# Minutes of the Meeting held on 16<sup>th</sup> January 2020 in the Village Hall, Bathampton

Present: Cllrs M. Brennan (MB) (Chair), G. Ardrey (GA), L. King (LK), A. Purpuri (AP), J. Helps (JH), S. Andrews (SA)

No members of the public in attendance.

	Actions struck through	Actions are complete
2020/001	Apologies: Received from Cllr D. Mayo (DM) & Ward Cllr S. Warren	
2020/002	Declarations of interest.	
	There were none.	
2020/003	Minutes of the previous meeting	
	The minutes of the meeting held on 12 <sup>th</sup> December 2019 had been circulated. They were AGREED and APPROVED and signed by the Chair.	
2020/004	Review of actions carried forward from previous meetings	
	Items a – c to be carried forward.	Clerk
	d) Highway review – to be carried forward.	SA
	e) No further action required.	
	Items f-i were all items included on the January meeting agenda.	
	j) The Clerk provided all necessary reports and documents to Cllr Ardrey for the July – Sept and Oct – Dec internal review. No further action required.	
	k) Cllr Helps approved for the Handyman to have a fire on a vacant plot at the allotments, to dispose of the allotment hedge trimmings. No further action required.	
	I) The Cleveland Bridge 18Tonne limit comes into effect on the 3 <sup>rd</sup> Feb.  No further action required.	
	m) – to be carried forward	
	n) it was decided that the CIL money would be used to go towards improvements at the park. No further action required.	SA
	0) To be carried forward.	АР
	p) It was agreed that we would communicate the Bathavon events on social media and via the Bathampton Council Newsletter.	AP / JH
2020/005	Finance	
	a) Financial report for December 2020	

	This had been circulated previously.	
	Table 1	
	The Clerk noted that the expenditure against Highways had reduced from the previous month. This was due to a to a newsletter charge of £138.79 being incorrectly allocated against Highways on the 27 <sup>th</sup> June 2019. It was reallocated to show correctly in the reporting for the January meeting.	
	Table 2	
	Transactions from the 30 <sup>th</sup> November up to the 31 <sup>st</sup> December 2019 were noted.	
	Table 3	
	The listed items were APPROVED for payment. The grass cutting invoice from Idverde Limited for £1,031.30 was also APPROVED. It was noted by the Clerk that the items greyed out within the table had already been approved but they were January transactions and not ready to be moved into table 2.	
	Table 4	
	A new table showing a summary of cash movement by month and from the beginning of the Financial year to date was included for ease of reference. Cllr Purpuri asked for the Pound Sterling symbol and comma's to be added to the numbers, which the Clerk agreed to action for the January report.	<del>Clerk</del>
	Following communication from Barclays, regarding the decrease in interest rates from 0.2% to 0.1%, ClIr Brennan asked the Clerk to look at higher interest rate accounts for the savings accounts and to look at merging the two accounts into one. It was further discussed that we would then look to increase the cash sum held within the current account to ensure adequate funds were available and to avoid the continued moment of funds between the savings and current account, which takes place most months.	Clerk
	The report was APPROVED by the Council and signed by the chair.	
b	o) <u>Clerk's report</u>	
	The Clerk's report covering everything from the previous meeting (12 <sup>th</sup> December 2019) had been circulated.	
	The Clerk noted that the budget for 2020/21 had been prepared and circulated to everyone for review and that the budget would be agreed and approved within the meeting – agenda item 2020/006.	
	The clerk mentioned that the address on the business bank accounts had been updated by Barclays and the next step was to remove the Clerk's predecessor Alison Taylor from the accounts.	Clerk

The Clerk reported that the rent request letters for the allotments had been sent out on the 10<sup>th</sup> December. Only 21 plots had been paid for (including 2 cheques which were received prior to the start of the meeting) with 22 plots still requiring payment. The Clerk stated that she would be sending out a follow up communication to chase payment. It was agreed that a deadline date would be useful to encourage prompt payment and failure to pay by a set date could result in the plot being allocated to someone else.

Clerk

The Clerk also noted that all cheques received for the plots (apart from the two received during the meeting) had been cashed at the bank.

Clerk

The Clerk asked for approval to enter a contract with BANES for the grass cutting of the playing field and the allotments. The Cllr's agreed and the Clerk agreed to email BANES to confirm that we are happy to proceed with the frequency of cuts, at the prices quoted.

