy of Cornwall for their community spirited approach in allowing them time to fully consider their options before putting the building up for sale.</p> <p>The Parish Council also wanted to express their thanks to The Duchy for allowing a dedicated group of residents to pursue this opportunity for the Parish and for the generous timeframe that</p>

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<p>7.2</p> <p>7.3</p>	<p>the Duchy afforded them to research and try out their plans for the building.</p> <p>The Council noted that the licence agreement for the land adjacent to the Old Schoolhouse had been executed and was up until August 2026 or point of sale of the land.</p> <p><u>To approve the risk assessment for activities on the land adjacent to The Old Schoolhouse and to note governance arrangements for the use of this land.</u></p> <p>RESOLVED: It was unanimously agreed to approve the risk assessment. It was noted that the Parish Council would not charge for any activities on the land but any parishioners who want to use the land, need to contact the Clerk and register their interest and gain approval for insurance purposes.</p> <p><u>To consider the Surrender of Part of Orchard Paddock agreement from The Duchy of Cornwall and any actions required as a result of this agreement.</u></p> <p>The Council noted that the agreement had been executed.</p>
<p>04-03-2026-08</p> <p>8.1</p>	<p><u>Road and Traffic Management</u></p> <p><u>To consider any issues relating to road and traffic management within the Parish</u></p> <p>The Parish Council noted the large amount of correspondence received on this matter from concerned Parishioners regarding the issues with the road surfacing and traffic management issues within the Parish.</p> <p>The Parish Council considered the update from the Traffic Management Team at BANES, which is outlined below. This comes as an update from the walk around held with Cllr Corlett and Stefan Chiffers, an Highways Officer at BANES.</p> <p>Just a quick update on some other works in the area, firstly the parking situation on Padleigh Hill. This is in the South west area review with our parking TRO team, the review for this area usually sits within Quarter 1 of the year however there are some delays at present, meaning it could be slightly later in the year. But it will go ahead as part of that review, local ward councillors will be advised when the review starts.</p> <p>Apart from that the signage on the entrance to Englishcombe signage (outside Holly House) is due to be updated however this will be part of next financial years Minor Works, I am aiming to have this work prepared and ready to order as soon as the next financial year starts under our new budget.</p> <p>Cllr Matt McCabe stated that these works usually take place in the warmer months due to the tarmac needing to set.</p> <p>Cllr Croisdale-Appleby asked Cllr McCabe on how the Parish issues can be expedited to press urgent matters along to ensure that these are done. Cllr Giles asked about road re-surfacing which needs to be done. Cllr McCabe responded stating that a BANES Officer will come out and carry out a report of the affected areas (in usual circumstances).</p> <p>The Clerk suggested that he collates all the correspondence received on this matter and passes them on with a strong email about the need to look at re-surfacing instead of 'patching up' of areas and will convey the Parish Council's dissatisfaction at this matter. It was agreed that the Parish Council will request a survey to be done of affected areas to see if these can be added on to the schedule of works.</p>

