

**Minutes of the Meeting held on 16<sup>th</sup> April 2020**

**Virtual meeting held via Zoom**

**Present:** Cllrs M. Brennan (MB) (Chair), L. King (LK), J. Helps (JH), D. Mayo (DM), S. Andrews (SA), D. Beard (DB), G. Ardrey (GA), A. Purpuri (AP), Ward Cllr Sarah Warren (SW) and Clerk L. Daly.

No members of the public in attendance.

		<b>Actions</b>
		Actions struck through are complete
<b>2020/043</b>	<b>Apologies:</b> No apologies received	
<b>2020/044</b>	<b>Declarations of interest</b>	
	There were none.	
<b>2020/045</b>	<b>Minutes of the previous meeting</b>	
	The minutes of the meeting held on 19 <sup>th</sup> March 2020 had been circulated. They were AGREED and APPROVED. Due to the meeting being conducted virtually, the minutes couldn't be signed by the Chair and will be signed as soon as feasibly possible.	
<b>2020/046</b>	<b>Review of actions carried forward from previous meetings</b>	
	<p>The actions carried forward from previous meetings was discussed.</p> <p>Items a – c to be carried forward.</p> <p>d) Highway review – to be carried forward.</p> <p>e) To compare higher interest savings accounts. Due to the recent cuts in Interest rates, as a result of Covid-19, it was AGREED that this would be revisited. To be carried forward.</p> <p>f) To consider a speaker for the AGM. Due to Covid-19, the Annual Parish Council meeting in May is to be cancelled. We expect guidance from Government on a delay in the requirement to hold these meetings. To be carried forward.</p> <p>g) To follow up on a Marketing contact to offer advice on improving our social media presence. Cllr Purpuri reported that his contact hadn't been in touch with him. Cllr Purpuri would attempt to make contact. To be carried forward.</p> <p>h) To follow up with SSE Lighting Services (SSE) on the removal of two lights and converting the remaining lights to LED.</p> <p>The Clerk reported that contact had been made with SSE and the programme of works to convert the lights, was due to commence on the 11<sup>th</sup> May. Chris Wallis at SSE promised to keep the Clerk updated. It was also noted that the light on dark lane was scheduled to be repaired on the 22<sup>nd</sup> April. To be carried forward.</p>	<p align="right"><b>Clerk</b></p> <p align="right"><b>SA</b></p> <p align="right"><b>Clerk</b></p> <p align="right"><b>All</b></p> <p align="right"><b>AP</b></p> <p align="right"><b>MB/Clerk</b></p>

