

Minutes of the Meeting held on 18th June 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) and Clerk L. Daly.

One member of the public in attendance – Katherine Lutteroth who expressed an interest in joining the Parish Council.

		Actions
		Actions struck through are complete
2020/070	Apologies: No apologies received	
2020/071	Declarations of interest	
	There were none.	
2020/072	Minutes of the previous meeting	
	The minutes of the meeting held on 21 st May 2020 had been circulated. They were AGREED and APPROVED. Due to the meeting being conducted virtually, the Chair of the Parish Council was unable to sign the minutes and would do so as soon as feasibly possible.	
2020/073	Review of actions carried forward from previous meetings	
	The actions carried forward from previous meetings were discussed.	
	a) Clerk to review financial standing orders. To be carried forward.	Clerk
	b) To research into Bridging Software with HMRC. Having submitted the VAT return for 2019/20 it was agreed to remove this action with the view it would be revisited if the current approach no longer works or if legal requirements change. To be removed.	Clerk
	c) Clerk to list leases & legal documents, identify suitable fireproof box or safe and see what can be deposited with B&NES. To be carried forward.	Clerk
	d) Highway review – to be carried forward.	SA
	e) To compare higher interest savings accounts. Due to the recent cuts in Interest rates, resulting from Covid-19, it was agreed that this would be revisited. To be carried forward.	Clerk
	f) 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.	JH
	g) To create an allotment site plan. To be carried forward.	Clerk / JH
	h) To look at the grants being offered by Enover Community Trust in view of updating the playground. To be added to the July Agenda. To be removed.	Clerk

	<p>i) 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. Included as an on-going item on the Agenda. To be removed.</p> <p>j) To discuss and report back on the ability to acquire a Secure Sockets Layer (SSL) Certificate for the Bathampton Parish Council website. To be carried forward.</p> <p>k) To sign the March minutes and April Financial Report. To be carried forward.</p> <p>l) To sign the April minutes and April Financial Report. To be carried forward.</p> <p>m) To add a notice to the website to welcome David Beard to the council and add copy to the 'Contact Us' page. To be removed.</p> <p>n) To prepare the end of year accounts. Completed, reviewed and AGREED, minute number 2020/074c. To be removed.</p> <p>o) To send the revised Lighting inventory to Western power. Actioned. To be removed.</p> <p>p) Send Zoom session links to Jenny Lambert to promote to her WhatsApp group. Actioned. To be removed.</p> <p>q) To follow up on the Toll bridge repairs with General Estates Co. Actioned. To be removed.</p> <p>r) To follow up with Terry Wagstaff from Bathampton Meadows Alliance (BMA) regarding the query on whether the meadows should be a designated green space. Actioned. To be removed.</p> <p>s) To follow up with William Osbourne regarding the 5G mast on Bathampton Down. Discussed under minute number 2020/074e. To be removed.</p> <p>t) To discuss the BA1/32 Level crossing with Bathford. Actioned. To be removed.</p> <p>u) To speak with licensing for guidance on what would be a reasonable representation and submit a representation for the Spar at 21-23 Holcombe Lane. Actioned. To be removed.</p> <p>v) To include the newsletter as an item on June's agenda. Actioned. To be removed.</p> <p>w) To get an update from Sarah Warren on the West of England Combined Authority (WECA) Local Cycling, walking Infrastructure Plan (LCWIP). Update circulated. To be removed.</p>	<p>JH/DM/DB</p> <p>DM/AP</p> <p>MB</p> <p>MB</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>JK</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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	<p>x) To find out how far back we need to keep minutes on the Bathampton PC website. The Clerk confirmed in the meeting that they need to date back to January 2014. To be removed.</p> <p>y) To find out more information on moving the website to a different hosting provider and the associated costs. To be carried forward.</p> <p>z) To give formal endorsement that Bathampton PC are supportive of the High Street road closure to enable vital maintenance works to be completed. Actioned. To be removed.</p> <p>aa) To find out if works on the High Street will take place constantly over the two-week period and considering risks that works may take longer than expected. To be removed.</p> <p>bb) To find out which speed hump on the High Street causes the vibration issues to local residents. To be removed.</p> <p>cc) To follow up on the A36 flooding issues with Simon Morrissey and to report back. To be carried forward</p> <p>dd) To submit a further response to the planning officer at BANES, regarding New Leaf farm and to update the owner accordingly. Actioned. To be removed.</p> <p>ee) To provide an update from Sarah Warren, regarding the Severance Survey. Actioned. To be removed.</p> <p>ff) To remeasure the allotment plots and look at allotment plot pricing. To be carried forward.</p>	<p>Clerk</p> <p>DM</p> <p>Clerk / DB</p> <p>DM</p> <p>SA</p> <p>DM</p> <p>LK</p> <p>SA</p> <p>Clerk / JH</p>
2020/074	Finance	
	a) <u>Annual Internal Audit Report</u>	
	The Clerk referred to the Annual Internal Audit report that had been previously circulated. It was noted that the Internal Auditor had concluded that Bathampton PC were meeting their Internal control objectives.	
	b) <u>Annual Governance Statement</u>	
	The Clerk referred to the Annual Governance Statement 2019/20 – section 1, which had been previously circulated. The Cllrs confirmed yes to Statements 1-8 with statement 9 being marked as n/a. The Statement was unanimously AGREED and signed by the Clerk. Due to the meeting being conducted virtually, the document would be passed to the Chair for signing, following the meeting.	Clerk

