

Combe Florey Parish Council

Date of Meeting: Thursday 17th April 2025 7:00 pm At Combe Florey Village Hall	Written by: Gemma Coombes, Parish Clerk
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Parish Council Meeting Minutes

Councillors Present

Cllr Robin Cleverly (Chairman)
 Cllr Jacquey Newton (Vice Chair)
 Cllr Neil Truby (RFO)
 Cllr John Passingham
 Cllr Adriana Truby

In attendance

Parishioners x None

2025/18) Welcome by chairman

The Chairman opened the meeting and welcomed everyone.
 He welcomed our new councillor and RFO, Neil Truby and thanked Simon Hawes for his efforts over the last few years.

2025/19) Apologies for absence

None

2025/20) Declarations of Interest

Nothing declared.

2025/21) Approval of last meetings minutes

Approval of minutes for Parish Council Meeting held on 28th January 2025.
 The minutes have been circulated to all councillors and were presented for signing at this meeting.
 All in favour to adopt the minutes, signed by the chairman.

2025/22) Public participation

Nothing raised

2025/23) Matters Arising / Matters brought forward from other meetings
1. Enhanced highway maintenance scheme

This was a pilot project, and the original email did define the costs. We do not know if this scheme is still running; it was not known if the scheme would then mean whatever we agreed to try would then move over to us after taking part.

The hedge cutting that was mentioned at the last meeting is not an issue now as this has been done now and has been a good job for this year.

We may take the opportunity to get some potholes filled in but this would be subject to further discussion.

2025/24) Somerset Council report (Cllr Rigby/ Cllr Sully)

General report from Cllr Sully was distributed at time of receipt but nothing specific to Combe Florey was contained in report. No councillors attended the meeting.

2025/25) Policing Report

No Police in attendance. Police report had nothing of relevance to Combe Florey.

2025/26) Planning
1. Current planning applications

No new applications

2. Other planning matters

Only one outstanding planning application (Dennehey's) is still waiting for Somerset Council approval.

Minutes from Combe Florey Parish Council April 17th 2025

Signed: **[Chairman]**

2025/27) Finance**1. Appointment of new internal auditor**

Tony Spence has offered his services to be our internal auditor.
All councillors in agreement of formally appointing Tony Spence.

2. To consider draft accounts for end of 2024-25 financial year

Cllr N Truby has prepared a draft set of accounts for the financial year 2024-25. These accounts are not yet audited, a copy of the draft report is attached to this report.
The asset register needs to be checked for salt bins, Cllr Newton will check the locations of the salt bins and update at next meeting. Waste bin can be removed. Cllr Newton will also check the locations of the parish signs.
These accounts will now be passed to Tony Spence for approval and will be ready for the yearly audit.

3. Other Parish Financial matters.

- I. To consider receipts and payments arising since last meeting
 - Receipt of the £4000 Precept.
 - Online banking has been setup so there will be no more cheques. Payment will be made by BACS.
 - Bank reconciliation has been presented to the council and accepted.
- II. Invoices for payment:
 - Parish Clerk wages (February 2025 – March 2025) £232.60 (minus amount payable to HMRC for PAYE)
Proposed by Cllr A Truby Seconded by Cllr Passingham All in favour
 - HMRC Payment (£46.40)
Proposed by Cllr A Truby Seconded by Cllr Passingham All in favour
- III. Any other invoices submitted after agenda set for consideration by Council
 - Reimbursement to Cllr Passingham for.....£29.18
Proposed by Cllr A Truby Seconded by Cllr Cleverly. All in favour

4. CIL funding

Cllr Newton read a statement what the Parish Council can use the CIL money for. This seemed to indicate that the Parish Council can use CIL money on maintenance including potholes but, the list was comprehensive but not exhaustive.
Pot hole filling, and other tasks, from the Enhanced highway maintenance scheme was £700 per day.
Suggestions from Cllr Passingham suggested some repairs to the burial ground fence, or the church gates. There was some unresolved discussion as to whether it can be done or not using CIL money.
We will ask the question at the annual parish meeting and see what the parishioners want to spend this money on. Any ideas put forward will then be checked to see if this is a viable CIL proposal. Some suggestions will be given to help simulate conversations.
Thank you for all the work to Cllr Newton.

5. Review current bank signatories

The current bank signatories are as follows:
Neil Truby, Chris Steel, John Passingham and Simon Hawes.

Going forward we will be doing all banking online. All councillors other than Cllr A Truby will now be signatories.

6. To consider opening an Instant Savings account

We are currently getting 1% interest within Lloyds on our money. Cllr N Truby proposed that we open an instant Savings account seconded by Cllr Passingham and agreed by all.
Cllr N Truby will look at getting this opened with Lloyds.

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Signed: [Chairman]

2025/28) Parish Clerk wages review

The parish clerk has not had a wage review since joining in 2018, she had a 1.75% increase in 2021. Her current wage is £11.63 per hour, this means from the 1st of April 2025 this would be below the current minimum wage set at £12.21.

The clerk presented a pay banding scale produced by SALC but it was decided to submit a job description to SALC and allow them to set the pay band the clerk should be on. While this takes place Cllr N Truby proposed that the clerk is placed on £12.45 per hour from the 1st of April while the formal benchmarking process takes place.

2025/29) Highways and Footpaths**1. Potential Deer crossing at Honeyball lane**

Remove from agenda

2. Parish hedge cutting

Remove from agenda

2025/30) Village Maintenance / Garden**1. Village Garden – Update**

The garden is looking good at the moment. The Squirrels are not coming this year. Cllr Passingham will speak to the gardeners to arrange a spring tidy up.

2025/31) LCN update on last meeting

Nothing to report, no meetings have been taken place.

2025/32) Village Hall - Status report

They are working on different fund-raising ideas. They did mention getting WiFi but only want the free service that Airband originally offered them, and they are chasing this up.

2025/33) Topics for future meetings

A notice will be circulated in advance of the annual parish meeting.

2025/34) Correspondence / General updates

Nothing raised.

2025/35) NEXT MEETING:

1. Annual Parish Meeting 13th May 2025 @ Combe Florey Village Hall. Time 7.00 pm
2. Annual Parish Council Meeting 27th May 2025 @ Combe Florey Village Hall. Time 7.00 pm

Meeting closed at 20.00

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Signed: [Chairman]