Cllr Brennan highlighted that the key to the allotments needs to be retrieved back from Idverde and the Clerk agreed to follow this up.

Clerk

The Clerk presented the grant applications received from the following local organisations: Bathampton Cricket Club, Friends of Bathampton Meadows Riverside, Maxi Lunch Club, St Nicholas Church, the organiser's of the Village Show and Bathampton Pre-School Playgroup. An overview of the applications had been circulated prior to the meeting.

Clerk

The proposed grant amounts were approved by all Cllr's present and the Clerk stated that she would send a confirmation email out to grant applicants to confirm the amount that they will receive. There was discussion regarding the Church's accompanying note asking for more funds to cover tree works. It was agreed that as the Church already receives almost 5% of the annual precept, we were not in favour of increasing their grant.

It was highlighted within the Clerk's report that the risk register needed updating to include the 'Management of Trees' and 'Management of Volunteers'. The existing Risk Register was included into Dropbox for review prior to the meeting to invite everyone to suggest working for inclusion and to confirm it was complete. This was discussed as a separate agenda item – 2020/008.

The Clerk reminded everyone that a date for the Annual Parish Meeting needed to be agreed. The possible dates would be Tuesday 26<sup>th</sup>, Wednesday 27<sup>th</sup> and Thursday 28<sup>th</sup> May. It was agreed by all that we would have the meeting on Wednesday 27<sup>th</sup>.

Cllr Brennan asked for everyone to have a think about who they could ask to speak at the AGM and to think about interesting subjects to discuss.

ΑII

	The Clerk stated that information had been forwarded, regarding the 'More Trees for BANES Scheme' to Cllr Helps for inclusion into the January Parish Council Newsletter and information for inclusion	Clerk-/ JH
	would follow from David Beard, regarding action that the community can take to help reduce the risk of floods. The Clerk agreed to forward this onto Cllr Helps on receipt.	जलार अने
	Finally, the Clerk reported back on some of the emails which had been received. It was agreed that no further action was required, regarding the deer's spotted roaming across the allotments around Christmas.	
	Cllr Helps reported that she had emailed the allotment holder who had herb plants overgrowing the path and had cut the path to accommodate the overgrowth rather than pruning, following a complaint from a neighboring allotment holder. The allotment holder who raised the complaint had also been contacted.	
	The Light outside Meadowgate which was reported by someone within the Parish as failing to work, was reported to SSE by Cllr Brennan. Despite a call back request, no call was received. Cllr Brennan said that she would continue to chase with the hope that this may also help prompt action to get the other lights within the village replaced.	MB
	All other items of correspondence, phone calls etc. were noted.	
2020/006	2020/21 Budget	
	The budget for 2020/21 was reviewed and APPROVED. On approval the Clerk agreed to advise BANES of Bathampton Parish Council's Precept requirements and would complete the necessary forms.	Clerk
2020/007	Bathampton Parish Council Newsletter	
	A brief discussion was had regarding how the Parish Council could advise the village hall to be more energy efficient. Better overall insulation and using a smarter thermostat was discussed, so that heating only comes on when the hall is in use and only heats up the rooms that are needed. Further thought was needed on what could be done and how it could be implemented.	
	In addition to the inclusion of information on the 'More Trees for BANES Scheme' and information regarding action that the community can take to help reduce the risk of floods, the following items were also discussed for inclusion. The Clean Air Zone, Cleveland bridge weight restriction and traffic, link to the bin collection timetable and a reminder to people within the parish to keep their hedges trimmed where they impact upon public	##