	<p>c) <u>Annual Accounts</u></p>	
	<p>The Clerk referred to the end of year accounts (including annual reconciliations, explanation of any variances and high reserves) and Accounting Statements 2019/20 – Section 2, which had been previously circulated.</p> <p>After consideration of the documents and following a discussion it was AGREED that the comment against the ‘General Reserves’ being ‘money in case of legal fees in relation to a park & ride’ should be removed. It was AGREED that funds should be designated towards a particular purpose rather than having additional funds under ‘General Reserve’. It was therefore AGREED that £10,000 should be allocated towards Climate Emergency and £10,000 should be allocated against Contingency activity, resulting from Covid-19 issues within Bathampton, reducing the ‘General Reserve’ amount by £20,000.</p> <p>Subject to this change, the Annual Accounts and Accounting Statements for 2019/20 were AGREED and APPROVED. The Clerk AGREED to forward the required documents to the Chair for signing and then submit the necessary documents to the external auditor.</p> <p>It was further noted that a discussion should take place over the next few months to determine what the surplus funds, held within the accounts should be allocated towards. Suggestions included using this money towards Climate Emergency initiatives or towards improving the playground.</p>	<p>Clerk / MB Clerk</p>
	<p>d) <u>Financial report for May 2020</u></p>	
	<p>This had been circulated previously.</p>	
	<p><u>Table 1</u></p>	
	<p>The clerk referred to her report. It was noted that the current account had been kept higher than the £5k agreed in view that the invoice for the street light works (converting the lights to LED and the removal of two lights) was due at the end of the month, totalling approximately £6,200. This was unanimously AGREED. The Clerk AGREED to chase the invoice up with SSE Lighting.</p> <p>It was further noted that due to pin entry issues and the Clerk being unable to resolve issues quickly with the bank, the handyman had received two salary payments in May, in error. The Clerk noted that she had spoken to the handyman and he was happy to keep the additional salary payment, in view that no salary would be paid into his account in June.</p>	<p>Clerk</p>
	<p><u>Table 2</u></p>	
	<p>Transactions from the 1st May up to the 31st May 2020 were noted. The Clerk noted an error in the report, in that the Zurich Insurance</p>	

