

**Minutes of the Meeting held on 21st November 2019
in the Village Hall, Bathampton**

Present: Cllrs M. Brennan (MB) (Chair), S. Andrews (SA), G. Ardrey (GA), L. King (LK) D. Mayo (DM),
In attendance Ward Cllr S. Warren. David Beard – local Flood Rep (DB), 1 Member of the public.

| | | Actions |
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| | | Actions struck through are complete |
| 2019/97 | Apologies: Received from Cllr J. Helps (JH) and Cllr A. Purpuri (AP). | |
| 2019/98 | Declarations of interest. | |
| | There were none. | |
| 2019/99 | Minutes of the previous meeting | |
| | The minutes of the meeting held on 17 th October 2019 had been circulated. They were AGREED and APPROVED and signed by the Chair. | |
| 2019/100 | Review of actions carried forward from previous meetings | |
| | <p>Items a – c to be carried forward.</p> <p>Item d – Cllr King has approached Charlcombe homes about the removal of their signs. They agreed to remove them, but this hasn't currently been actioned. Cllr King agreed to follow this up.</p> <p>Item e – No further action required.</p> <p>Item f – To be carried forward.</p> <p>Item g – A letter was sent from MB to the agent of 152 Holcombe Vale regarding the overgrown hedges. They aren't currently posing a problem. No further action required.</p> <p>Items i & k – Check wording regarding the management of trees at the next review of the risk register & the monitoring and documenting the risk of trees on Council land with a timeframe to be agreed – To be carried forward.</p> <p>Item j – Parking issues close to the junction of Down Lane and Bathampton Lane. No further action required.</p> <p>Items l - n – to be carried forward.</p> | LK |
| 2019/101 | Finance | |
| | <p>a) <u>Financial report for November 2019</u></p> <p>This had been circulated previously.</p> <p><u>Table 1</u></p> <p>The meeting noted that the majority of the budget for Leisure and Amenities has now been spent.</p> <p><u>Table 2</u></p> | |

Transactions since the previous meeting were noted.

**Clerk/
MB**

It was agreed that the reporting would be reviewed for the December meeting.

Table 3

The listed items were APPROVED for payment. The invoice from SSE Street Lighting Maintenance (£25.67) was REJECTED. MB has asked SSE for this invoice to be credited for the month of October and reinviced for the quarter as they have done previously. This is due to issues with their proposed new contract and we are reverting to how this was managed previously until a new contract is agreed.

In addition, an invoice for £286.52 regarding the playground safety audit for 2019 was APPROVED for payment. The invoice was sent to the Clerk just prior to the meeting but following the circulation of the Financial report.

The invoice from the Canal & River Trust for the Jubilee Garden rent was discussed. The Canal & River Trust have been chasing up an invoice, but these have been going to an old address and not received by the previous Clerk's. It was thought that the invoice is rent covering a few years. It was agreed that the Clerk would include a covering letter with the cheque providing new address details, requesting confirmation on what period the invoice covers and requesting a copy of the lease agreement.

Clerk

The report was APPROVED by the Council and signed by the chair.

b) Clerk's report

The Clerk's report covering everything from the Clerk's start date of the 1st November had been circulated.

The Clerk expressed her thanks to everyone for making her feel welcome in her new role and to those who had given their time and expertise to help the clerk get up to speed on everything.

It was noted that some gaps have understandably occurred due to the time between the Clerk's predecessor leaving and the new clerk starting but work is being carried out to help minimize these.

The Clerk noted that she has been set up as an approved signatory on the business account and the next steps were to arrange the setting up of online banking and arrange receipt of a debit card in her name.

Clerk

The Clerk reported that the internal review for July – Sept 2019 is overdue due to the gap between clerks. She agreed to prioritise this work and to get the necessary documents over to Cllr Ardrey as soon as possible.

Clerk

The Clerk discussed the disposal of hedge trimmings from the allotments which consists of three piles, following work carried out by Alan, the handyman, on the hedges and overgrowth at the allotments. It was decided to wait until the return of Cllr Helps to get her thoughts on this, but it was noted that if the piles are not an obstruction then they will create wildlife habitats.

