

**Minutes of the Meeting held on 21<sup>st</sup> March 2019  
in the Village Hall, Bathampton**

**Present:** Cllrs M. Brennan (MB) (Chair), G Ardrey (GA), J. Bird (JB), J. Helps (JH), J. King (JK) and D. Mayo (DM).

**In Attendance:** Ward Cllr G. Ward. Ward Cllr A. Millar. 2 members of the public.

<b>2019/1</b>	<b>Apologies:</b> Received from Cllr S Andrews (SA).
<b>2019/2</b>	<b>Public Participation</b>
	<p>One member of the public attended in connection with the customer car park at the George Inn. He advised of potential changes to the management of the car park which were being considered by the George Inn’s senior management team with the aim of ensuring sufficient parking space for customers. He stressed the current George Inn team were keen to learn from previous experience and to take into account the needs of stakeholders in the local community such as the church and the school.</p> <p>One member of the public attended to support the owners of a plot of land adjacent to the canal which was being used as a small holding. He reported on the apparently increasing amount of litter along stretches of the canal and the poor state of some of the craft on the canal.</p>
<b>2019/3</b>	<b>Ward Councillor Millar’s report</b>
	<p>Cllr Millar reported that B&amp;NES were supportive of the Conker Crossing proposal and had budgeted funds to progress the planning work. The cost of construction would have to be found at a later date but BANES officers were optimistic and will work with the community to identify the funds.</p> <p>B&amp;NES were close to granting a management contract for the land adjacent to the Bathampton cycle path to the Avon Wildlife Trust (AWT). Cllrs Millar and Ward had lobbied for the land to be protected from development as rigorously as possible, stressing the many educational opportunities it presented. The land is currently used for grazing and AWT have put forward a strategy plan to increase public access and enhance biodiversity.</p> <p>This being her last meeting, Cllr Millar thanked Bathampton Parish Council for the positive working relationship they had enjoyed.</p>
<b>2019/4</b>	<b>Declarations of interest</b>
	There were none.
<b>2019/5</b>	<b>Minutes of the last meeting</b>
	The minutes of the meeting held on 21 <sup>st</sup> February 2019 had been circulated. They were ACCEPTED and APPROVED.

2019/6	Review of actions carried forward and not covered elsewhere on the agenda	
	<p>a) <u>Highway review.</u> Dependent on outcomes of CAZ.</p> <p>b) <u>Drop box</u> The Clerk reported that she had made further progress and that the software had changed a lot since she had last used it, so she had deferred inviting councilors to join Dropbox until she was clearer about how it worked.</p> <p>c) <u>E-payments and banking</u> It was confirmed that all three signatories had registered for electronic access. The clerk agreed to check how the process worked and to make some trial payments.</p> <p>d) <u>Allotment leasing guidance notes</u> It was AGREED to work towards October 2019 for completion of this item so the revised guidance notes, once approved, could be sent to allotment holders with the 2020 rent demand.</p> <p>e) <u>Jubilee Gardens Information Board.</u> Cllr Mayo sought clarification of what was required and was advised that the proposed information boards needed to comply with the parameters outlined by the Canal and River Trust.  The Clerk was asked to forward Cllr Andrew's original message to Cllr Mayo.</p> <p>f) <u>Purchase of alternative footpath equipment</u> Cllr Mayo agreed to let the Clerk have the relevant information for ordering the required items.</p> <p>g) <u>Network rail &amp; Tynning Road</u> It was agreed to take this off the list as there appeared to be little if any Network Rail traffic using Tynning Road at the moment.</p> <p>h) <u>Details of incident on Bridge</u> Cllr King had forwarded the information to Cllr Brennan</p> <p>i) <u>Circulate task list of Cotswold Wardens</u> Cllr Mayo to do.</p> <p>j) <u>Internet provision</u> Cllr Brennan had circulated information about this.</p>	<p>SA/LK <b>Action c/f</b></p> <p>Clerk <b>Done</b></p> <p>Clerk <b>Done</b></p> <p>Clerk/JSH <b>Action c/f</b></p> <p>DM <b>Action c/f</b></p> <p>Clerk <b>Done</b></p> <p>DM <b>Done</b></p> <p>DM <b>Done</b></p>