	<p>i) A master register for the allotments has been created. To be removed.</p> <p>j) To create a proposal, detailing preferred road crossing locations and run this past Sarah Warren and Fiona Powell. To be carried forward.</p> <p>Cllr Brennan noted that the final version of the Severance study had been circulated by Cllr Andrews, prior to the meeting. Cllr Brennan suggested running the completed document past Fiona Powell. This was due her work on safer routes to school and the referencing 'Safer routes to School' within the document and to be a final check that there are no obvious omissions.</p> <p>Cllr King AGREED to action this. Once complete, Cllr Andrews AGREED to forward to Cllr Sarah Warren and Joanna Wright, seeking their guidance on how to get it in front of Highways England.</p> <p>k) To remove the art group contact details from the Newsletter and include service times for the Church on the 'What's On' page. To be carried forward.</p> <p>Cllr Brennan asked for a discussion on whether Bathampton Parish Council should proceed with the Newsletter, usually scheduled to be sent out at the end of April. Cllr King thought it would be good to proceed with one in view of showing that we are attempting to run business as usual and for PR purposes. This was AGREED by all Cllr's. Cllr Brennan asked everyone to consider content following the meeting with the possibility of including Covid-19 support information, to inform people that Parish Council meetings are being held virtually and the updates from Kay Martin at Café 25 and Jenny Lambert who is running the Covid-19 Community Support Group.</p> <p>The Clerk agreed to check that the printers are still open and to obtain quotes on a one-page, double sided newsletter.</p> <p>l) To Check that the Bathampton Parish Council website is on the latest version of Wordpress. Cllr Mayo reported that the website was operating on the old version and AGREED to update. To be carried forward.</p> <p>m) To create an allotment site plan. To be carried forward.</p> <p>n) To look at the grants being offered by Enovert Community Trust in view of updating the Playground. To be carried forward.</p> <p>o) To set up a sub-group to focus on the Climate Emergency and review of the 'Zero Carbon Bathampton Proposal' document and feed-back information within subsequent meetings. To be carried forward.</p> <p>p) To report back on the initial assessment carried out for the Bathampton PC website and it's compatibility with 'Web Content Accessibility Guidelines'. To be carried forward.</p> <p>Cllr Purpuri reported that he had spoken to Mark at Cosmic Computers. He advised that the key issue is that the Bathampton Parish Council website does not have an SSL certificate which is a requirement for</p>	<p><b>SA/LK</b></p> <p><b>JH</b></p> <p><b>ALL</b></p> <p><b>Clerk</b></p> <p><b>DM</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>JH/DM/DB</b></p> <p><b>AP</b></p>
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	<p>compliance and that the website could be moved to Mark’s server, costing between £250-£400 to apply the certificate.</p> <p>In response, Cllr Mayo noted that the SSL certificate is free, and he should be able to obtain the certificate with no additional cost. It was agreed that Cllr Purpuri and Cllr Mayo would have a separate discussion after the meeting and would report back.</p> <p>q) The severance survey document was circulated. To be removed.</p>	<p><b>DM/AP</b></p>
<p><b>2020/047</b></p>	<p><b>Update from Ward Councillor Sarah Warren</b></p>	
	<p>Cllr Brennan invited Ward Cllr Sarah Warren to provide an update. Cllr Warren noted the support activities that are being carried out within Bathampton to support vulnerable people during the lockdown. The Clerk reported that 58 local people were currently receiving support with 60 volunteers delivering the support through i.e. grocery delivery, dropping off prescriptions, phone and online chats. Following feedback from Jenny Lambert who set up the community care group, the feedback was that when the volunteers were dropping off shopping people appeared in low spirit and it’s thought that those people aren’t reaching out for that support. It was suggested whether there was an opportunity to run chats at people’s doors from a 2 metre distance to engage more with people who are not confident about video conferencing. The general feeling was that there may be a group of people who feel vulnerable, feeling quite lonely and isolated that perhaps are not receiving the help they need. The Clerk asked them whether any further support was needed from Bathampton Parish Council, but nothing had been requested to date.</p> <p>Cllr Warren also referred to the 3sg help and the help number which had been posted on the Facebook page.</p> <p>Cllr Warren highlighted that any useful information she receives gets posted onto the Bathampton Community Group Facebook page with Cllr Purpuri further noting that those posts also get reposted onto the Parish Council Facebook page.</p> <p>It was noted that BANES had declared a major incident and activity was primarily focused around Covid-19, but they were getting to a stage where arrangements are in place and getting back to normal business.</p> <p>It was also noted that Ward Cllr’s Warren and Cllr Kevin Guy have access to a Ward Councillor Impairment fund which needs to be allocated to projects between now and September. They were keen to allocate the money towards local initiatives and would welcome ideas on this. Cllr Brennan suggested contacting Jenny Lambert and suggested using it towards a possible thank you to our Covid-19 volunteers.</p>	<p><b>SW</b></p>

	<p>A brief discussion was had regarding the West of England Combined Authority (WECA) Local Cycling Walking Infrastructure Plan (LCWIP).</p> <p>Cllr King raised concerns on behalf of The Bathampton Meadows Alliance (BMA) Working group, and whether work to extend the plan to include the East of Bath Riverside was on WECA’s radar for the meeting being held in June.</p> <p>Cllr Warren noted that the LCWIP document currently lacked vision and she reassured everyone that Joanna Wright would be looking at the gaps and that having a coordinated active transport vision for the East of Bath was one of her motivations.</p> <p>Cllr Warren AGREED to get an update and report back.</p> <p>Cllr Warren also noted that with the Roman Bath’s being closed and the consequence of income being down, there would be an impact on the planned projects that could go ahead. Cllr Warren AGREED to get an update on the Cleveland bridge project and report back.</p> <p>Finally, it was reported that Cllr Warren was still in conversation with the members of the public, Karen Churchill and Fiona Williams who attended the Parish Council meeting on the 20<sup>th</sup> February to discuss the 5G rollout in Bath and their concerns regarding the upgrading of the 5G mast at Bathampton Down. Cllr Warren AGREED to report back to the Clerk on the latest discussions and developments, regarding this.</p>	<p><b>SW</b></p> <p><b>SW</b></p> <p><b>SW</b></p>
<p><b>2020/048</b></p>	<p><b>Finance</b></p>	
	<p>a) <u>Financial report for March 2020</u></p>	
	<p>This had been circulated previously.</p>	
	<p><u>Table 1</u></p>	
	<p>The clerk referred to the report and Cllr Brennan noted that the figures included were the closing figures for the Financial Year (FY). It was highlighted that the FY ended under budget, due to unspent CIL money, regarding delayed works by SSE lighting Services to convert the Street lights to LED.</p> <p>The Chair noted that the variance column was missing from the table. The Clerk agreed to re-circulate the table.</p>	<p><b>Clerk</b></p>
	<p><u>Table 2</u></p>	
	<p>Transactions from the 1<sup>st</sup> March up to the 31<sup>st</sup> March 2020 were noted.</p>	
	<p><u>Table 3</u></p>	
	<p>The items of expenditure were discussed. The Zurich renewal insurance received on the day of the meeting was approved for payment.</p>	

