

**Minutes of the Meeting held on 20th June 2019
in the Village Hall, Bathampton**

Present: Cllrs M. Brennan (MB) (Chair), S. Andrews (SA), G. Ardrey (GA), L. King (LK) D. Mayo (DM) (from item 2019/51), A. Purpuri (AP) (from item 2019/46).

		Actions
		Actions struck through are complete
2019/43	Apologies: Received from Cllr J. Helps (JH).	
2019/44	Declarations of interest.	
	There were none.	
2019/45	Minutes of the previous meeting	
	The minutes of the meeting held on 16 th May 2019 had been circulated. They were AGREED and APPROVED and signed by the Chair.	
2020/46	Review of actions carried forward from previous meetings	
	<p>a) <u>Parking on Trossachs Drive</u></p> <p>Cllr Andrews agreed to write to P Gerrard of B&NES about car parking and related concerns on Trossachs Drive. The Clerk would copy the correspondence to the Ward Councillors.</p> <p>All other actions had been completed or were scheduled for later in the year.</p>	SA Clerk
2019/47	Finance	
	<p>a) <u>Financial report for June 2019</u></p> <p>This had been circulated previously.</p> <p><u>Table 1</u></p> <p>Regarding the erroneous inclusion of VAT for some items in the 2019/10 budget it was AGREED the council would work with the 2019/20 budget as it had been presented when approved.</p> <p><u>Table 2</u></p> <p>The renewal with Zurich of the council’s insurances on 30th May 2019 was noted. The Clerk confirmed measures had been put in place to try and ensure this was not missed in future.</p> <p><u>Table 3</u></p> <p>In addition to approving the listed items of expenditure the forthcoming direct debit payment to EDF for the street lights scheduled for 15th July 2019 was noted.</p> <p>The report was APPROVED by the Council and signed by the chair.</p> <p>b) <u>Clerk’s report</u></p>	

The meeting considered the feedback from the Internal Auditor concerning electronic payments audit requirements. It was AGREED that the Clerk should note who had approved the payment and on what date on each invoice and in the cash book. This should be sufficient, with the bank statements, for audit purposes.

Clerk

The council noted the information from HMRC about “going tax digital” and the implications concerning Bathampton’s VAT recovery. The Clerk was asked to undertake the research she had outlined and report back in due course.

Clerk

The Council APPROVED printing the Definitive Map Modification Orders with DigiPrint at a total cost of £138.79. The Clerk was asked to action this as soon as possible.

Clerk

Regarding repairs to the allotment boundary wall the meeting AGREED to ask the Cotswold Wardens to undertake the work, subject to the Clerk confirming the Parish Council could make a grant in lieu of payment. The meeting AGREED the grant should be comparable with the preferred estimate received, £350.

Clerk

Cllr Mayo was asked to check that the level of donation was acceptable to the Wardens.

DM

The outcomes of the Clerk’s research into GDPR and whether or not Bathampton Parish Council was exempt from registering with the Information Commissioner’s Office (ICO) was considered. It was noted that complying with the requirements of registration represented good practice and the council was already compliant. It was AGREED that the parish council should register with the ICO. The Clerk was authorized to set up a Direct Debit for this transaction to qualify for the £5 discount.

Clerk

It was established that it the Parish could not be represented by a member of the Council or the Clerk at the B&NES peer review meeting scheduled for 10th July 2019. The Clerk was asked to advise B&NES of this and to request that Bathampton PC be kept informed of the outcomes.

Clerk

The Council APPROVED the purchase of weed suppressant fabric and pegs for Allotment Plot 2, cost £83.98, as detailed in the Clerk’s report.

Clerk

It was AGREED the Clerk should see if she could set up a Paypal account in the Council’s name to facilitate payment for items usually purchased using petty cash.

Clerk

The Clerk reported that revised estimates had been requested by Mr Fear regarding the replacement gate to re-establish secure non-vehicular access to the Bathampton Meadows Riverside.

The Clerk reported on research into the website and its accessibility in the context of changes in the legislation and the limited SLCC guidance available. The term “accessibility” was interpreted broadly and the available guidance used open terms such as “robust” and “operable” which were also potentially subject to wide ranging interpretation. BPC needed to be compliant by mid-September 2020. She added that the website, which needed updating, was possibly not compliant with some existing accessibility guidelines. She suggested the council may wish to revisit alternative and additional ways of communicating with

