

ENGLISHCOMBE PARISH COUNCIL

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

Draft Minutes of the Meeting of Englishcombe Parish Council held on Wednesday 18th September 2024 at 19:30 at The Old Schoolhouse, Englishcombe.

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

In attendance: J Turner (Locum Parish Clerk and RFO),

Absent: None.

Members of the Public: One.

<u>18-09-2024-01</u>	<p><u>To receive questions from the members of the public present.</u></p> <p>A member of the public raised the question of when the Parish Council met and if the dates can be circulated to all residents. The Locum Parish Clerk will look into this.</p> <p>A member of the public raised the question to see if Parishioners can attend via Zoom. The Locum Parish Clerk confirmed that there are no regulations that permit any attendance via Zoom however if Parishioners just wanted to 'listen' and not participate in the meeting, then this may be possible subject to the agreement of the Parish Council.</p>
<u>18-09-2024-02</u>	<p><u>To receive any apologies for absence.</u></p> <p>The Parish Council noted apologies from Cllrs Nick Spicer (working) and Tom Try (away).</p>
<u>18-09-2024-03</u>	<p><u>To consider and approve any dispensations for this meeting.</u></p> <p>None received.</p>
<u>18-09-2024-04</u>	<p><u>To approve the minutes of the meeting of Englishcombe Parish Council held on Wednesday 10th April 2024.</u></p> <p>RESOLVED: It was unanimously agreed to approve the minutes as a true and accurate record.</p>
<u>18-09-2024-05</u>	<p><u>To approve the minuted of the Annual Parish Council Meeting of Englishcombe Parish Council held on Monday 13th May 2024.</u></p> <p>RESOLVED: It was unanimously agreed to defer this to the next meeting.</p>
<u>18-09-2024-06</u>	<p><u>To approve the minutes of the meeting of Englishcombe Parish Council held on Tuesday 9th July 2024.</u></p> <p>RESOLVED: It was unanimously agreed to approve the minutes as a true and accurate record.</p>
<u>18-09-2024-07</u>	<p><u>To note the appointment of a Locum Parish Clerk and RFO:</u></p> <p><u>07.1 To appoint the Locum Parish Clerk/RFO on a 5 hours a week basis at £25p/h.</u></p> <p>RESOLVED: It was unanimously agreed to appoint J Turner as a Locum Clerk/RFO from 01/09/2024.</p> <p><u>07.2 To consider any extra allocation of funding for additional hours.</u></p> <p>The Parish Council noted that there was a lot of residual issues to sort out as per the Internal Audit report and investigation by the Locum Parish Clerk/RFO, some issues are historical and are effecting the transparent operation of the Parish Council. The Locum Clerk stated that 30 hours would suffice to cover all of the issues in one go and this would be done prior to the next meeting, if agreed.</p> <p>RESOLVED: It was unanimously agreed to allocate £750 for this purpose.</p>

