BUTCOMBE PARISH COUNCIL

Parish Council Meeting at 17:15 on 7th September 2026
Butcombe Village Hall
MINUTES

1 Attendance:
Councillors: Dick Whittington (DW – Chair), Trevor Mitchell (TM), Justin Millard (JM), John Rodaway (JR), Jim Croker (JC)
Parish Clerk: Lisa McGrath (LM)
Members of the public: 3 members of the public
Apologies: None

2 Declaration of interests:
JC declared an interest in agenda item 6.1 26/P/1487/FUL – Land North of The Batch, Butcombe. He is a Brother of the applicant. The interest was noted JC remained in the meeting and took part in the discussion.

3 Approval of Minutes of Meeting on 22nd July 2026
3.1: Matters Arising:
None

3.2: Agreement of accuracy:
Agreed. Proposed by JR seconded by JM

4 District Councillor's Report:
No updates

5 Adoption of Grant Policy and Application form:
DW asked if everyone present was happy to agree the grant policy circulated by email. Grant policy agreed and adopted by all present.

6 Planning:
6.1: New Applications:
26/P/1487/FUL – Land North of The Batch, Butcombe.
Joe Croker outlined details of their application. Agriculture building to be used for lambing, storage of hay and machinery. No lighting or electricity to building. Height restriction to around 4m. Planting of hedge and trees to make the building less visible. Provision has been made to have minimal impact of bats and other wildlife.
DW asked if there were any objections. No objections. All in support. The proposed screening was welcome. **ACTION LM** to update North Somerset planning application with comments.

6.2: Update on other Planning Matters:
26/P/1488/TBCN - Butcombe New Woods - Prior Notification for a temporary campsite to be operated between 26th June - 2nd November 2026 for no more than 60 non-consecutive days - Decided: Prior approval not required.
DW confirmed they were working within the permissions granted so no further action, but requested everyone keep an eye to ensure they stay within the 60 day allowance.

7 Update on highways and drainage issues, including Wessex Water sewage drainage works:

JR reported that NSC had agreed to change the stop sign on the junction of New Road and Row of Ashes.

JC said sign by his gate had been hit again and in future would need replacing as it had not been installed correctly originally.

JC said JR is going to ask Rectory Cottage to cut the hedge as there is a visibility issue. JR said they were aware of the problem.

Wessex Water have now competed all sewage liner works around the village. JR has reported the damaged gate, fence and post and sent images of the damage. Wessex Water accepted liability and have instructed their Contractors to replace the gate, fence post and fencing. They will inform JR when the work has been completed.

7.1: 'Minor works' plans for 2026:

No updates.

7.2: Enhancing Highway Maintenance trial- NSC:

JR and DW met with NSC to discuss the trial which 8 councils have shown interest at being involved. DW shared details on the cost and how it had been calculated per village. There are two elements to the proposal

1) Parish Gang – two to three individuals to carry out extra work within the village over three days cost £179:37
2) Verge Cutting – Deeper (two meters) and additional verge cutting cost £165:10

There were several reservations over the Parish Gang as there was no clear information from NSC (North Somerset Council) on what would come within their remit. They would also need supervising to ensure a good standard of work and that it was completed. There were more details on the verge cut. This would be an additional verge cut that would go 2meters into the hedge rather than the normal 1meter. DW asked for feedback. Although the Village Gang offered good value for money it was considered hard to supervise and monitor the work standard. Verge Cut was thought to be good value for money and easier to decide if the work had been carried out satisfactorily. DW asked for councillors to vote if the thought the parish council should commit to one or both options.

JR – No to both.
JC – Yes to both.
JM – No to Parish Gang. Yes to Verge Cut.
TM - No to Parish Gang. Yes to Verge Cut.
DW No to Parish Gang. Yes to Verge Cut.
Final Decision – No to Parish Gang. Yes to Verge Cut. DW will email Phil Bush @ NSC.

7.3: Potholes etc:

JR confirmed that the six potholes reported have been filled. NSC are currently working on a six week turn around so new reports are being resolved reasonably quickly.

7.4: Sutton Lane – deteriorating surface:

JR said that NSC had been out to look and agreed the road is in urgent need of repair. They have agreed to try and bring the works forward to the beginning of 2027 financial year.