	<p>residents, such as social media and asked if it was worth the Council investing in some professional input into its ‘digital’ presence.</p> <p>After a discussion it was AGREED that Cllr Brennan would forward details of the council’s twitter and facebook accounts to Cllr Purpuri who would liaise with some providers of web and mobile applications, including social media, reporting back to the council at a subsequent meeting.</p>	<p>MB TP</p>
<p>2019/48 Risk assessment and management.</p>		
	<p>The Clerk advised the council of the background to the draft paper circulated previously. The meeting approved the methodology used and AGREED that Bathampton Parish Council’s risk register should additionally include loss of key personnel and non-compliance with legislation not currently identified as risks. The Clerk was asked to verify some of the stated mitigation measures, e.g., who inspected the play area weekly, to complete the register and bring a draft back to the next meeting.</p>	<p>Clerk</p>
<p>2019/49 Newsletter</p>		
	<p>Following the closure of the B&NES printing service, which increased the cost of producing the newsletter in its current form (six A4 sides) and frequency (four times a year) the council considered how it might best communicate with residents. It was agreed that different formats suited different people, some people had strong preferences for a particular format, and that sometimes the current newsletter was hard to fill with news and information without becoming repetitive.</p> <p>There was a consensus that the newsletter should not become issues based and the inter-relationship between the newsletter and the village show was a factor to be taken into account. Options included shortening the length and/or reducing the frequency in addition to using social media which might become the dominant medium in the longer term, notwithstanding the popularity of the printed format for some residents.</p> <p>It was agreed that Cllr Brennan would liaise with the organisers of the village show and the volunteers who delivered the newsletter. Subject to the response of the show team there might not be a July issue of the newsletter. The council would revisit the matter at its July meeting.</p>	<p>MB Clerk</p>
<p>2019/50 Down Lane Allotments – Local Green Space</p>		
	<p>The meeting was reminded of the history behind the application to designate the Down Lane Allotments as a Local Green Space within B&NES’s Local Plan. The application was being processed by B&NES and BPC had received correspondence inviting comments. It was AGREED to support this application and the Clerk was asked to respond to B&NES accordingly.</p>	<p>Clerk</p>
<p>2019/51 Ongoing Items</p>		
	<p>a) <u>Avon Wildlife, the Meadows and Cycle Track & Weir</u></p> <p>Cllr King reported that Mr Fear has obtained grant funding for children’s artwork alongside the cycle track and path at Bathampton Meadows Riverside. She had</p>	

	also heard that the weir was being repaired to ensure the continued efficiency of the wheel's energy generating capacity.	
	b) <u>Canal related matters</u>	
	Cllr Brennan reported on the CRT meeting she had attended. It was a meeting of a "user group" of sorts and to which there was no clear, or unified purpose. The main topic was a draft information leaflet outlining four areas of activity – A Canal Watch Zone, a Ranger, a review of short-term moorings, and a "tidy the tow path" initiative. As reported at the CRT convened meeting these strands appeared to lack coherence, and in most instances did not have clearly identified aims or owners with defined responsibilities.	
	Cllr Brennan had since contacted the lead from the CRT asking for BPC's involvement as the strands of activity were taken forward. Cllr Andrews stated he would continue to liaise with and chase the CRT for action in improving the state of the canal and surrounding areas.	
2019/52 Group Reports		
	<p>a) <u>Planning & Conservation</u></p> <p>Cllr King reported on the planning issues outlined in her report. She added that following consultations with neighbours, the planning group had submitted an amendment to their original response concerning an application on Holcombe Close. The application had since been withdrawn.</p> <p>The Clerk was asked to confirm the outcomes of some longer standing applications.</p> <p>b) <u>Highways</u></p> <p>Cllr Andrews reported that patching work on Bathampton Lane was still "scheduled".</p> <p>There was a discussion about the deterioration of the road at the western end of St George's Hill. Cllr Andrews agreed to report it to Highways.</p> <p>c) <u>Footpaths</u></p> <p>Cllr Mayo reported on the work undertaken to maintain the local footpaths, adding that there had been few volunteers available for the most recent session.</p> <p>d) <u>Leisure & Amenities</u></p> <p>Cllr Helps had submitted her report prior to the meeting and any additional items had been covered by the Clerk in her report.</p>	<p>Clerk</p> <p>SA</p>
	e) <u>Communications, Social Media & the Website.</u>	
	Cllr Brennan spoke to her report, parts of which had been covered earlier in the meeting. She advised that she had asked for a correction to the minutes of the Valley Parishes Alliance meeting held on 12 th June 2019.	Clerk

	f) <u>Policy & Finance.</u> Nothing additional to report	
2019/53 Open Forum		
	<p>In response to a question from Cllr Andrews Cllr Brennan confirmed that TrueSpeed had been invited to talk at the parish meeting and that any providers offering a similar service on similar terms would have been offered the same opportunity.</p> <p>Cllr King asked about the introduction of car parking charges at the George. It was confirmed that nothing further had been heard about this.</p> <p>Cllr Ardrey reminded the Clerk that the outcome of the quarterly review of the cash book and supporting papers should be reported at parish Council meetings.</p> <p>The Clerk summarised the verbal report received from the Co-ordinator of the Bathampton Local History Research Group on the clearance of the footpath near the golf club, the lack of progress with clearing the adjacent iron age enclosure, and efforts to progress this.</p>	Clerk
2019/54 Date of Next Meeting. Thursday 19th September 2019, 7:30pm in the Village Hall.		

There being no further business the meeting closed at 9:20

Signed:
Chair

Date: 18th July2019