

**Minutes of the Meeting held on 18th April 2019
in the Village Hall, Bathampton**

Present: Cllrs M. Brennan (MB) (Chair), J. Helps (JH), J. King (LK) and D. Mayo (DM).

In Attendance: 3 members of the public.

2019/16	Apologies: Received from Cllrs S Andrews (SA), G Ardrey (GA). Ward Cllr G. Ward.	
2019/17 Public Participation		
	Two members of the public attended in connection with their small holding adjacent to the canal. They wished to introduce themselves in the context of the reports they had heard about their use of the land and the generally poor condition of the canal side. Another member of the public attended in connection with the Bathampton Meadows Riverside cycle track and river side path.	
2019/18 Declarations of interest		
	There were none.	
2019/19 Minutes of the last meeting		
	The minutes of the meeting held on 18 th April 2019 had been circulated. With the correction to Minute 2019/3 to the name of Ward Cllr Millar, not Ward Cllr Ward, were ACCEPTED and APPROVED.	
2019/20 Review of actions carried forward and not covered elsewhere on the agenda		
	a) <u>Highway review.</u> Dependent on outcomes of CAZ. b) <u>Drop box</u> This was up and running and all parish councilors had access. It was agreed to monitor how it worked for a while and in the interim the Clerk would continue to mail out papers as well as uploading them to Dropbox. c) <u>E-payments and banking</u> One payment had been made successfully. It was agreed that each signatory should authorize payments in turn to ensure they know how it worked. Cllr King agreed to authorize the next set of payments initiated by the Clerk. 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.	SA/LK Action c/f Done Done Clerk/JSH Action c/f

	<p>e) <u>Jubilee Gardens Information Board</u></p> <p>Cllr Mayo reported that a new and unanticipated information board had been erected between the swing bridge and the Jubilee Gardens. He was reviewing what sort of information board was needed and where it would be best placed before taking this forward.</p> <p>f) <u>BPT and the canal side</u></p> <p>Cllr Ardrey had been in touch with the BPT.</p>	<p>Done</p> <p>Done</p>
<p>2019/21 Finance</p>		
	<p>a) <u>Financial report for April 2019</u></p> <p>This had been circulated previously.</p> <p>The Chair closed the meeting to allow Mr Fear of the Friends of Bathampton Meadows Riverside (FoBMR) to speak.</p> <p>Mr Fear outlined the background to the revised application for a grant to help with the cost of grass cutting. Bathampton and Batheaston both benefited from the amenity and he considered that the new proposal, reflecting the differences in population, was fair to both parishes.</p> <p>Mr Fear also asked if Bathampton and Batheaston might agree to take on the cost of grass cutting along the cycle track and riverside.</p> <p>The Chair thanked Mr Fear for his contribution and re-opened the meeting.</p> <p>The Clerk was asked to explore the possibility of the two parishes paying for the cost of grass cutting in time for setting the 2020/21 budget.</p> <p><u>Table 1.</u></p> <p>The Clerk was asked to break down the payment to idverde for the 2018 grass cutting to more accurately reflect the cost of the allotments and the playing fields.</p> <p>Cllr Helps agreed to forward the original estimate for grass cutting to the Clerk.</p> <p>The Clerk was asked to confirm that the difference between the 2018/19 budget for grants to village organisations and the actual expenditure was correct.</p> <p><u>Table 3.</u></p> <p>The revised grant to the FoBMR was approved.</p> <p>Subject to the above, the financial report was unanimously ACCEPTED and APPROVED and then signed by the Chair.</p> <p>The Clerk confirmed that the parish would receive the Public Rights of Way – Vegetation Clearance grant in 2019/20. It would be £658.57.</p> <p>b) <u>Clerk’s report</u></p> <p>The Clerk reported on streamlining payments, including setting up standing orders for salaries and street light maintenance, and delays in being able to contact HMRC because of the volume of traffic.</p> <p>The Council AGREED that it was sensible for the Clerk to initiate payment of her expenses which would be counter authorized by a member of the council. It was</p>	<p>Clerk Action c/f</p> <p>Clerk Done</p> <p>JH</p> <p>Clerk Done</p>

