Farmborough Parish Council
Meeting Minutes

Location: Farmborough Memorial Hall Date: 08/09/2026

Councillors Present:

Chair:	Martin Carter (MC)	Sam Ross (SR)	Nick Barnett (NB)
	Mark Goodchild (MG)	Phil Gray (PG)	Dan Pidcock (DP)
	Rob Breckon (RB)	David Howard (DH)	Jackie Gregory-Stevens (JGS)
Clerk:	Debbie Tutchell (DT)		

1 Apologies for Absence **Action/Vote**

Cllr Agnes Nowak (AN)has missed seven consecutive meetings without notice. Section 85(1) of the Local Government Act 1972 will now come into force.
Action-Clerk to contact BANES Electoral Services to notify of the vacant seat Action-Clerk

2 Declarations of Interest

None

Public Participation (3 minutes per person)

None

3 Minutes

a To approve the minutes of the meeting held on Tuesday 28th July 2026

Amendment required
5c (ii) take away see appendix report and add in revised report to be presented at September meeting
proposed by SR seconded by PG
Minutes signed off by MC 9 Approved

b To receive reports on any further matters arising from the decisions of the last meeting

None

4 a To consider candidates for co-option onto the Parish Council

None

5 Planning

a To agree/ report responses to the following applications:

i. **26/02997/FUL** The Courtyard, The Street Farmborough Bath BA2 0AR
Installation of detached garden room
The Parish Council **supports** the application with the following comment.
A condition is required to ensure
there is adequate protection for the tree during installation 9 in Favour

b To report B&NES decisions for the following applications:

i. **26/01586/FUL** Spring House Castle Farm Priston Lane Farmborough Bath
Non-Material Amendment to application (Erection of three bays garage with enclosed workshop) **PERMIT**
ii. **26/02208/PIP** Parcel 0067 Cuckoo Lane Clutton BANES Permission in Principle for the conversion of existing barn into a detached dwelling
WITHDRAWN

c To report on other planning matters (referrals, enforcement, appeals etc...)

i. **26/P/0686/OU2** – A revised report regarding the Bristol Airport planning application was presented to the Council. It was proposed that the revised response be submitted to North East Somerset Council.
proposed SR seconded NB 9 in Favour
Action: SR to submit the Parish Council's planning response. Action-SR

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d To note any developments on the local Plan

A consultation on the Draft Local Plan is proposing additional housing sites in Farmborough, A factsheet has been prepared to inform residents about the draft Local Plan. A public meeting will be held to provide residents with an opportunity to ask questions, alongside two working group meetings for councillors to discuss the proposals in more detail.

The factsheet will be published on the Parish Council website, in *Farmborough Folk*, and on the Parish Council noticeboard.

Planned meetings:

1. **Working Group Meeting:** 20th September – time and venue to be confirmed.
2. **Public Meeting:** 25th September 7.00pm–9.00pm, Farmborough Memorial Hall.
3. **Working Group Meeting:** 30th September – time and venue to be confirmed. 9 in Favour

Action: SR to publish the factsheet across the agreed platforms. Action-SR

6 Finance, HR, Legal and Admin

a To approve the monthly finance report for July/August 2026

The report was approved. 9 Approved
proposed by MG seconded by SR

To Note- Co-op Bank is currently updating all Parish Council bank signatories.

The Community Shop lease is still being prepared. It is proposed that the new lease will be for 25 years, increased from the previous 10-year term, in line with the Cricket Pavilion lease.

Some minor changes will be made to the wording relating to the Community Shop, reflecting the fact that the original lease was prepared when the shop was in its early years. Once the lease has been prepared, a copy will be provided to all Councillors for review, then a copy will also be sent to the Parish Council's solicitors for legal review.

Action-Clerk to forward lease once received to all Councillors Action-Clerk

b Balance of accounts on 31st July 2026

i. Current account: £14,865.74
ii. Savings account: £21,098.69

Balance of accounts 31st August 2026

i. Current account: £19,276.75
ii. Savings account: £21,098.69 9 Approved

c To note update on audited accounts (AGAR)

Completion of the review of the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2026.

