

DRAFT

Combe Florey Parish Council

Date of Meeting: Tuesday 29 September 2026 at 6.00pm at Combe Florey Village Hall	Written by: Cllr Neil Truby
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Parish Council Meeting Minutes (Draft)

Councillors Present

Cllr Robin Cleverly (Chairman)
Cllr John Passingham (Vice Chairman)
Cllr Neil Truby (RFO)
Cllr Jan Collino

In attendance

Members of the public:
Mr J Manning
Ms H Coles

2026/21)	Welcome by Chairman The Chairman opened the meeting and welcomed everyone. It was noted that the meeting was being recorded, as a trial, to assist with the preparation of these minutes.
2026/22)	Apologies for absence None.
2026/23)	Declarations of Interest None.
2026/24)	Approval of last meeting's minutes The minutes of the meeting of 28 July 2026 were considered. Proposed by Cllr Passingham, seconded by Cllr Collino, and RESOLVED unanimously that they be approved as a correct record. The minutes were signed by the Chairman.
2026/25)	Public Participation Two members of the public raised the following matters. I. Road sweeping A resident (Mr Manning) reported that gravel and debris washed down the lane on his side of the village, and elsewhere, was creating a hazard for motorcyclists, cyclists and pedestrians, particularly in wet or icy conditions. The Somerset Council road sweeper served the main spur of the village but had never swept this part of the lane. The resident had asked Somerset Council to sweep it and had been told that this was a matter for the Parish Council. Considered under 2026/33 I. II. Footpaths and public rights of way A resident (Ms Coles) reported increasing neglect of public rights of way in the parish and neighbouring parishes, including broken stiles, crops planted across footpaths, electric fences across footpaths without the required means of passage, and footpath signs knocked over. Considered under 2026/33 I.

2026/26)	Matters Arising None.
2026/27)	Casual vacancy for Councillor It was noted that Cllr Newton had resigned as a councillor following the July meeting. It was agreed that a notice of the casual vacancy would be posted on the village noticeboard. It was noted that candidates must live or work in, or within three miles of, the parish.
2026/28)	Parish Clerk vacancy It was noted that the Parish Clerk had stood down at the end of July 2026. One application for the vacancy had been received, but its delivery had been delayed. Cllr Cleverly had emailed the applicant apologising for the delay and was awaiting a reply. It was felt that a Clerk who served several councils, as the applicant did, would bring efficiencies, with training and professional development shared between the participating parishes. It was agreed to pursue the application.
2026/29)	Somerset Council Report No report received.
2026/30)	Policing Report No report received.
2026/31)	Planning I. Applications Application 11/26/0009, for the installation of solar panels and an air source heat pump at 4 Meadowside, Coggins Lane, Combe Florey, was considered. It was agreed that the Council had no objection. II. CIL funding – Denehays The Council was not satisfied that it understood Somerset Council's explanation that this development was not subject to the Community Infrastructure Levy. It was agreed that Cllr Truby would follow this up with Somerset Council and the local Somerset Council councillors and seek a full explanation.
2026/32)	Finance 1. Bank Reconciliation The RFO had circulated a finance report (Appendix A) detailing payments made since the last meeting, and the CIL position. Councillors reviewed the payments listed, and it was agreed unanimously that they be approved, including those not previously approved by the Council (gardening, £270; Clerk's expenses, £8.99; and bank service charges). 2. Other matters • The CIL position was unchanged. • The invoice for the railings at the burial ground had not yet been received. Funds remained earmarked for this work.