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	<p>It was noted that residents should be more active on 'Fix my Street' and any issues, however small and the more reports received, the more urgent the issues become. The Clerk will circulate information in the next bulletin on how to report.</p> <p>It was noted that the Parish Council could request a traffic monitoring strip to monitor the flows of traffic throughout the Parish.</p> <p>Cllr Corlett provided an update. The Clerk will follow up in terms of signage and the random locations spotted on the walkaround at the close of this meeting. Stefan agreed that the signage on Padleigh Bottom needed to be refreshed.</p> <p>In terms of Little Padleigh Hill, Cllr Corlett expressed her thanks to Stefan Chiffers for his honesty on their walk around in 2025 and what could actually be done. However, after extensive review and site visits, Little Padleigh Hill had not been considered due to the verges and the hedges and due to an issue around ownership, this was a non—starter due to the amount of works that needed to be done for this area. The concern is that the land falls away on one side and rises on the other which raised concerns of instability. The other issue was the fact that the road was so worn due to the sheer amount of people passing each other. It was noted that when this road is to be resurfaced, the situations with the protruding rocks will be reviewed. Another concern raised was that if the passing places were larger, it would lead in turn to more speeding issues to the wider passing gaps. It was noted that the Parish Council should not go back to Stefan on this matter as he has given a very detailed explanation as to why it cannot be done.</p> <p>Cllr Spicer raised a concern around the signage near Priston and whether signage could be improve to make people aware of the length of journey of the lane over taking the other route. The Clerk will raise this.</p> <p>Cllr Corlett provided an update on the digital speed sign. He referred the Parish Council to Timsbury Parish Council as a key example. Cllr Corlett had contacted the local Police about the signage and information about digital speed signs. There are two distinct issues, one of which being funding. There is some funding to support this initiative which the Parish Council could apply for. Cllr Corlett stated that this cannot just be done due to the restrictions placed on the Highway and the regulations and conditions that needed to be met. One condition would be to prove that there is a speeding issue within the Parish with a community speedwatch and the need for a group of volunteers to head this up and to undertake training to be able to do this.</p>
8.2	<p><u>To consider setting up a sub-committee of Councillors and Parishioners to lobby the relevant authorities regarding the issues with the roads in the Parish.</u></p> <p>It was noted that there was a need to set up a community speed watch within the Parish. The Clerk will contact all Parishioners via the mailing list to ask for volunteers. The Clerk expressed the need to have two Councillors present for any community initiative and would require Parish Councillors to take ownership of this issue. It was noted that the main area to focus on would be just outside of Inox Grove.</p>
04-03-2026-09	<p><u>To approve the Terms of Reference for the Parish Events committee and to note the formal governance arrangements of this committee.</u></p> <p>The Council considered the Terms of Reference. It was noted that two Parish Councillors will need to be elected plus up to five residents for the committee. The meetings and discussions of the sub-committee would be open to all residents to shape the way that events happen in the</p>

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	<p>Parish.</p> <p>RESOLVED: It was unanimously agreed to approve the Terms of Reference.</p>
<u>04-03-2026-10</u>	<p><u>To consider the request from Dunkerton and Tunley Parish Council in relation to the bus service proposal, which Englishcombe Parish Council have supported.</u></p> <p>RESOLVED: It was unanimously agreed to support the request.</p>
<u>04-03-2026-11</u> <u>11.1</u> <u>11.2</u>	<p><u>To approve the following policies for adoption:</u></p> <p><u>IT Policy</u></p> <p>RESOLVED: It was unanimously agreed to approve the policy.</p> <p><u>To note the Clerk and Councillor training log</u></p> <p>The log was noted and will be added to the website.</p>
<u>04-03-2026-12</u>	<p><u>To note an update on the data mapping used to identify personal data held and ensure lawful processing.</u></p> <p>The Council noted an update on the actions the Clerk was taking under Assertion 10 of the Annual Governance and Annual Accounting Return (AGAR).</p>
<u>04-03-2026-12</u> <u>12.1</u> <u>12.2</u> <u>12.3</u> <u>12.4</u> <u>12.5</u> <u>12.6</u>	<p><u>To receive updates from members on ongoing Parish matters:</u></p> <p><u>Bath and Northeast Somerset Councillor Report.</u></p> <p>The Council noted the report from Cllr Matt McCabe. The budget for BANES had been sent and there was a £4,000,000 shortfall within the budget and there has been challenges to find savings. The highways budget has been kept at the same level as last years. However, due to a central Government funding review, £12,000,000 has been committed towards this which is a large proportion of the circa £500,000,000 budget. The Local Plan has been hindered by information received from Central Government and some policies may need be removed or altered to reduce the plan to avoid duplication. It was noted that there may be funding for Local Nature Action Plans for the Parish, if there was appetite to take this forward.</p> <p><u>Parish Council Chairman's Report.</u></p> <p>No report received.</p> <p><u>Rural Public Transport, Roads and Parish maintenance matters.</u></p> <p>There was an update on Parish maintenance matters. The noticeboard needs some notices changing and the Perspex glass may need changing. It was noted that there was no requirement to post a hard notice of the agenda and minutes on the noticeboard and there just needed to be a calendar of meeting dates and mention of where to find the documents for the Parish Council. Cllr Smith offered to put up notices on the noticeboard.</p> <p><u>Parish Council Website and Communications</u></p> <p>The Clerk provided an update on the mailing list. There was 43 members and regular bulletins which were being well received.</p> <p><u>Millstream, Orchard and Wheelwrights sub-committee.</u></p> <p>It was noted that a Parishioner was out of pocket of £30 due to finding an animal corpse.</p> <p>RESOLVED: It was unanimously agreed to reimburse the resident.</p> <p><u>Bath and North East Somerset Council's Local Plan.</u></p>