	<p>Cllr Brennan suggested holding off payment of the SSE lighting services invoice for the period of January – March 2020 until the maintenance works had been carried out. Cllr Brennan also listed the approved grants amounts, which were approved for payment.</p> <p>It was AGREED that Cllr Ardrey would counter authorise the payments with the bank.</p> <p>The listed items were APPROVED for payment. and Cllr Brennan would sign the report when feasibly possible.</p>	<p><b>G</b> <b>MB</b></p>
	<p>The report was APPROVED by the Council and will be signed by the Chair.</p>	
	<p>b) <u>Clerk’s report</u></p>	
	<p>The Clerk’s report covering everything from the previous meeting (19<sup>th</sup> March 2020) had been circulated.</p> <p>The Clerk noted that Cllr Beard had completed and returned the Declaration of Acceptance and Register of Interests forms and the Clerk would now proceed in getting these added onto the Bathampton Parish Council website.</p> <p>The on-going issue regarding the mandate form to change the signing arrangement was briefly discussed. The Clerk had received receipt of the Mandate form from Barclays, but the letter was FAO Alison Taylor which was one of the names that should have been removed from the account. The clerk noted that this would be checked with Barclays to confirm the correct changes had been made.</p> <p>The Clerk reported that she was in the process of claiming a VAT refund for Bathampton Parish Council and would look to get this submitted as soon as possible.</p> <p>The Clerk confirmed that the necessary information and supporting documents had been provided to Cllr Ardrey for the quarterly review (January – March) and this had now been completed.</p> <p>The Clerk discussed the need to start preparing the necessary documents for the Financial Year end and for the Internal and External audits. The Clerk noted that this was an unfamiliar process and she needed time to sit down and look at the requirements for this process, to find out the timescales and to look at the feasibility of carrying out the usual process in view of the limitations of the Covid-19 Lockdown.</p> <p>It was further noted that the Clerk would contact the Internal Auditor from last year and that the statutory audit deadlines for 2019/20 would be extended by two months.</p> <p>The Clerk updated the meeting on her discussions with SSE Lighting Services to convert the lights to LED and to repair the light on Dark Lane, discussed under minute 2020/046, item h.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>