2019/7	Finance																	
	<p>a) <u>Financial report for March 2019</u></p> <p>This had been circulated previously. It was unanimously ACCEPTED and APPROVED and then signed by the Chair.</p> <p>The Clerk was asked to confirm whether the subscription payment noted as being to ALLC was to the Avon Local Councils Association (ALCA) or the Association of Local Council Clerks (ALCC).</p> <p><i>Note: the payment was to the ALCC.</i></p> <p>b) <u>Expenditure report for March 2019</u></p> <p>In addition to the pre-approved expenditure the following payments were APPROVED.</p> <table border="1" data-bbox="341 661 1291 871"> <thead> <tr> <th><u>Supplier</u></th> <th><u>Service/ Goods</u></th> <th><u>Cost (£s)</u></th> <th><u>VAT (£s)</u></th> </tr> </thead> <tbody> <tr> <td>B&amp;NES</td> <td>Play area inspection 2018</td> <td>229.50</td> <td>+ 45.90</td> </tr> <tr> <td>Mr D Mayo</td> <td>Reimbursement of expenditure: Community Empowerment Grant</td> <td>355.50</td> <td>+ 0.0</td> </tr> <tr> <td>Mr A Saunders</td> <td>Handyman's expenses</td> <td>535.04</td> <td>+ 0.0</td> </tr> </tbody> </table> <p>The Clerk was asked to obtain and pay the handyman's expenses claims quarterly.</p> <p>The Clerk had received an estimate for the B&amp;NES play area inspections for 2019 at £238.77 + 47.75 VAT (£286.52). This was APPROVED.</p> <p>c) <u>Clerk's report</u></p> <p>The Clerk's reported as follows.</p> <ul style="list-style-type: none"> <li>- Progress with setting up electronic payment facilities.</li> <li>- Barclays ongoing queries re: authorized signatories.</li> <li>- The issues concerning automating payments to HMRC. It was AGREED to move to quarterly payments to HMRC if possible.</li> <li>- Automating salary payments for the handyman's and clerk's salaries. She was waiting for the first payment in 2019 to ensure the correct amount was paid.</li> <li>- Difficulties in getting a response from SSE Enterprise Lighting.</li> </ul> <p>The Clerk drew the meeting's attention to the clarification to the guidance from NALC about the Clerk being a signatory; and, the <i>Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018</i>, which had come into force. Existing websites will have until the 22nd September 2020 to comply.</p> <p>It was agreed to defer consideration of the inventory to the next meeting.</p>	<u>Supplier</u>	<u>Service/ Goods</u>	<u>Cost (£s)</u>	<u>VAT (£s)</u>	B&NES	Play area inspection 2018	229.50	+ 45.90	Mr D Mayo	Reimbursement of expenditure: Community Empowerment Grant	355.50	+ 0.0	Mr A Saunders	Handyman's expenses	535.04	+ 0.0	<p><b>Clerk Done</b></p> <p><b>Clerk In-hand</b></p> <p><b>Clerk Done</b></p> <p><b>Clerk Action c/f</b></p> <p><b>Clerk Agenda</b></p>
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<b>2019/8 Parish Assembly and Annual Parish Council Meeting</b>	
<p>a) The Clerk clarified that the parish council could hold as many parish meetings or assemblies as it wished, but it was required to hold at least one between 1<sup>st</sup> March and 1<sup>st</sup> June each year. This meeting was commonly referred to as the Annual Parish Meeting and there was no prohibition against holding this meeting during the election period.</p> <p>The Annual Parish Council meeting, during which the chair and officers were elected was held in May and could not be held during the run-up to an election.</p> <p>b) It was agreed to hold the Parish Meeting on Wednesday 29<sup>th</sup> May. The agenda would be similar to that for 2018, with possible speakers / topics including a representative from Truespeed Broadband and an update on the Conker Crossing.</p>	<b>Clerk Agenda</b>
<b>2019/9 Clean Air Zone (CAZ)</b>	
<p>The discussion covered the following points.</p> <ul style="list-style-type: none"> <li>- The introduction of a CAZ was necessary to improve air quality.</li> <li>- Bathampton residents were concerned about the possibility of increasing volumes of traffic through the village and over the bridge with the all that implied in terms of congestion etc.</li> <li>- The impact on the village would depend in part on the final area covered by the CAZ.</li> <li>- Would B&amp;NES monitor the impact on Bathampton and respond if and as needed?</li> <li>- B&amp;NES had been asked to explain the estimated increase in the volume of traffic (6,500 average daily count) when the volume of traffic appeared to have been relatively stable at 4,500 for some years. The council was wary that B&amp;NES might use the higher figure as the base line for monitoring. B&amp;NES had also been asked to explain why the development of the Enterprise Zone would have the impact it predicted.</li> <li>- It was agreed that B&amp;NES should also look at other remedial measures, e.g., initiatives to reduce individual school runs, encourage use of public transport, etc.</li> </ul> <p>The Clerk was asked to forward the email correspondence with the environmental monitoring team to Ward Cllr Ward.</p>	<b>Clerk Done</b>
<b>2019/10 Valley Parishes Alliance</b>	
<p>The meeting noted the plans for the Avoncliff Woods and the wider network of woodlands.</p> <p>Cllr Brennan advised that there was no Bathampton representative at the last meeting of the VPA Highways Group and consequently the needs of Bathampton residents were not reflected in the outcomes of the severance study. It was AGREED that representation at meetings like the Highways Group was important and someone should stand in for Cllr Andrews if required.</p>	