7.5: Damaged salt bin:

JR said the new salt bin has been ordered costing £160:00 This and other bins in the village will be filled when it arrives.

8 Bristol Airport/ PCAA updates:

JM informed everyone that a date for a planning decision was uncertain. The airport had displayed notices of their intention to go ahead with the compulsory purchase of part of the Common even though planning consent has not been granted. Save Felton Common have asked for anyone with an interest in the Common, which could be anyone who regularly uses the Common, to register their interest with the Airports land agents. The majority of consultation responses to the application so far had been against. However businesses and business networks have been broadly in favour. DW asked JM if he could share a link to the application so it could be shared with locals to log their objection. **ACTION JM** to send LM the link to share by email DW asked JR to share on the WhatsApp group as well. **ACTION JR** to send link on WhatsApp group.

9 Church application for funds to repairs:

DW Introduced Christopher Lewis (CL) who is requesting funds on behalf of the Parochial Church Council (PCC) to go towards vital maintenance of the church building and churchyard. Architects had carried out their quinquennial assessment of the church and were putting together the final report. Urgent items include some re-roofing, pointing, repairs to the parapet and repairs to the churchyard steps and maintenance of the churchyard. CL suggested a contribution to help maintain the churchyard JR said PC policy states that grants have to be for a specific item. CL suggested perhaps a contribution to the churchyard steps as a viable option. DW said BPC would consider a sum of around £500 maximum to support the church. DW said now that a grants policy is in place, the church would need to complete an application outlining the specific item this money would go towards. **ACTION DW** to email the application form to CL once it had been signed off. CL left the meeting at 18:04.

10 Village Hall - Major expenditure on maintenance including damp-proofing and re-pointing:

JR said that the village hall should apply for a BPC grant to cover completed and ongoing maintenance work. DW said the village hall didn't benefit from any other forms of funding so a grant would be beneficial. JR said the village hall committee should apply but make it clear that it would be to benefit the whole village. TM supported this. **ACTION DW** to draft an application to be signed off by the VH Secretary

NOTE REFERENCE GRANTS: As the grants policy is now in place there may be more requests. There is a limited allocation within the budget and to make sure all applications are considered JM said it would be good to have a system in place. TM said that prior to the next financial year communication should be sent out explaining there is a grants policy in place and inviting applications for consideration. This was agreed in principle.

11 Finance:

11.1: Payments to be agreed:

Additional payments to previous clerk for training: five hours @ £15 per hour. DW approved. Seconded by JC.

Village Hall Hire April to September - £50:00. JM proposed. Seconded by JC.

New clerk wages. DW proposed the clerk fee of £180:00 pcm to be agreed on an ongoing basis. All agreed.

11.2: Other financial matters:

DW confirmed receipt of the second part of the precept from NSC.

Agreement of bank reconciliation to 31st August 2026. Agreed and signed by DW.
Adding new clerk to Bank signatories. DW asked for agreement. All agreed, DW to progress.

12 Defibrillator

12.1: Plans for training:

DW has made enquiries with a company to carry out the training but they may charge. LM has a contact who will do onsite training for a donation. **ACTION LM** Pass details to DW to share with Sue.

12.2: Grant for new defibrillator:

IM asked if a grant was available to fund an additional defibrillator. TM said he didn't think a defibrillator qualified under parish grants policy. **ACTION DW** to look into possible grants to fund a second defibrillator, and discuss with Sue Burchell.

13 Parish Litter Pick:

DW asked to agree a date for the next litter pick. Sunday 25th October agreed. All volunteers welcome to help.

14 Succession planning – finding new Councillors: It was agreed that the next meeting should consider the need find new councillors to join the parish council – we were likely to need two at the next elections in May 2027.

15 Exchange of Information including meeting reports:

JM had an update from Bristol Water regarding the road closure on the Blagdon Viaduct Road. The sign saying 7th September had been changed to 14th. It was thought this may be for tree cutting.

16 Date of Next Meeting (s) To be agreed:

It was agreed as a guide meetings would be held alternate months on the 2nd Monday of month. Next meeting to be November 9th 6.30 pm.

There being no other business meeting was closed at 18:54.