

# **COMBROKE PARISH COUNCIL**

## **Minutes of the Meeting of the Parish Council held on Monday 12<sup>th</sup> May 2025 at 7.47pm at the Village Hall, Combroke**

### **Present**

Brenda Rayson (BR)  
Tim Goodhead (TG) - via FaceTime non-voting  
Stephanie Connah (SC)  
Hugh Nimmo-Smith (HNS)  
Georgina Lowe (Clk), Clerk

CCllr Chris Mills (CM)  
DCllr David Johnston (DJ)

Members of the Public: 0

### **1. Election of Chairman**

Cllr Rayson was nominated for Chairman. There were no other nominations, it was therefore proposed SC, seconded HNS and

**RESOLVED: That Cllr Rayson be elected as Chairman for the Year 2025 – 2026**

### **2. Acceptance of Office as Chairman**

Cllr Rayson gave her declaration and signed the Acceptance of Office in the presence of the Proper Officer of Combroke Parish Council.

### **3. Election of Vice Chairman**

The Clerk advised that she had received an email from Cllr Goodhead requesting to stand for nomination; there were no other nominations, it was therefore proposed SC, seconded HNS and

**RESOLVED: That Cllr Goodhead be elected as Vice Chairman for the Year 2025 – 2026.**

### **4. Apologies**

Cllr Price (JP)

### **5. Acceptance of Apologies**

Cllr Price, it was proposed HNS, seconded SC and

**RESOLVED: That the apologies be accepted.**

### **6. Declarations of Interest**

BR - Agenda Item 12.1

### **7. Public Representation**

None.

### **8. Minutes**

The minutes of the meeting held on the 10<sup>th</sup> March 2025 had been circulated. Proposed SC, seconded HNS and

**RESOLVED: That the minutes of the meeting be confirmed and signed by the Chairman.**

### **9. Chairman's Report and Other Reports for Information Only**

#### **a. Chairman**

- i. Attended Kineton United Charity meeting 26 March
- ii. Met Energy Assessor at Village Hall 24 April with TG who showed him the facilities. The visit was to conduct an EPC; report awaited

#### **b. Clerk – No report**

10. **District Councillor's Report**

DCllr Johnston's Report is attached to these minutes.

11. **County Councillor's Report**

CCllr Mills' Report is attached to these minutes.

12. **Planning**

12.1 Pending The Little House, 31 School Lane 21/03000/FUL

Enlargement of parking area; erection of retaining wall

Item chaired by Cllr Nimmo-Smith.

Since the last meeting there has been another revision for the proposed drainage plan. This includes further anomalies in pipe sizes. TG emailed the Case Officer requesting he bring these anomalies to the attention of the Highway Authority. The Highway Authority has subsequently re-issued a copy of the requirements as agreed at the Oct 2023 site meeting.

12.2. Pending 20 Combrook 25/00914/LBC

Retrospective Internal works: 1. Revealing original opening of the historical fire place; 2. Removal of two side panels either side of the fire place to connect front and rear living spaces; 3. Closing doorway to the rear living space, utilising the door and frame elsewhere at the property; 4. Enclosing landing space to add en-suite for the front bedroom; 5. Reposition bedroom doorways and adding Gothic style fanlight windows above; 6. Making safe damage to a load bearing joist related to previous re-positioning of doorways.

*To note the representation supporting this application (and submitted within the prescribed timescale) was circulated to Members prior to the meeting for formal ratification*

12.3 Granted Red House 24/03274/FUL and 24/03275/LBC

Replacement of existing 20th century entrance porch with a single storey extension.

13. **To appoint working party members and representatives to sit on outside bodies**

BR proposed and it was agreed that the following members of working groups and representatives be confirmed:

Village Hall Committee - SC and TG

Snow Warden – TG

Finance - TG and HNS

Planning – BR, TG and HNS

Kineton United Charities – BR

Leys Local Wildlife Site Management Group – BR

14. **To Review Council's Standing Orders and Financial Regulations**

The Clerk advised the Model Financial Regulations had been updated; any proposed / required changes will therefore be brought back to a future meeting.