ENGLISHCOMBE PARISH COUNCIL

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

<p><u>18-09-2024-08</u></p> <p><u>08.1</u></p> <p><u>08.2</u></p> <p><u>08.3</u></p> <p><u>08.4</u></p> <p><u>08.5</u></p> <p><u>08.6</u></p>	<p><u>To consider and approve annual accounts and annual procedures:</u></p> <p><u>To note the Internal Auditor’s report section of the AGAR 2023/2024.</u></p> <p><u>To approve the Certificate of Exemption from External Audit.</u></p> <p><u>To receive and approve the Annual Governance Statement 2023/2024.</u></p> <p><u>To receive and approve the Accounting Statements for 2023/2024 and to receive the explanations of variances.</u></p> <p><u>To note the period of public rights and publication of the Annual Governance and Accountability return.</u></p> <p><u>To confirm that there are no conflicts of interest with BDO.</u></p> <p>RESOLVED: It was unanimously agreed to note the Internal Auditor’s report, approve the Annual Governance and Accountability Statement which will be displayed publicly between 20th September 2024 and 1st November 2024, due to it not being displayed within the statutory deadlines. It was noted there were no conflicts of interest with BDO. It was also noted that BDO received the Certificate of Exemption within the Statutory deadline.</p>																																																				
<p><u>18-09-2024-09</u></p> <p><u>09.1</u></p> <p><u>09.2</u></p> <p><u>09.3</u></p> <p><u>09.4</u></p> <p><u>09.5</u></p> <p><u>09.6</u></p> <p><u>09.7</u></p>	<p>Englishcombe Parish Council Finance:</p> <p><u>To approve the expenditure report for September 2024.</u></p> <p>RESOLVED: It was unanimously agreed to approve the expenditure report and authorise payments as below with Cllrs R Law and W Pow signing all cheques except the expenses for R Law.</p> <table border="1" data-bbox="312 1070 1489 1305"> <thead> <tr> <th colspan="4">Payments for September</th> </tr> <tr> <th>Payee</th> <th>Invoice Detail</th> <th>Gross</th> <th>Legal Power to Incur Expenditure</th> </tr> </thead> <tbody> <tr> <td>Robert Law</td> <td>Annual Parish Meeting Expenses - Sainsbury's</td> <td>£ 25.25</td> <td>Local Government (Miscellaneous Provisions) Act 1976</td> </tr> <tr> <td></td> <td>Annual Parish Meeting Expenses - Majestic Wines</td> <td>£ 112.36</td> <td>Local Government (Miscellaneous Provisions) Act 1976</td> </tr> <tr> <td></td> <td>Annual Parish Meeting Expenses - Ryman Stationary</td> <td>£ 9.58</td> <td>Local Government (Miscellaneous Provisions) Act 1976</td> </tr> <tr> <td></td> <td>Annual Parish Meeting Expenses - M&S</td> <td>£ 69.35</td> <td>Local Government (Miscellaneous Provisions) Act 1976</td> </tr> <tr> <td></td> <td>Annual Parish Meeting Expenses - St Philip and St James Church</td> <td>£ 5.00</td> <td>Local Government (Miscellaneous Provisions) Act 1976</td> </tr> <tr> <td></td> <td>Annual Parish Meeting Expenses - A4 Paper (50%)</td> <td>£ 4.00</td> <td>Local Government (Miscellaneous Provisions) Act 1976</td> </tr> <tr> <td>Black Dog Finance</td> <td>Accountancy Work to September 2024</td> <td>£ 120.24</td> <td>Local Government Act 1972ss. 101, 111 and 112</td> </tr> <tr> <td>Duchy of Cornwall</td> <td>Half Yearly Rent for Orchard Paddock (25 March 2023 - 28 September 2023)</td> <td>£ 117.14</td> <td>Local Government Act 1972, ss 124, 126 and 127</td> </tr> <tr> <td>Duchy of Cornwall</td> <td>Half Yearly Rent for ING Wheelwright's Shop & Orchard (29th September 2024 - 24th March 2025)</td> <td>£ 256.52</td> <td>Local Government Act 1972, ss 124, 126 and 127</td> </tr> <tr> <td>Duchy of Cornwall</td> <td>Half Yearly Rent for Orchard Paddock (25 March 2024 - 29 September 2024)</td> <td>£ 117.14</td> <td>Local Government Act 1972, ss 124, 126 and 127</td> </tr> <tr> <td></td> <td>Total for September</td> <td>£836.58</td> <td></td> </tr> </tbody> </table> <p><u>To note the cashbook for the period 1st April 2024 – 31st August 2024.</u> The Parish Council noted the cashbook.</p> <p><u>To note the bank reconciliation and bank statements for 1st April 2024 – 31st August 2024.</u> The Parish Council noted the financial reports.</p> <p><u>To receive an update on the reclamation of VAT.</u> The Locum Parish Clerk will submit the return using a VAT 126 Form.</p> <p><u>To receive an update on the transfer from HSBC to Unity Trust Bank.</u> The Locum Parish Clerk provided an update. An option to swap to a ‘business’ account with HSBC will be looked into which will allow dual authorisation.</p> <p><u>To consider any ideas from members to inform the budget setting process for 2025/2026.</u></p> <p><u>To consider earmarking any financial reserves.</u> Both items were deferred. Cllr A Corlett will canvas residents thoughts through a ‘tickbox’ form to see what they would like the Parish Council to spend money on.</p>	Payments for September				Payee	Invoice Detail	Gross	Legal Power to Incur Expenditure	Robert Law	Annual Parish Meeting Expenses - Sainsbury's	£ 25.25	Local Government (Miscellaneous Provisions) Act 1976		Annual Parish Meeting Expenses - Majestic Wines	£ 112.36	Local Government (Miscellaneous Provisions) Act 1976		Annual Parish Meeting Expenses - Ryman Stationary	£ 9.58	Local Government (Miscellaneous Provisions) Act 1976		Annual Parish Meeting Expenses - M&S	£ 69.35	Local Government (Miscellaneous Provisions) Act 1976		Annual Parish Meeting Expenses - St Philip and St James Church	£ 5.00	Local Government (Miscellaneous Provisions) Act 1976		Annual Parish Meeting Expenses - A4 Paper (50%)	£ 4.00	Local Government (Miscellaneous Provisions) Act 1976	Black Dog Finance	Accountancy Work to September 2024	£ 120.24	Local Government Act 1972ss. 101, 111 and 112	Duchy of Cornwall	Half Yearly Rent for Orchard Paddock (25 March 2023 - 28 September 2023)	£ 117.14	Local Government Act 1972, ss 124, 126 and 127	Duchy of Cornwall	Half Yearly Rent for ING Wheelwright's Shop & Orchard (29th September 2024 - 24th March 2025)	£ 256.52	Local Government Act 1972, ss 124, 126 and 127	Duchy of Cornwall	Half Yearly Rent for Orchard Paddock (25 March 2024 - 29 September 2024)	£ 117.14	Local Government Act 1972, ss 124, 126 and 127		Total for September	£836.58	
Payments for September																																																					
Payee	Invoice Detail	Gross	Legal Power to Incur Expenditure																																																		
Robert Law	Annual Parish Meeting Expenses - Sainsbury's	£ 25.25	Local Government (Miscellaneous Provisions) Act 1976																																																		
	Annual Parish Meeting Expenses - Majestic Wines	£ 112.36	Local Government (Miscellaneous Provisions) Act 1976																																																		
	Annual Parish Meeting Expenses - Ryman Stationary	£ 9.58	Local Government (Miscellaneous Provisions) Act 1976																																																		
	Annual Parish Meeting Expenses - M&S	£ 69.35	Local Government (Miscellaneous Provisions) Act 1976																																																		
	Annual Parish Meeting Expenses - St Philip and St James Church	£ 5.00	Local Government (Miscellaneous Provisions) Act 1976																																																		
	Annual Parish Meeting Expenses - A4 Paper (50%)	£ 4.00	Local Government (Miscellaneous Provisions) Act 1976																																																		
Black Dog Finance	Accountancy Work to September 2024	£ 120.24	Local Government Act 1972ss. 101, 111 and 112																																																		
Duchy of Cornwall	Half Yearly Rent for Orchard Paddock (25 March 2023 - 28 September 2023)	£ 117.14	Local Government Act 1972, ss 124, 126 and 127																																																		
Duchy of Cornwall	Half Yearly Rent for ING Wheelwright's Shop & Orchard (29th September 2024 - 24th March 2025)	£ 256.52	Local Government Act 1972, ss 124, 126 and 127																																																		
Duchy of Cornwall	Half Yearly Rent for Orchard Paddock (25 March 2024 - 29 September 2024)	£ 117.14	Local Government Act 1972, ss 124, 126 and 127																																																		
	Total for September	£836.58																																																			