	<p>The Clerk referred to an email received from Geoff from South Stoke Parish Council, dated 31<sup>st</sup> March. This was to make parish Councils aware that all parishes had opted to join as a collective for the Street Lighting Maintenance and Geoff was awaiting a response from Volker Highways.</p> <p>A consideration was also included for Volker Highways to potential offer maintenance on a time and materials basis as an interim measure until a contract was agreed. The Clerk would update the Council once further updates were available.</p> <p>The Clerk referred to an email received from BANES on the 25<sup>th</sup> March to confirm that due to the measures being taken in response to Covid-19 and staff shortages, they were unable to provide ground maintenance services. The Clerk would keep in contact and return the contract once a start date for works was known.</p> <p>It was further noted that a master allotment register had been put together and signs and padlocks and chains had been put up to close the park. A picture was taken and included onto social media. The Clerk referred to the Enover grants and noted that she had not had the time to take this any further but would follow this up as soon as time permitted her to do so.</p> <p>The Clerk reported that she had emailed Cllr Kevin Guy to confirm that Bathampton Parish Council were fully supportive to have yellow lines painted at the top of Bathampton Lane and at the bottom of Down lane (adjacent to bus stop), Minute 2020/037. It was noted that Cllr Butters from BANES was planning to discuss it during a meeting on the 14<sup>th</sup> April. Cllr Brennan queried the yellow line work at the top of Down Lane and the middle opposite Devonshire Road which was due to be carried out imminently. Cllr Helps confirmed that this work had been completed.</p> <p>The Items of correspondence, phone calls, emails etc were noted. Regarding the email query to find out the owner of the land between Folly Bridge and Meadow Lane, Cllr Brennan suggested that the Clerk should send the details of the enquiry to the landowner rather than giving out details. Cllr Brennan agreed to forward these contact details to the Clerk.</p>	<p align="right"><b>Clerk</b></p> <p align="right"><b>Clerk</b></p> <p align="right"><b>Clerk/MB</b></p>
<p><b>2020/049</b></p>	<p><b>Inventory</b></p>	
	<p>The updated Inventory for Bathampton Parish Council was discussed (previously circulated to all Cllr's by the Clerk on the 10<sup>th</sup> April). Cllr Mayo noted that the Parish Council Scythes were stored at the Dry Arch Growers Site and the quantity should be increased from 2 to 4.</p>	

	The adjusted quantity was AGREED and the Clerk AGREED to update the Inventory for completeness. There was nothing further to add.	<b>Clerk</b>
<b>2020/050</b>	<b>Covid-19</b>	
	<p>Covid-19 was discussed previously within the meeting, Minute 2020/047. It was also noted by Cllr Brennan that Jenny Lambert is currently able to provide support for Bathampton but not further afield. Cllr Mayo highlighted some activities that local people are undertaking to donate items i.e. scrubs to the NHS.</p> <p>There was nothing further to report.</p>	
<b>2020/051</b>	<b>Review the BANES Local Plan</b>	
	<p>Cllr Warren reported that the consultation for a new local Plan is continuing to take place and will be held online with the opportunity to contribute ideas and comment on the content of the Local plan, partial update from the 6<sup>th</sup> April to the 1<sup>st</sup> June. It was noted that this stage is a consultation on the scope of the update with a consultation on options planned for Autumn 2020.</p> <p>Cllr Warren highlighted that the plan would Incorporate more about the Climate emergency and resolves issues around student accommodation and houses of multiple occupancy in the city causing problems, being their main priorities but suggested that contributions can be made throughout the process.</p> <p>Cllr Brennan suggested that someone should look at the plan to make sure there are no concerns. Cllr Ardrey reported that he had reviewed the document ahead of the meeting and couldn't see anything that was against our interests.</p> <p>Cllr Brennan highlighted that the communication on this was received from someone within the village rather than direct Communication to the Parish Council. Cllr Sarah Warren AGREED to look into this and forward details.</p> <p>It was AGREED that Cllr Brennan and Cllr King would also review the document following the meeting.</p>	<p><b>SW</b></p> <p><b>MB/LK</b></p>
<b>2020/052</b>	<b>Annual Parish Assembly</b>	
	Cllr Brennan noted that the Annual Parish Assembly would not take place in May and this had now been cancelled in view of Covid-19 restrictions. The Clerk agreed to confirm when the meeting needs to take place, to help assist preparations.	

2020/053	<b>Ongoing Items</b>	
	<p><b>a) <u>Avon Wildlife, the Meadows and Cycle Track &amp; Weir</u></b></p> <p>Cllr King reported that all was on track and moving slowly, regarding the Community asset transfer process for the transfer of ownership of Bathampton Meadows to the National Trust.</p> <p>It was also noted that Terry from Bathampton Meadows Alliance was also in touch with Peter Fear about getting volunteer groups together.</p>	
	<p><b>b) <u>Clean Air Zone.</u></b></p> <p>The Cleveland bridge closure was discussed previously within the meeting, minute 2020/047. There was nothing further to report.</p>	
	<p><b>c) <u>BPC's Digital presence.</u></b></p> <p>Cllr Purpuri reported that Facebook had been active, primarily due to sharing useful links and posts on Covid-19, and the linking up with the Bathampton Community Group Facebook page. Twitter however had been relatively quiet. It was further noted that Cllr Purpuri and the admin for The Community Group had looked at linking the two pages but hadn't managed to get this to work. Cllr Purpuri AGREED to email Facebook and see if they could action this.</p> <p>The Review of the Bathampton Website for compatibility with 'Web Content Accessibility Guidelines' was discussed previously within the meeting, Minute 2020/046, Item p.</p>	<b>AP</b>
	<p><b>d) <u>Drainage on the High Street and A36</u></b></p> <p>Cllr Beard reported that on the 23<sup>rd</sup> March, Wessex water conducted a Survey of their system on the High Street and there is concern that the points of interconnect between the two systems are not known. Cllr Beard further noted that BANES would follow up with Wessex Water on their survey findings.</p> <p>Cllr Beard referred to a conversation with Simon Morrisey, Chief drainage engineer for BANES and expressed concern that the schedule of works to rebuild the system and work to resurface the High Street would be delayed in view of Covid-19 or may not go ahead once the crisis has passed due to the budget no longer being available.</p> <p>Cllr Brennan suggested that Cllr Beard should involve Ward Cllrs Sarah Warren and Kevin Guy due to the system being in a state of</p>	<b>DB</b>