Notes from audited accounts-

The authority has disclosed that it has not complied with one of the governance assertions within the Annual Governance Statement. The authority has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address identified weaknesses. 9 Approved

Box 11 in the Accounting Statements was incorrectly answered as 'No'. The AGAR was returned for amendment and has been appropriately updated. The Accounting Statements do not include any trust transactions.

The Notice of Conclusion of Audit, which details the statutory rights of inspection, will be displayed on the Parish Council website and Parish Council noticeboard in accordance with the statutory requirements.

Action-To display Audit conclusion on Parish board and website Action-SR

d To note the progress of financial recovery from Handy Compliance

No update

e To note update on camera exploration of the Memorial Hall sewers

The report was received detailing damage to underground pipes caused by tree roots. The estimated cost of carrying out the remedial works is just under £2,000. Before any works commence, further information is required to identify which pipes have been damaged and to obtain maps showing the location of the manholes and underground pipes. This will assist in identifying the trees responsible.
The Clerk will contact the B&NES Tree Team to inspect the relevant trees and advise whether any root cutting could be undertaken without causing damage to the trees. 9 Approved
Action: Clerk to gather the required information and contact the B&NES Tree Team. Action-Clerk

f To note recruitment of Village Sweeper and start date

To Note: James Tutchell has been appointed as the new Village Sweeper and commenced employment with the Parish Council on 20 August 2026.

g To consider IT Policy

It was agreed that the policy template will be uploaded to OneDrive with Track Changes enabled. This will allow all Councillors to view the original policy and see all amendments made during the review process.
The revised policy will then be brought back to the Council for consideration and approval.
Action: Clerk to undertake the work Action -Clerk

h To consider Code of Conduct Policy

It was agreed that the policy template will be uploaded to OneDrive with Track Changes enabled. This will allow all Councillors to view the original policy and see all amendments made during the review process.
The revised policy will then be brought back to the Council for consideration and approval.
Action: Clerk to undertake the work Action-Clerk

i To consider Freedom of Information Policy

It was agreed that the policy template will be uploaded to OneDrive with Track Changes enabled. This will allow all Councillors to view the original policy and see all amendments made during the review process.
The revised policy will then be brought back to the Council for consideration and approval.
Action: Clerk to undertake the work Action-Clerk

j To consider the topic for an ad to be included in the next issue of the flyer

It was agreed to place an advert regarding the online consultation on the Local Plan, encouraging residents to have their say and submit their views 9 Approved

7 To receive a report from the Clerk

The VAT return for January–July 2026 has been completed, accepted by HMRC, and the payment received. Work is ongoing to improve and link the financial spreadsheets. The first four sections of my CiLCA have been completed, with results awaited. The approved hedge trimmer has been purchased, and new golden litter bags have been ordered from B&NES.

8 Parks, Open Spaces and Environment

a Play & Fitness Equipment

i. To note any report and actions from the Working Group
A meeting is to be held next week with a development company to discuss fundraising opportunities for equipment from Kompan.
ii To consider RoSPA Play Safety Inspection Report
The RoSPA Play Safety Inspection Report was noted. The Working Group will review the report and make recommendations regarding any works or remedial action required.

Action: Working Group to review the report and bring recommendations back to the Council. Action-PFWG

b Allotments

i. To note any reports and actions from the Working Group

The Council is in contact with the Woodland Trust regarding potential funding for trees for the orchard at the allotments.

Quotes are also being sought for the clearance of the allotment area to enable work to commence on the community allotment.

ii. To note update for allotments

A draft letter to the adjoining landowners around the allotment boundary has been prepared to assist in identifying the boundaries and confirming the relevant legal documentation.

One amendment is required to clarify the deadline for responses. Once this has been amended, the letters can be sent to the relevant landowners.