	It was noted that the Council's reserves were higher than required, and that consideration should be given to how these might be used for the benefit of the parish.
2026/33)	Highways and Footpaths I. Road sweeping and footpaths (see 2026/25) <i>Road sweeping.</i> It was noted that the areas of the parish visited by road sweepers paid Council Tax on exactly the same basis as those that were not. It was agreed that the Council would first ask Somerset Council to extend its sweeping route to cover the lane, and ask why these areas had not been swept (for example, whether a smaller vehicle was needed). If an extension was not forthcoming, the Council would consider contributing towards the cost of additional sweeping. <i>Footpaths.</i> It was noted that repairing stiles was the landowner's responsibility but that enforcement had proved very difficult, and that Somerset Council may fund replacement infrastructure where it improved access for less able users. It was agreed that: - the resident who raised the matter (Ms Coles) would survey the footpaths in the parish and compile a list of obstructions and defects (broken stiles, electric fences, over-planting), with photographs; - the Council would provide the resident with a copy of the official footpath map for the parish; and - the list would be passed to Somerset Council's Rights of Way officers to press for enforcement. II. Speed Indicator Device / A358 Cllr Cleverly outlined the original purpose of the proposed speed indicator device. A resident questioned whether such devices would deter the drivers most likely to offend, and it was suggested that lowering speed limits where lower limits did not appear appropriate could lead drivers to ignore them and increase average speeds. The resident also suggested that there was a risk of increased noise from young drivers trying to light up the "Too Fast!" element of the sign, and that the signs were not very reliable and were at risk of damage when installed in rural locations. The contradictory signage near the Farmers Arms junction, where a 50mph limit sign stood next to a "slow down" sign, was noted. A resident suggested that the single most effective way to reduce accidents on this section of the A358 would be to lower the crest of the road on the approach to the Farmers Arms junction, improving visibility for drivers pulling out. It was agreed to keep the matter on the agenda, and to seek a dedicated discussion with Cllr Rigby and an officer from the Highways Authority.
2026/34)	Village Maintenance I. Village Garden – Update The gardener had been contacted to arrange an autumn session to cut back the hedges and borders, and a date was awaited. A draft risk assessment for the garden had been prepared and would be circulated to councillors shortly. II. Land owned by the Council The strip of wooded land on the left of Combe Down Lane was discussed. Guy Bothard, a solicitor and former Chairman of the Council, had looked into this some

	10–15 years earlier and found no evidence that the Council owned it. As it had not been possible, over several years, to establish the Council’s ownership, it was agreed to take no further action unless new evidence of ownership became available. III. Installation of flagpole Further to minute 2026/13 II, it was confirmed that the Council had not been asked to contribute to the cost of the flagpole. A suggestion that the Council could purchase the flagpole in order to reclaim the VAT was not pursued, given the modest sum involved (around £500). The matter remained with the PCC. IV. Responsible dog owners Signs were in place. It was felt that fouling was mainly caused by visitors rather than residents. No further action was possible. V. Sign Posts The two fingerposts, sandblasted and repainted around five years ago, were rusting again, the one at Honeyball Hill being the worse. It was agreed to have them properly refurbished next summer, and to contact Nick Weeks, who had organised the previous work, about sandblasting and priming. VI. Salt bins No request from Somerset Council to refill the salt bins had yet been received this year. The bins were thought to be about half full.
2026/35)	Parish Council Website compliance I. New website The new website provided by Parish Online was now live. Cllr Truby reported that it had not been possible to redirect the old Wix website to the new one, because nobody had access to the former Clerk’s Gmail account, which the website service provider required to authorise the change. He had therefore taken the old website down. The old domain expires in January 2027, and he recommended that the old website should not be restored. Google searches for the Council now led to the new website. It was agreed that: • Cllr Truby would contact the former Clerk about access to the old Clerk Gmail account; • historic minutes back to around 2016, held by Cllr Truby, would be added to the new website (around five years were already there); • the new website should be publicised; and • documents such as agendas and minutes should be updated to show the Council’s new email address. II. Compliance documents The governance documents circulated at the last meeting (2026/14) were discussed. Cllr Truby undertook to review the Financial Regulations within the following week. A new Code of Conduct had already been circulated by Cllr Cleverly, who was asked to review it against current best practice. The documents would be put forward for adoption at the next meeting.
2026/36)	LCN update on last meeting

	Nothing relevant.
2026/37)	Village Hall – status report No report.
2026/38)	Topics for future meetings • Speed Indicator Device / A358 • Adoption of governance documents • Road sweeping (under Highways and Footpaths) • Footpaths survey (under Highways and Footpaths) • Parish Clerk • Casual vacancy for Councillor
2026/39)	Correspondence None.
2026/40)	Any Other Business None.
2026/41)	Next Meeting Parish Council meeting on Tuesday 24 November 2026 at 6.00pm at Combe Florey Village Hall. The meeting closed at 7.15pm.