ENGLISHCOMBE PARISH COUNCIL

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

<p><u>09.8</u></p>	<p><u>To note the Parish Council's asset register.</u> The updated register was noted.</p>
<p><u>18-09-2024-10</u></p>	<p><u>To consider any planning applications received.</u> None received.</p>
<p><u>18-09-2024-11</u></p>	<p><u>To receive the Internal Audit Report for the Financial Year ending 31st March 2024, noting the action plan for implementation.</u> The Parish Council received the report from Auditing Solutions LTD and the recommendations. The Locum Clerk will work on an action plan to ensure all points are addressed.</p>
<p><u>18-09-2024-12</u></p> <p><u>12.1</u> <u>12.2</u> <u>12.3</u> <u>12.4</u> <u>12.5</u> <u>12.6</u> <u>12.7</u> <u>12.8</u> <u>12.9</u> <u>12.10</u> <u>12.11</u> <u>12.12</u> <u>12.13</u> <u>12.14</u> <u>12.15</u> <u>12.16</u> <u>12.17</u></p>	<p><u>To consider and adopt the following policies and procedures:</u></p> <p><u>Standing Orders.</u> <u>Financial Regulations.</u> <u>Equality and Diversity Policy.</u> <u>Safeguarding Children and Young People and Vulnerable Adults Policy.</u> <u>Code of Conduct for Members.</u> <u>NALC Model Grievance Policy.</u> <u>NALC Model Disciplinary Policy.</u> <u>Risk Register.</u> <u>Risk Management Strategy.</u> <u>Publication Scheme.</u> <u>Freedom of Information Policy.</u> <u>GDPR and Privacy Policy.</u> <u>Health and Safety Policy.</u> <u>Complaints Policy.</u> <u>Reserves Policy.</u> <u>Planning Applications Procedure.</u> <u>Scheme of Delegation.</u></p> <p>RESOLVED: It was unanimously agreed to approve all policies and procedures on an annual basis.</p>
<p><u>18-09-2024-13</u></p> <p><u>13.1</u> <u>13.2</u> <u>13.3</u> <u>13.4</u> <u>13.5</u></p>	<p><u>Annual Procedures:</u></p> <p><u>To carry out the Annual Review of Arrangements with other local authorities, not-for-profit bodies and businesses.</u> The Parish Council noted the review of arrangements.</p> <p><u>To confirm that Englishcombe Parish Council do not meet the criteria to be eligible for the General Power of Competence.</u> The Parish Council noted that they do not meet the criteria for eligibility.</p> <p><u>To confirm insurance arrangements for the 2024/2025 Financial Year.</u> The Parish Council noted that Zurich were the Insurers for the current financial year.</p> <p><u>To appoint four Councillors as Cheque Signatories for the 2024/2025 Financial Year.</u> This item was deferred until the new bank account has been actioned.</p> <p><u>To appoint two Councillors to independently verify the monthly bank reconciliation for the</u></p>