	<p>The Clerk referenced an email received from BANES which was circulated prior to the meeting asking for the Parish Council to confirm in writing by the 23rd June on whether they wish to remove the speed cushions on the High Street or reinstate on a like for like basis following the resurfacing work.</p> <p>Cllr Beard reported that numbers 24 and 25 of the Harbutts had raised complaints about the High street speed humps and had been campaigning for the last 6 years to get them removed due to structural damage obtained from the vibrations being transmitted by the speed bumps to their home foundations.</p> <p>Following a discussion and agreement that the speed bumps were not effective in slowing down cars on that stretch of road, the Council AGREED that they would advise BANES of their wishes not to reinstate the speed bumps adjacent to number 25 of the Harbutts following the resurfacing works. The remaining speed bumps across the High Street would be reinstated which Cllr Beard AGREED to check on before the clerk provided written confirmation back to BANES.</p> <p>Cllr Beard reported that he had met with Simon Morrisey for a site walk but he was currently waiting on a confirmed date for the road closure.</p> <p>A brief discussion was had on the closure of the BA1/32 level crossing. The Clerk AGREED to speak with Bathford to liaise with Network Rail, regarding the putting up of signage on either side of the crossing, advising people of the alternative crossing route under the underpass. It was also AGREED to put information about this on social media and the Clerk AGREED to provide wording to Cllr Purpuri.</p> <p>Finally, the Clerk noted correspondence received. The Clerk AGREED to forward an email regarding speeding on the A36 onto Cllr Andrews to respond.</p> <p>The Clerk referred to an email received on the 9th June from Hamish at the Dry Arch Growers regarding Climate Emergency and advising of a micro market running at the Dry Arch site every Wednesday. It was AGREED that the Clerk would provide copy to promote the micro market on social media and would update him on the Climate Emergency discussions following the meeting.</p> <p>Concerns regarding a leaning wall near to the allotments was briefly discussed. Cllr Helps advised that it did not appear to be leaning and there did not appear to be any issues with it. It was AGREED that no further action was required.</p>	<p>DB / Clerk</p> <p>Clerk</p> <p>Clerk / TP</p> <p>Clerk / SA</p> <p>Clerk</p>
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	<p>Cllr Purpuri referred to a Comment on Facebook noting that people had been seen on the swings in the playground. The Clerk noted that all efforts had been made to inform people that the playground was closed (signage and the gates padlocked) and there wasn't anything that could be done to prevent people jumping over the lower level fencing to gain access.</p> <p>The Clerk referred to an email received from the Avon Local Councils Association (ALCA), asking Parish Councils to review their Equalities and Diversity Policies. After a brief discussion it was AGREED that the Parish Council should have one in place. The Clerk AGREED to circulate the NALC model for review.</p> <p>The Chair suggested that with the help of the Clerk they would review the Parish Council's Standing Orders outside of the Parish Council meeting, using the NALC Standard model to help highlight areas that the council may not be covering. It was further noted that this review would also help to highlight policies that are meant to be in place which could be captured within the Standing Orders. Everyone AGREED for the Chair and Clerk to review and then feedback to the Council to review and approve any changes.</p> <p>Cllr Brennan referred to the Parish Liaison meeting being held on the 16th July at 5.30 via Zoom. Cllr Ardrey noted that they were useful in helping to keep up to date with what is going on. Cllr Ardrey AGREED to attend. The Clerk noted that agenda and zoom link would be forwarded to everyone nearer to the date.</p> <p>The Chair reminded everyone about the Codes of Conduct consultation 2020, taking place between (8th June – 17th August) which was noted on the Clerk's report. The Chair AGREED to review the draft model and would circulate any suggested responses.</p>	<p>Clerk</p> <p>Clerk / MB</p> <p>GA</p> <p>MB</p>
<p>2020/075</p>	<p>Standing Orders</p>	
	<p>The Chair asked if everyone was happy with the approach suggested previously, minute 2020/074. Everyone AGREED to this approach and there was nothing further to report.</p>	
<p>2020/076</p>	<p>Covid-19</p>	
	<p>The Chair asked if everyone was happy to continue with virtual meetings or resume to a face to face meeting in July, if permitted to do so. It was AGREED that the July meeting would take place virtually with the view of returning back to a village hall meeting in September if conditions at that time allowed it.</p> <p>Cllr King gave everyone a brief update, regarding the Reception, Year 1 and Year 6's return back to school. It was noted that it had been well organised and going well but there were concerns on the</p>	