2019/11 Ongoing Items	
<p>a) <u>19 Down Lane.</u></p> <p>Noting there was no sign of the requested work being undertaken the Clerk was asked to write reminding the resident of the Parish Council's requests and asking for an update on progress.</p>	Clerk Done
<p>b) <u>Avon Wildlife, the Meadows and Cycle Track</u></p> <p>It was AGREED to suspend the grant to the Friends of Bathampton Meadows Reserve until the contributions from other parish councils were confirmed. The Clerk would ask the Clerk to Batheaston Parish Council for an update.</p> <p>Ensuring safe non-vehicular access remained unresolved but work to find a way forward continued. Cllr King also reported on initiatives to upgrade the bins along the path, and work done by volunteers to maintain the cycle track and its immediate environment.</p>	Clerk Done Clerk Done
<p>c) <u>Network Rail</u></p> <p>There were no issues and it was agreed to take this off the agenda.</p>	Clerk Done
<p>d) <u>Street lights</u></p> <p>The tree around the light on the footpath off Devonshire Rd had been cut back. The Clerk was asked to contact SSE and initiate the works to the street lights.</p>	Clerk Done
2019/12 Group reports	
<p>a) <u>Planning &amp; Conservation</u></p> <p>Cllr King reported that the decision by B&amp;NES to permit the planning application to extend and convert the shop into flats was unexpected. B&amp;NES were satisfied there was adequate parking and the only condition was to include cycle storage.</p> <p>The meeting was pleased to hear there were plans to tidy the shop building up whilst it remained for sale.</p> <p>There was a discussion about the Dry Arch enforcement case. Potential welfare concerns for the residents and public health issues were noted. Ward Cllr Ward agreed to visit the site.</p>	
<p>b) <u>Highways</u></p> <p>It was agreed that it was important for B&amp;NES to undertake meaningful consultation with residents before deciding to make any alterations to the double yellow lines on Down Lane. The Clerk was asked to contact B&amp;NES to see what form the consultation would take, and when. It might be possible to draw attention to the proposals and consultation through an entry in the newsletter.</p>	Clerk Done
<p>c) <u>Footpaths</u></p> <p>Cllr Mayo reported that volunteers would work on the paths during May. He agreed to draft something for the newsletter.</p>	DM

	<p>d) <u>Leisure &amp; Amenities</u> The Clerk was asked to check that the work to the play area had been completed. She was also asked to contact the contractors to find out when the first grass cut would take place.</p> <p>e) <u>Communications, Social Media &amp; the Website.</u> Nothing additional to report</p> <p>f) <u>Policy &amp; Finance.</u> Nothing additional to report</p>	<p>Clerk <b>Done</b></p> <p>Clerk <b>Done</b></p>
<b>2019/13 Open Forum</b>		
	<p>a) Bath Preservation Trust (BPT) Environs meeting. Cllr Ardrey advised that nothing directly affecting Bathampton had been considered.</p> <p>b) Canal Noting the apparent increase in rubbish and seemingly abandoned objects along the canal side, Cllr Ardrey reminded the meeting that he had raised concerns about the state of the canal sides at previous meetings of the BPT but the Trust had not taken the issue forward. It was AGREED he should try again. Ward Cllr Ward advised he would inspect the area and try to get a meeting of interested parties.</p> <p>c) Cllr King reported a cement spill going into the canal near the new development on the bath side of the parish.</p> <p>d) The re-introduction of Post Office facilities in the shop was noted.</p>	<p align="center"><b>GA</b></p>
<b>2019/14</b> Ward Councillor Ward's report		
	<p>Cllr Ward advised he had reported the poor condition of the pavement outside the village shop. He also updated the meeting on the death of a contractor whist working at Swainswick School.</p>	
<b>2019/15</b> Date of Next Meeting. Thursday 18 <sup>th</sup> April 2019, 7:30pm in the Village Hall.		

There being no further business the meeting closed at 9: 25

Signed: .....  
Chair

Date: 18<sup>th</sup> April 2019