

Butcombe Parish Council

Annual Council Meeting, Monday 11th May 2026

6.30pm at Butcombe Village Hall

Minutes

Present:

Councillor Dick Whittington (DW)

Councillor Trevor Mitchell (TM)

Councillor Justin Millard (JM)

Councillor Jim Croker (JC)

Ward Councillor Thomas Daw (TD)

1 member of the public

Apologies for absence

Councillor John Rodaway (JR)

2 .Election of Chair

Councillor Dick Wittington was nominated to stand for Chair for 2026/27

Proposed: Councillor Justin Millard (JM)

Seconded: Councillor Trevor Mitchell (TM)

Motion carried

3. Election of Vice Chair

Councillor Justin Millard (JM) was nominated to stand for Vice Chair for 2026/27

Proposed: Trevor Mitchell (TM)

Seconded: Councillor Jim Croker (JC)

Motion carried

4. Appointment of RFO

The Clerk Alicia Fox was nominated to be the RFO for the Parish Council on a permanent position.

The Council agreed to the appointment.

4. Appointment of Delegates and Representatives

- Parish Councils Airport Association

It was agreed by the Council that Councillor Justin Millard would continue as representative for on the PCAA for 2026/27.

- Avon Local Councils Association

It was agreed by the Council that Councillor Dick Whittington would continue as the representative for ALCA for 2026/27.

It was also agreed the Councillor John Rodaway would continue to represent the PC in matters regarding the highways.

5. Parish Council Internal Audit

-To agree and sign the AGAR including the financial statement for 2025/26

The Council reviewed the AGAR including the internal audit report.

Motion carried and the Chair and Clerk/RFO signed the AGAR.

-Confirm there are not conflicts of interest

The Council confirmed there were no conflicts of interest.

The declaration was signed by the Chair and the Clerk/RFO.

- Review the asset register

The asset register was reviewed and agreed it was an accurate record as the Parish Council hold no assets.

7. Review and adoption of Policies:

- Code of Conduct
- Transparency Code
- Staff training statement of intent
- Social media review
- Information and Data protection policy
- Password and device security policy
- IT policy
- Data register
- Standing orders review
- Financial Regulations review

The Council noted the policies but decided to defer the implementation to the next meeting.

8. District Councillor's Report

Ward Councillor Thomas Daw advised he had been busy with lots of licencing applications. He also advised he has been put on the Tropicana board for Weston Super Mare, the Council's current thoughts are making it into a live music venue.

Bristol Airport 15mppa planning application is live and he will be reviewing it in detail. The consultation is set to run until 28th June at which point it may be extended if further information comes in. Felton Common decision is made by the Secretary of State as it is a compulsory purchase. If they are successful in purchasing the land, then North Somerset Council may have

input with regards to the in erection of landing lights. Airports have different planning laws to domestic ones that they may not need to put in an application for lighting, it is currently unclear.

Ward Councillor Thomas Daw encouraged the PC and members of public to object to the planning applications.

Councillor Trevor Mitchell asked Ward Councillor Thomas Daw about the roundabout in Churchill.

Ward Councillor Thomas Daw advised the work is planned to be done at night so that the lanes will not all be closed at once. He will share any information he can regarding any road closures/diversions.

Councillor Dick Whittington asked Ward Councillor Thomas Daw if he can help with Sutton Road because residents are now being told that mail will be refused to be delivered due to the unsafe conditions.

Ward Councillor Thomas Daw advised he will be doing a site visit to obtain some photos and sharing with highways.

9. Planning:

5.1) New applications

Bristol Airport- 26/P/0686/OU2

The Parish Council agreed to send an objection to the planning application, a proposal will be shared and agreed by email.

5.2) Update on other Planning Matters, including hard standing in Green Lane

No further updates.

ACTION: Clerk to review any decisions that have been made.

10. Update on highways and drainage issues, including Wessex Water sewage drainage works

10.1 'Minor works' plans for 2026

Clerk submitted an expression of interest on behalf of the PC to the enhanced maintenance scheme.

Councillor Dick Whittington to raise concerns with Councillor John Rodaway about the quality of the pothole repairs on Mill Lane.

10.2 Horse Steps (on bank outside Village Hall)

Not being pursued, to be removed off the agenda for now.

10.3 Enhancing Highway Maintenance trial- NSC

As mentioned in 10.1.

10.4 Sutton Road – deteriorating surface

Members of public encouraged to make complaints. Ward Councillor Thomas Daw will also be investigating.

10.5 Damaged salt bin

No action on this until the next meeting.

11. Bristol Airport 15mppa application/ PCAA updates

The Parish Council agreed to send an objection to the planning application, a proposal will be shared and agreed by email.

The Clerk advised the PC that the Jill Patch represents Butcombe PC on the Airport Consultative Committee she will share her contact details with Councillor Juston Millard.

12. Finance:

12.1 Payments to be agreed:

-Direct debit for the clerk's salary to be set up and paid monthly at £180

-Clerks expenses: work from home allowance: £26

It was agreed by the PC that the annual salary and work from home allowance for the Clerk was previously agreed and does not need to go on the agenda each month.

-Additional payments to clerk for expenses-Total: £5.22

-ALCA membership £79.73

-ICO £52

-Community Insurance 172.03

- Philip J Smith £63.00

This was agreed by Council.

12.2 Agreement of bank reconciliation to 30th April 2026.

This was reviewed and agreed by the Council and signed by the Chair and Councillor Trevor Mitchell.

13. Defibrillator – plans for Residents Training

ACTION: The clerk will look into options for CPR and defibrillator training and will report back.

14. Exchange of Information including meeting reports on:

None

15. Date of Next Meeting –To be agreed

To be agreed on email.

clerk@butcombeparishcouncil.co.uk