	pressures to get other year groups back, but nothing was expected to happen until September.	
2020/077	Bathampton Toll Bridge Weir Signage	
	<p>In response to the tragedy at the Bathampton Weir where two young men lost their lives, Cllr King reported that she had met with the manager of General Estate Co, who own the Toll bridge and Ward Cllr Kevin Guy. Cllr King reported that General Estate Co were happy to put up better and clearer signage on the bridge to help deter people jumping off in the future, but this would take time to action due to the Toll Bridge being listed.</p> <p>It was noted that Ward Cllr Kevin Guy had emailed Cllr Neil Butters from BANES to find out what could be done in the interim and they were awaiting a response. Cllr King further noted that communication had also been made with the BANES officer, responsible for water safety and Batheaston Parish Council, due to the mutual interest in this initiative.</p>	
2020/078	Bathampton Parish Council Newsletter	
	<p>The Chair asked Cllr Mayo how the distribution of the Village Show newsletter had gone. Cllr Mayo reported that this had gone well, and volunteers had been happy to cover additional distribution areas in view that some volunteers were still self-isolating.</p> <p>Following a brief discussion on timings for the Parish Council newsletter it was AGREED that it would be sent out towards the end of July / early August, to tie in with the next Village Show newsletter.</p> <p>The Chair asked if there would be a definite date for the High Street road closure to report within the newsletter and Cllr Beard noted that it was likely to be confirmed w/c 22nd June with letters being sent out to residents around this time. Cllr Beard AGREED to follow this up.</p> <p>To conclude, the Chair asked everyone to prepare a list of items within their area that they would like to communicate within the newsletter and bring them along to the July meeting.</p>	<p>MB / JH / Clerk</p> <p>DB</p> <p>ALL</p>
2020/079	Planning decision making process	
	<p>Cllr King referred to an email received from the Clerk which detailed how planning application decision's need to be carried out to ensure the Parish Council is adhering to current regulation. Cllr King discussed the two options available and it was AGREED that they would continue with a working group.</p> <p>It was noted by the Chair that all new applications are captured at each meeting but the planning report would bring proposals of response for each planning application to the following Parish Council meeting which would then be discussed and agreed before</p>	

	<p>submitting the feedback to BANES. It was noted that some extensions may need to be requested as some deadlines to submit feedback on new applications, fall before the next meeting takes place. The Clerk AGREED to find out if a zoom meeting of three Cllrs meeting as a 'working group' to make decisions on planning application is legally acceptable for August due to no Parish Council meeting taking place.</p> <p>Cllr King AGREED to look at her planning report to make revisions for the July meeting.</p>	<p>Clerk</p> <p>LK</p>
2020/080	Miller Walk to Bathampton lane footpath and steps	
	<p>Cllr Beard had visited the site in question and circulated images prior to the meeting. A discussion was had, and it was concluded that it is not an issue with the vegetation but the bend in the road which makes the crossing dangerous.</p> <p>Options such as warning signs for people walking down the steps and for approaching motorists were discussed as well as white painting on the road to push cars away from the bottom step. Cllr Brennan suggested that Cllr Andrews could capture this within the Highways Review and Cllr Beard AGREED to query this with BANES and find out if they had any suggestions on what could be done.</p>	<p>SA / DB</p>
2020/081	Ongoing Items	
	<p>a) <u>Avon Wildlife, the Meadows and Cycle Track & Weir</u></p> <p>Cllr King reported that everything was still progressing, regarding the community asset transfer process for the transfer of ownership of Bathampton Meadows to the National Trust. It was noted that Cllr Guy had attended a meeting and there was now a working paper that had been presented to the committee.</p> <p>It was further reported that assurances had been received from all sides that the Local Cycling Walking Infrastructure Plan (LCWIP) would look at the Pathways and Cycle Tracks to the East of Bath.</p>	
	<p>b) <u>Clean Air Zone.</u></p> <p>There was nothing to report.</p>	
	<p>c) <u>BPC's Digital presence.</u></p> <p>Cllr Purpuri reported that recent Facebook posts regarding local burglaries and scams had generated good engagement.</p> <p>It was further reported that he had updated the website compliance report with an action plan to list what changes need to be made. Cllr Mayo AGREED to assist Cllr Purpuri with the more technical actions, i.e. the contact form not being accessible in reader mode, styling issues.</p>	<p>AP / DM</p>