Action List

Minute	Action	Owner
2026/27	Post notice of the casual vacancy on the village noticeboard	Cllr Cleverly
2026/28	Follow up the application for the Clerk vacancy	Cllr Cleverly
2026/31 II	Seek a full explanation of the CIL position on Denehays from Somerset Council and local councillors	Cllr Truby
2026/33 I	Ask Somerset Council to extend its sweeping route to cover the lane, and why it has not been swept	Cllr Passingham
2026/33 I	Survey parish footpaths and list obstructions and defects, with photographs	Ms Coles
2026/33 I	Provide Ms Coles with a copy of the official footpath map	Cllr Passingham
2026/33 I	Pass the footpath survey to Somerset Council's Rights of Way officers	Cllr Cleverly
2026/33 II	Arrange a discussion with Cllr Rigby and a Highways Authority officer on the SID / A358	Cllr Passingham

Minute	Action	Owner
2026/34 I	Circulate the draft Village Garden risk assessment	Cllr Cleverly
2026/34 V	Contact Nick Weeks about sandblasting and priming the fingerposts (work next summer)	Cllr Cleverly
2026/35 I	Contact the former Clerk about access to the old Clerk Gmail account	Cllr Truby
2026/35 I	Add historic minutes (c. 2016 onwards) to the new website	Cllr Truby
2026/35 I	Publicise the new website	All councillors
2026/35 I	Update agenda and minutes templates with the Council's new email address	Cllr Truby
2026/35 II	Review the Financial Regulations	Cllr Truby
2026/35 II	Review the Code of Conduct against current best practice	Cllr Cleverly

Signed: _____ (Chairman)

Date: _____

Appendix A – RFO Report

Combe Florey Parish Council

Responsible Financial Officer's Report – Parish Council Meeting, 29th September 2026

Bank Reconciliation

The bank reconciliation below reflects transactions on the Parish Council's current and savings accounts for the period **22nd July 2026 to 27th September 2026**.

Date	Item	Notes	Current	Savings
22/07/2026	Opening Balance		£333.28	£18,237.38
23/07/2026	HMRC	PAYE	-£115.60	
28/07/2026	Combe Florey Parish	Transfer	£900.00	-£900.00
29/07/2026	Neil Truby	Wix Payment	-£80.64	
29/07/2026	Robin Cleverly	Garden / Bark	-£172.80	
29/07/2026	Gemma Coombes	Salary	-£173.60	
29/07/2026	Parish Websites	New Website	-£300.00	
29/07/2026	Gemma Coombes	Expenses	-£8.99	
29/07/2026	Neil Truby	Quick File	-£5.00	
10/08/2026	Lloyds Bank	Interest		£7.82
17/08/2026	Lloyds Bank	Service Charge	-£4.25	
17/08/2026	Karen Attwood	Gardening	-£270.00	
09/09/2026	Lloyds Bank	Interest		£7.13
15/09/2026	Lloyds Bank	Service Charge	-£4.25	
27/09/2026	Balance		£98.15	£17,352.33

Expenditure items requiring approval at this Council meeting

None, other than the items above not previously approved.

Community Infrastructure Levy (CIL)

CIL receipts and eligible spend remain as follows:

- Total CIL received to date: **£11,426.10**
- Eligible CIL expenditure to date: **£8,774.39**
- Balance retained by CFPC: **£2,651.71** — to be spent on eligible infrastructure projects in accordance with CIL regulations supporting development in the parish by October 2029 (five years from receipt).
- £2,650 has been committed, but at the time of writing not paid, for new/refurbished railings at the Combe Florey Burial Ground.

Neil Truby, Responsible Financial Officer

Version 0.1

27th September 2026