	<p>also AGREED that the expenses claim form should be countersigned by two councilors and the change in practice should be recorded in the financial standing orders when they were next revised.</p> <p>Tree work on the allotments. After due consideration of the three estimates obtained it was agreed to ask William Wolf to undertake the work.</p> <p>The Clerk was also asked to liaise with the handyman about maintaining the boundary hedgerow once the work was completed. The maintenance would include disposing of any waste.</p> <p>Collapsed allotment boundary wall. The Clerk reported she was still obtaining estimates for this repair. Cllr Helps suggested funding the repair would be an appropriate use of the council's reserve funds.</p> <p>c) <u>New Audit Code of Practice</u></p> <p>The Clerk reported on the consultation on the New Code of Audit Practice. It was agreed the Clerk would respond on behalf of the Council.</p>	<p>Clerk Done</p> <p>Clerk Action c/f</p> <p>Clerk Done</p>
<p>2019/22 Bathampton Parish Council elections 2019</p>		
	<p>a) The Clerk confirmed the arrangements for the new council which would take up office with effect from 7th May 2019, meeting for the first time on 16th May, the Annual General Meeting of the Council. She advised that the Registers of Interests would now be hosted on the parish council website, not B&NES.</p> <p>b) The meeting considered how it might encourage more residents to stand for co-option to the council. It was agreed that councilors would encourage members of the community to put themselves forward.</p>	<p>ALL</p>
<p>2019/23 Annual Parish Assembly</p>		
	<p>Councillors were asked to submit their reports, where required, for the Annual Parish Assembly to the Chair by 19th May.</p>	<p>ALL</p>
<p>2019/24 Inventory</p>		
	<p>The Council reviewed the inventory. It was AGREED to:</p> <ul style="list-style-type: none"> - exclude items with a value of less than £10; - ask the handyman to dispose of the Victa and Flymo mowers; and - ascertain the condition of the wooden picnic bench and if it was sound, get it placed in the play area by the light. 	<p>Clerk Done Clerk Done Clerk</p>
	<p>The Clerk was also asked to verify the location of the traffic radar gun and to get advice on the longer-term viability of the council laptop and its second-hand value.</p> <p><i>[To note: The radar gun was disposed of in July 2018 with the agreement of the council.]</i></p>	<p>Clerk</p>

2019/26	
<p>a) <u>Planning & Conservation</u></p> <p>Cllr King advised that B&NES would not be following up a possible encampment along the Dry Arch track as noted in her report. It was the landowner’s responsibility.</p> <p>b) <u>Highways</u></p> <p>The Clerk had been unable to get further information about the consultation process regarding changes to the double yellow lines on Down Lane. It was agreed to publicise the consultation at the Parish Meeting on 29th May as part of the Highways report.</p> <p>Regarding the AutoSpeedWatch system Cllr Brennan reported that it looked interesting, but she had been unable to get a response from the supplier. It was agreed to monitor take up of the system informally.</p> <p>c) <u>Footpaths</u></p> <p>Cllr Brennan reported she had received a letter from the Bathampton Local History Research Group (BLHRG) about waste comprising sand, vegetation, rubble, etc, being left near the golf course, partly blocking a footpath and possibly damaging the Iron Age Enclosure on Bathampton Down.</p> <p>Whilst noting this was the land owner’s responsibility, the council was concerned about the consequences for users of the footpath and the ancient monument. It was agreed the Cllr Mayo would follow this up with the Footpath Warden.</p> <p>The Clerk was asked to write to the golf course owners course expressing the parish council’s concerns and to acknowledge the letter from the BLHRG, outlining the council’s actions and asking to be kept informed.</p> <p>Cllr May reported on progress with completing the Definitive Map Orders for the parish. He would write a piece for the parish newsletter and put something on the website to bring it to people’s attention.</p> <p>It was agreed that the Clerk would get the paperwork printed.</p> <p>d) <u>Leisure & Amenities</u></p> <p>Cllr Helps reported that she would put a piece in the parish newsletter about the vacant allotments.</p> <p>If they were not taken the Clerk would ask the handyman to clear them and then cover them with weed suppressant fabric.</p> <p>e) <u>Communications, Social Media & the Website.</u></p> <p>The newsletter deadline was agreed as 24th April 2019.</p> <p>f) <u>Policy & Finance.</u></p> <p>Nothing additional to report</p>	<p>SA Action c/f</p> <p>DM Action c/f</p> <p>Clerk Action c/f</p> <p>DM Done</p> <p>Clerk Action c/f</p> <p>JH Done</p> <p>Clerk Action c/f</p>

2019/27 Open Forum		
	a) The anti-social behavior of a few boat holders was noted. The Clerk was asked to ask Ward Cllr Ward to follow this up as a matter of urgency and in the context of the generally poor state of the canal-side.	Clerk Done
	b) One member of the public expressed a possible interest in being co-opted to the parish council and the Clerk was asked to forward more information.	Clerk Done
2019/28 Date of Next Meeting. Thursday 16th May 2019, 7:30pm in the Village Hall.		

There being no further business the meeting closed at 9: 35

Signed:
Chair

Date: 16th May 2019