	collapse and regarding the budget and Cllr Beard AGREED to arrange this discussion.	
<b>2020/054</b>	<b>Group Reports</b>	
	<p><u>a) Planning &amp; Conservation</u></p> <p>Cllr King reported on the outcome of recent applications, recent applications received and planning applications awaiting a decision.</p> <p>Cllr King expressed no concern for recent planning applications with the planning group having no objections. The planning for the change of use for Tasburgh House from a Hotel to Residential was highlighted and Cllr’s were reminded that planning applications could be viewed online, should they wish to look at them in more detail.</p> <p><u>b) Highways</u></p> <p>Cllr Andrews reported that all had been relatively quiet over the last month. The quality of work to resurface Holcombe Lane was noted as being extremely poor and that road works on the Warminster road looked to have been suspended or completed with the Toll Bridge now being free to cross.</p> <p>The increased volume of Canal boats moored along the Bathampton towpath was reported, highlighting that many had now created vegetable gardens. Cllr Andrews had contacted the Canal &amp; River Trust about the increased volume of boats and these newly cultivated areas, but no one is being moved on in view of the Covid-19 Lockdown.</p> <p>The Severance Study was previously discussed within the meeting, minute 2020/046 item j.</p> <p><u>c) Footpaths</u></p> <p>Cllr Mayo reported that due to the Covid-19 lockdown, he hadn’t proceeded in arranging working parties to carry out the first cuts of the footpaths, agreed at last month’s meeting. It was further noted that the paths were presently looking ok, but this would be expected to change during May. Following a brief discussion, Cllr Mayo agreed to speak with the volunteers to get their thoughts on carrying out the cuts in a socially acceptable way and that adheres to Government Legislation. This was promoted by a discussion that people in the community may be using the paths more and relying on them for their daily exercise.</p>	<b>DM</b>

	<p>d) <u>Leisure &amp; Amenities</u></p> <p>Allotments were discussed within the Clerk’s report. Cllr Helps noted that there wasn’t much to report on, this last month. Cllr Helps noted that allotment holders had been sent advice from the allotment society and appropriate notices had been put up in view of Covid-19. It was further noted that a few plots hadn’t been worked on this year but due to the lockdown and with many people self-isolating, no further action could be taken.</p> <p>e) <u>Policy &amp; Finance</u></p> <p>There was nothing additional to report.</p>	
<b>2020/055</b>	<b>Open Forum</b>	
	<p>The Clerk raised an email received from Ward Cllr Kevin Guy, regarding someone trespassing on New Leaf Farm who had claimed to be a parish councillor. None of the Cllr’s were aware of this occurrence and the Clerk would report this back to Cllr Kevin Guy.</p> <p>Cllr Andrews referenced light illuminations from two houses near to the bypass bridge that can be seen from his house. He questioned whether they are allowed to illuminate their houses in this way. Cllr King said that she would query lighting within their planning training being held the next day.</p>	<b>Clerk</b>
<b>2020/056</b>	<p><b>Date of Next Meeting. Thursday 21<sup>st</sup> May 2020, 7:30pm.</b></p> <p><b>Due to Covid-19 and for the safety of everyone concerned, this meeting is expected to be held virtually unless Government advice suggests otherwise.</b></p>	
	There being no further business the meeting closed at 9:10pm	

**Signed:** .....

**Chair**

**Date: 21<sup>st</sup> May 2020**