Action: JGS to amend the response deadline and then to forward letter to Clerk to arrange for the letters to be sent out via Royal Mail — Action-JGS/Clerk

c Farmborough Climate and Nature Emergency

i. To note any report and actions from the Working Group

Nothing to report

9 Highways, Rights of Way and Infrastructure

a To receive an update on Community Speed Watch

Nothing to report

b To receive an update on any response from Highways regarding safety concerns

No update

c To agree any additional tasks for Village Road Sweeper

The following maintenance works were discussed:

- Clear the pavement of weeds and brambles along Timsbury Road, from Bellifants to the speed limit sign.
- Inspect the bench on Poor Hill and identify what work is required to repair and maintain it.
- Inspect the wooden steps on the play equipment to determine whether they can be repaired and obtain an estimate of the cost.
- Move the equipment from the Recreation Ground to the allotment container.

Action: MC to liaise with the Village Sweeper to arrange suitable dates and times for the equipment to be moved. The Clerk will inform the Village Sweeper of the other works required — Action-MC/Clerk

10 Community Engagement

a Emergency Planning Working Group

i. To note any report and actions from the Working Group

Emergency planning group to have set up working whatsapp group.

Action-Clerk to create whatsapp group and invite all participants. — Action-Clerk

b Correspondence

i. To note nomination for the Chelwood Bridge Rotary Club Community PFWGrds

Only one nomination could be submitted due to the Rotary Club's nomination rules the nomination was submitted at the beginning of September.

11 Reports

a Farmborough Recreation Ground Committee

The cricket season has now finished and was reported to have been a very successful season.

A meeting will be held on Monday to discuss arrangements for the annual fireworks display.

b Memorial Hall Committee

The annual Flower Show was reported to have been very successful.

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The heating works in the Meeting Room have now been completed. The floors have been polished and the carpets cleaned.
The bush along the boundary with Timsbury Road requires cutting back, as it is causing a hazard to passing buses.
Action: Clerk to obtain quotes for the required work. Action-Clerk

c To receive a report from the Ward Councillor

Buses - 100, 101, and 522 have had some issues with lateness and accessing schools on time; I have raised this with the WECA transport officer.
School transport - at the beginning of the school year, there have been queries about access for sixth formers; I have contacted B&NES officers for a response.
Draft Local Plan - unexpected increase in housing for Farmborough, way beyond what may have been anticipated. Also, some land was not included in last year's consultation. I have written to the relevant cabinet member, chief executive, and head of planning policy about the lack of advance communication on this with the parish council and myself as a ward councillor, and I have asked for a meeting. I will be writing a statement for the following meetings: Cabinet - 10 September, Full Council - 17 September, Scrutiny Committee - 24 September. Happy to attend a public meeting for Farmborough during the consultation period, for residents to ask questions and understand how to respond - 25 September.
Meetings attending this month, in addition to those mentioned: Somer Valley Forum (online) - 16 September and Spatial Planning Advisory Group - 22 September. Both are about the Draft Local Plan.

d To receive any reports from Councillors

MC-Remembrance Service
A request was received from All Saints Church, Farmborough, inviting a representative of the Parish Council to attend the Service of Remembrance and lay a wreath on behalf of the Parish Council.
MG volunteered to represent the Parish Council and lay the wreath. Subject to availability.
Action: A decision will be made at the next Parish Council meeting to confirm who will represent the Council at the Service of Remembrance. The Clerk will notify the church that the Parish Council will provide a representative. Action-Clerk

e To receive items put forward for discussion at the next meeting to be held on Tuesday 13th October 2026

It was agreed that the heading for agenda item **5(d)** at the next Parish Council meeting will be changed to:
"To consider the Parish Council's response to the Draft Local Plan."

Meeting ended: 9.46pm

Signed by Martin Carter

Chair to the Parish Council, as an accurate representation of the meeting, agreed on 13th October 2026

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