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<p><u>12.7</u></p> <p><u>12.8</u></p>	<p>Cllr Giles provided an update on the meeting he had attended. Concerns were raised around infrastructure, transport and housing development. Another meeting will be held with the MP who is responsible for lobbying for this. According to the meeting, Bath is the third most congested City in the whole of the UK and 45% of that is coming from the Somer Valley into Bath.</p> <p><u>Englishcombe Parish Events</u> No update was received.</p> <p><u>Defibrillators for the Parish – To consider the purchase and possible location.</u> Cllr Croisdale-Appleby spoke through his report. It was noted that the next available defibrillator was around 1 mile away. As a comparison, Priston have three. At the Defibrillator awareness training session that the Parish Council arranged, it was noted that there would be a good appetite for installing one in the Parish. The options for purchase or lease were discussed and noted. It was noted that the defibrillator needed to be kept at a constant temperature. The Parish Council is not eligible for a free defibrillator.</p> <p>It was noted that obtaining one defibrillator should be a priority but there is a demonstrated need for two. It was noted that the preferred option was to purchase one. It was noted that some funds could be raised from a bequest made by Jenny Walker (Previous owner of the Tithe Barn) for improvement in life in Englishcombe village.</p> <p>A question was raised on the maintenance of the defibrillator and it was agreed that there should be a 'Guardian' to ensure the item remains in good working order.</p> <p>The Clerk suggested that a portable AED could be required as these would not need a full electrical supply.</p> <p>Potential locations were discussed and the need for electricity to ensure the longevity of the defibrillator and to ensure its temperature remains. The Clerk will send information to Cllr Croisdale-Appleby around portable AED's and the ways that these can be procured. There was discussion around the need of a locked cabinet for a wired in connection and it would need to be registered, whether a portable or cabinet based device would be needed. It was noted that the Parish Council has CIL monies available for this purpose too. There was considerations given that there could be a way of obtaining three defibrillators.</p> <p>It was noted further work would need to be done on the maintenance arrangements and the potential locations for the defibrillator. Councillors will search for locations and this item will be considered at the next meeting.</p>
<p><u>04-03-2026-13</u></p>	<p><u>To note the Annual Assembly of Parishioners will be held on Wednesday 6th May 2026 at 7pm and to confirm arrangements for this meeting.</u> The date was noted and the meeting will be held at The Tithe Barn.</p> <p>It was noted that the meeting was separate to the Annual Parish Council meeting and any decisions needing to be taken from this meeting, can be taken to the Parish Council meeting after.</p> <p>The Clerk will ask Wiltshire Air Ambulance to deliver a talk on defibrillator and cardiac arrest awareness.</p>

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<u>04-03-2026-14</u>	<p><u>To note that next Meeting of Englishcombe Parish Council will be the Annual Meeting of the Parish Council held on Wednesday 13th May 2026 at 7:30pm.</u></p> <p>Noted. The meeting will be held at The Tithe Barn.</p> <p>The Chairman closed the meeting at 21:00.</p>
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DRAFT