	<p>discuss the subject in more detail and in view of the research that Cllr Helps had undertaken.</p> <p>It was also AGREED that everyone would review the document that Cllr Helps had created, following the meeting and to consider what actions within the means of the Parish Council could be taken and to consider whether Bathampton Parish Council should declare a Climate Emergency and in what format. It was further noted that suggestions should also be obtained from those that live within the parish.</p> <p>Cllr Helps suggested that everyone also has a think about what actions could be taken within the Cllrs area of responsibility and that she would be reviewing possible actions for the allotments.</p>	<p>ALL</p>
<p>2020/082</p>	<p>Group Reports</p>	
	<p><u>a) Planning & Conservation</u></p> <p>Cllr King referred to her report and noted that no new applications had been received following the last meeting. It was further noted that a few decisions had been made by BANES and the only item that had been responded to was regarding the revised comments submitted for the New Leaf Farm application, as discussed during May’s meeting.</p> <p><u>b) Highways</u></p> <p>Cllr Andrews reported that a Zoom meeting regarding the Severance Study had taken place with Valley Parishes Alliance (VPA), which Ward Cllr Sarah Warren had chaired. The outcome was that they had unanimously voted for one of the two proposed crossings to be within Bathampton.</p> <p>After a discussion it was AGREED that the preference of the Council would be to have a crossing at the top of Bathampton Lane, due to the crossing point being extremely dangerous. If feedback deemed this too expensive, the Council wished to express their wish to improve the current crossing at the top of Down Lane with the crossing at Bathampton lane to be considered as part of a longer term plan.</p> <p>Cllr Andrews AGREED to feed this information back to Ward Cllr Sarah Warren to pass onto Neil Butters and Highways England.</p> <p>The Chair referred to the Liveable Neighbourhoods Project and several Cllrs noted that they had submitted suggestions on this.</p>	<p>SA</p>

	<p>c) <u>Footpaths</u></p> <p>Cllr Mayo reported that there was nothing to discuss but noted that they had cleared the footpath on the triangular field and everyone involved was happy with how this had been carried out, in view of Covid-19.</p> <p>d) <u>Leisure & Amenities</u></p> <p>There was nothing additional to report.</p> <p>e) <u>Policy & Finance</u></p> <p>There was nothing additional to report.</p>	
2020/083	Open Forum	
	<p>Cllr Beard raised the issue of speeding and the volume of traffic through the village, particularly on the High Street during the evening. Residents were worried about increased traffic flow in view that many people may have fears about using public transport and therefore people will resort to using private vehicles. The Chair noted this was an on-going issue and suggested that Cllr Beard could put this forward as an item for July’s agenda.</p>	
2020/084	Co-Opt of a new Councillor	
	<p>The Chair spoke to Katherine Lutteroth, who had observed the meeting after expressing an interest in becoming a Cllr. Katherine noted that she was still interested in joining and expressed an interest in being actively involved in the Climate Emergency and Playground projects.</p> <p>Following Katherine’s departure from the meeting, it was AGREED by all Cllrs that they would be happy to Co-opt Katherine as a Cllr and she will be invited to the July Parish Council meeting.</p> <p>Due to the time, everyone AGREED that the Chair would go through the Actions carried forward and suggest ones to be removed.</p>	MB
2020/085	<p>Date of Next Meeting. Thursday 18th July 2020, 7:30pm.</p> <p>Due to Covid-19 and for the safety of everyone concerned, this meeting will be held virtually.</p>	
	There being no further business the meeting closed at 10.00 pm	

Signed:

Chair

Date: 16th July 2020