CLK

15. **To confirm Delegated Powers to the Clerk**

*To delegate to the Clerk the powers: to grant dispensation requests; to make decisions and respond to consultations on behalf of the Council in circumstances where the decision / consultation requires an action before the date of the next meeting of the Council; to authorise urgent work when unforeseen circumstances occur; and, to spend up to £500 on behalf of the Parish Council. These powers to be exercised with the full knowledge of the Chair or Vice Chair and appropriate consultation amongst Members of the Parish Council.*

The Council agreed this had worked well whereupon it was proposed SC, seconded HNS and

**RESOLVED: to confirm delegated powers**

16. **Update on website, to consider email usage policy**

The new website has been established and, with huge thanks to HNS, a start has been made on populating some of its Pages. It will go public soon. It will take a little while to transfer all the historic documents (i.e. Agendas/Minutes/Finance etc.) and create some of the new pages. The email accounts have been established, the accounts are web-based and include

a number of additional functionalities, some of which we will no doubt learn how to use to support our work as Parish Councillors. A draft email usage policy has been produced and will be brought to a future meeting once amendments have been made.

HNS /  
BR /  
CLK

## 17. Financial Administration

- a. **Internal Summary of Accounts 2024-25.** The Summary Accounts, having been previously circulated to the full Council, were reviewed at the Meeting where upon it was proposed HNS seconded, SC and

**RESOLVED: To approve the internal 2024-25 accounts**

- b. **Certificate of Exemption.** The criteria for the certificate were considered and it was agreed the Council met the requirement to exempt itself from the External Audit Review. It was therefore proposed by SC, seconded HNS and

**RESOLVED: To complete the certificate of exemption for 2024-25**

- c. **To Receive the Internal Audit Report.** The Internal Audit report had been previously circulated to the full Council. The Chairman reported that the Internal Auditor had reviewed the Council's accounting records, completed their Report and raised no concerns. The meeting received and noted the Report.

- d. **Annual Governance Statement.** Following review of the statements, it was proposed SC, seconded BR and

**RESOLVED: To approve the Annual Governance Statement 2024-25**

- e. **The Annual Accounting Statements.** The statements were reviewed and it was proposed BR, seconded SC and

**RESOLVED: To approve the Annual Accounting Statements 2024-25**

- f. **To Consider Payments to be Made.** Invoices were presented, and payment approved for:

Coventry Diocesan Board of Education – Village Hall Rental £770

WALC Annual Subscription £130.60

Zurich – Council plus Village Hall Buildings Insurance (Year 3 of a 3 Year LTA) £591.91

Georgina Lowe Apr/May Salary £269.04

HMRC – £11.40

## 18. Flooding

As per previous report; awaiting further dialogue with the Flood Risk Management Team and County Highways.

To note Cllr Mills and Jeff Hobday had an impromptu meeting with HNS. Discussions included silt trap maintenance (Combroke already receives priority maintenance with silt traps emptied annually instead of the standard four-year cycle); sandbag protected gullies, it was observed without sandbags these gullies were being bypassed and failing to collect surface water as designed; possible solutions - including verge reinstatement, curbing, bollards etc. For Members further consideration at a future meeting.

All

## 19. Climate Change / Biodiversity Duty

No report

## 20. Lanes and Drainage - County Highways Repair and Improvement

TG reported that.

- The broken Combrook sign on the Fosse has been replaced
- Combrook Road and Spring Lane have been resurfaced. County Highways were unable to get their equipment past the gates at the bottom of Spring Lane so this area together with some areas that the dressing would not have lasted will require CW patching; date to be confirmed

21. **The Leys**

The wetness at the 'old pond' area, as reported at previous meeting, lasted well into April. Over the last week it has dried. There is now the beginnings of an established path around the clumps of watergrass. It may be sensible to establish this - will need to check with WCC/ Footpaths dept. Meeting with Rick Shirley scheduled for the 19<sup>th</sup> of May

TG

22. **Councillors' Reports and Items for Future Agendas**

Concern raised over the maintenance of the northern Jitty; CM to speak with Richard Barnard WCC

23. **Dates of Next Parish Council Meetings:**

Monday 7<sup>th</sup> July 2025

Monday 8<sup>th</sup> September 2025

**The meeting closed at 10:10pm**