	Cllr Andrews reported back on his walk around the village with BANES Cllr's Joanna Wright and Sarah Warren, regarding road safety and traffic issues. The focus was primarily on the severance of the village (North / South divide) as a result of the A36 and the need for additional safer crossings to enable those living in the South of the village to cross the road safely, to access the village amenities. Cllr Andrews stated that he was advised to draw up a list of the groups of people who would use the crossing i.e. School Children walking to School, Dog walkers, people using the surgery, playground. Cllr Andrews said that he would write something up and then circulate.	SA
2020/010	Traffic & Road Safety	
	Cllr Brennan has continued to chase up William Seabourne from SSE.  Messages have been left with requests for call backs, to no avail. Cllr  Brennan said that she would continue to follow this up.	MB
2020/009	Street Light Maintenance	
	The clerk agreed to amend the Risk Register to reflect these changes for completeness.	Clerk
	<ul> <li>confirmed that annual inspections no longer take place.</li> <li>Document security: the clerk agreed to review this to reflect current processes.</li> <li>Loss of Key Personnel: it was agreed to amend this from a risk rating of 9 to a 6.</li> </ul>	Clerk Clerk
	<ul> <li>Mayo over the wording for this.</li> <li>Under Liability: to change Playground inspections to be weekly and quarterly, removing annually as Cllr Helps</li> </ul>	·
	<ul> <li>Management of Trees: Alan the Handyman would be asked to confirm how often he checks the playing field and Jubilee Gardens trees. We would then note the checks as a mitigation of the risk.</li> <li>Management of volunteers: i.e. clothing, training, insurance policy cover. The Clerk agreed to liaise with Cllr</li> </ul>	JH / Clerk Clerk-/ DM
	The Risk register and assessment was reviewed. The Following points were raised:	
2020/008	Review of the Risk Register	
	It was also suggested to wait until after the Bathavon Forum as some items may arise regarding the climate emergency which may also be worth including.	
	Cllr Brennan reminded the Clerk that Cllr Mayo had agreed to include something on how individuals could reduce their carbon footprint. The Clerk agreed to follow this up.	<del>DM /</del> Clerk
	pavements and walkways. It was agreed that there would also be a reminder about our Twitter and Facebook groups.	

	The location of the crossings was of much discussion, but it was proving difficult to agree the best place for a crossing and further discussions would be needed. The overall meeting and the walk around the village was considered successful and the potential to have additional crossings viewed positively.	ALL
2020/011	Ongoing Items	
	a) Avon Wildlife, the Meadows and Cycle Track & Weir	
	It was noted that the FOBMR AGM planned for December was being delayed until an update was received, regarding the Meadows.	
	b) Clean Air Zone.	
	There was no update provided, but BANES were meeting on the evening of our meeting to consider this.	
	c) BPC's Digital presence.	
	Cllr Purpuri reported that there had been decent engagement on social media from recent updates and postings. He noted that he had a marketing contact who may be able to offer advice on improving social media presence, and he would liaise with them to discuss further.	АР
2020/012	Group Reports	
	a) Planning & Conservation	
	Cllr King reported on the outcome of recent applications, recent applications received and planning applications awaiting a decision.	
	Cllr King highlighted from her report that there was an objection from the planning group to 35 Hantone Hill as the plans submitted are out of keeping with the surrounding houses. It was also noted that there was concerns regarding the application to include willow fencing atop of an existing stone wall at the Coach House. The planning group felt that listed Building Consent was required and that the willow topping would be out of character for the area and natural stonework would be a preferred material of choice.	
	<u>b)</u> <u>Highways</u>	
	Cllr Andrews covered Highways as item 10 on the agenda. It was also discussed that double yellow lines on Down Lane were not included as part of the A36 closures. The timings for the painting of the yellow lines is currently unknown but it was mentioned that it was BANES responsibility not HE, and it was on their work schedule.	

	Cllr Mayo wasn't present at the meeting and no update was	
	provided.	
	d) Leisure & Amenities	
	Allotments were discussed within the Clerk's report. Cllr Helps also mentioned that she was querying the latest playground inspection report from BANES in view that the report includes old photographs of play equipment and out of date information, stating that items need repairing when they were repaired following the previous report. Cllr Helps is following this up with BANES to ensure that their reporting is accurate and up to date.	HL
	e) Policy & Finance	
	Cllr Brennan reminded everyone that the Bathavon North Forums would be held within Bathampton at the Methodist Church on the 21 <sup>st</sup> January and 17 <sup>th</sup> February at 5.30pm.	
	Cllr Brennan also noted from her report that the content deadline for the January newsletter would be the 31st January with folding potentially taking place on the 6th Feb.	
2020/012	Onen Forum	
2020/013	Open Forum  Nothing further to report.	
	Nothing further to report.	
2020/014	Date of Next Meeting. Thursday 20 <sup>th</sup> February 2020, 7:30pm in the Village Hall.	
	There being no further business the meeting closed at 9:30pm	

Signed:	
Chair	

Date: 20th February 2020