ENGLISHCOMBE PARISH COUNCIL

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

<p>13.6</p>	<p><u>2024/2025 financial year.</u> RESOLVED: It was unanimously agreed that Cllrs A Corlett and M Croisdale-Appleby should be duly appointed.</p> <p><u>To note the appointment of Robert Law to the following outside bodies:</u> <u>Avon Local Council Association Representative.</u> <u>Bath Preservation Trust Rural Areas Meetings.</u> <u>South of Bath Alliance (Sulis Down).</u> <u>BATHNES Parish Councils meetings</u> The Parish Council noted the appointments.</p>
<p><u>18-09-2024-14</u></p>	<p><u>To consider the proposal on a new Parish Council website along with email addresses for the Clerk and all Parish Councillors.</u> The Parish Council received the report from the Locum Clerk and RFO on this proposal and noted the recommendation that Vision ICT should be used to supply the Parish Council website, email address and Gov.uk hosting.</p> <p>Due it to being a specialist area, specifically due to the transparency regulations for Town and Parish Councils, only one quote was sourced from Vision ICT who are recommended by the National Association of Local Councils.</p> <p><u>Quotation – Vision ICT</u></p> <p><u>Vision ICT – Email</u> Supply of 8 email addresses - 25gb Outlook email account with anti-virus protection. Ongoing costs: £18 per mailbox per year – Total £144 per year.</p> <p><u>Vision ICT – Website</u> Basic 7 page website, sufficient for Englishcombe Parish Council’s purposes. The package includes:</p> <ul style="list-style-type: none">• Design of website.• Adding all content required by the Transparency Regulations.• Website hosting.• Domain name registered.• Ability to add more pages.• Website warranty.• On-going help and support. <p>One-off costs: £650. Ongoing costs: £75 per year.</p> <p><u>Vision ICT – GOV.uk hosting</u> One-off costs: £125. Ongoing costs: £65 per every two years.</p> <p><u>Vision ICT – SSL Hosting</u> One-off costs: £125. Ongoing costs: £50 per year.</p> <p>Year 1 costs: £1044 Costs thereafter per year: £334 (uplift for £65 every 2 years)</p> <p>RESOLVED: It was unanimously agreed to approve all of the quotation.</p>

ENGLISHCOMBE PARISH COUNCIL

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

<u>18-09-2024-15</u>	To receive updates from members on ongoing Parish matters: <u>15.1</u> <u>Bath and North East Somerset Councillor Report.</u> No report received. <u>15.2</u> <u>Parish Council Chairman's Report.</u> No report received. <u>15.3</u> <u>Rural Public Transport and Roads.</u> Cllr R Law provided an update and the need to know more information on the funding for rural transport from central Government. <u>15.4</u> <u>Little Padleigh Hull Hedge Trim and Passing Bays</u> Work had commenced on the hedges. <u>15.5</u> <u>Parking Triangle</u> No report received and to be removed from the agenda. <u>15.6</u> <u>Parish Website and Communications</u> Covered under item 14. <u>15.7</u> <u>Installation of Defibrillators and First Aid Courses.</u> A message to be circulated on the 2 WhatsApp groups to see if there would be any interest in attending a first aid course.
<u>18-09-2024-16</u>	<u>To consider the report of Millstream, Orchard and Wheelwrights sub-committee.</u> Cllr R Law provided an update. The machinery was all in good repair and being used by trusted persons only. There is an issue with the steps from Rectory Lane as they are slippery when wet. Adequate signage is to be installed and the Clerk will liaise with Zurich on the best practice for the wording of any notices.
<u>18-09-2024-17</u>	<u>Reports from BANES Councillors and Chairman</u> None received.
<u>18-09-2024-18</u>	<u>To set the dates for the meetings of Englishcombe Parish Council for 2024 and up until May 2025.</u> RESOLVED: It was unanimously agreed to meet on the second Wednesday, every two months, commencing on Wednesday 6 th November 2024 at 7:30pm, subject to Councillor's availability. <u>The meeting was closed by the Chairman at 20:13.</u>