JH / Clerk

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| | <p>Cllr Brennan reported on an email received from a Bathampton resident who requested for their personal contact details to be removed from all newsletters on the Parish Council website. It was agreed that all newsletters over two years old would be removed from the website and archived onto Dropbox. Cllr Brennan agreed to PDF the other two years' worth of newsletters, (without the contact details page) for inclusion back onto the website. It was agreed that going forward the newsletter would be PDF's into two section (first three pages and then the contact details) so contact details can be easily removed when the latest newsletter becomes available. It was noted that this would take some time to complete due to the nature of this administrative task.</p> <p>The Clerk reported that revisions would be made to the 2020 rent request letters and these would be sent out in December with responses on relinquishing and downsizing of plots to be received in the New Year.</p> <p>An email received regarding the 30mph speed limit was discussed whereby the sender was concerned that there isn't enough signage for this limit with other driver exceeding 30 mph. They expressed concerns about road safety in view of this. Cllr Andrews agreed to email them back following the email being forwarded to them from the Clerk.</p> <p>All other items of correspondence, phone calls etc were noted.</p> | <p>MB/GA/ Clerk</p> <p>Clerk</p> <p>SA/Clerk</p> |
| <p>2019/102 Proposal for action on Climate and Nature emergency</p> | | |
| | <p>A document published by Friends of the Earth suggesting possible actions by Parish Councils in response to the Climate and Nature emergency had been circulated and was discussed. The Councillors' agreed that it would be beneficial to ask the Parish via the newsletter what they would like to do about it and encourage everyone in the parish to do what they can to help.</p> <p>One item discussed from the '20 actions parish and town councils can take on the climate and nature emergency' document was to look at encouraging residents to plant more trees in their garden's. It was suggested by S. Warren that the Dry Arch in Bathampton and the Woodland Trust can provide free trees to those who would like them. The Clerk agreed to look into this, and any relevant information would be included into the January newsletter.</p> | <p>Clerk / DB?</p> |
| <p>2019/103 Cleveland Bridge closure</p> | | |
| | <p>Cllr Andrews reported that a temporary 18 tonne weight limit was being imposed on the Cleveland bridge, coming into effect in January 2020 with work scheduled to complete later in the year (if a successful funding bid is granted). A full bridge closure isn't expected but Cllr Andrews agreed to look into this and get confirmation.</p> | <p>SA</p> |
| <p>2019/104 Closure of the A36</p> | | |

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| | <p>Information on the A36 closure has been very limited. It was thought that the closure may be a soft closure (coned only), allowing residents past and causing limited disruption to those going in and out of Bathampton. Everyone agreed to circulate email updates if more information becomes available.</p> | <p>ALL</p> |
| <p>2019/105 Flooding on the high street</p> | | |
| | <p>David Beard our local flood rep reported back on what he has been doing to encourage BANES to take action to deal with poor drainage and flood risks on Bathampton High Street. David has undertaken a great amount of research and analysis into the High Street gullies and reported that gully provision in Bathampton High Street seems not to be compliant with guidelines set out by Highways England (document CD526, October 2017), and doesn't take account of catchment area, road surface and blockage from leaves and other debris. BANES have agreed to conduct professional surveys in the High Street catchment area in the New Year and the adjacent catchments of Bathampton Lane and Down Lane to establish current provision and access its adequacy.</p> <p>It was agreed that communications would also be included within the January newsletter to prompt community action, helping to reduce flood risks by encouraging residents to clear gullies, reduce garden runoff and the adoption of more effective rainfall absorption practices in their gardens.</p> <p>Cllr King also agreed to contact Deny's Clarke (Who used to advise Bathampton PC on planning) to find out if he knows anything about the village drains.</p> | <p>DB / JH</p> <p>LK</p> |
| <p>2019/106 Flooding on the Warminster Road</p> | | |
| | <p>Cllr Andrews reported that he believes Highways England have checked the drainage across the Warminster Road but that we haven't had any feedback on issues. He agreed to follow up with HE.</p> | <p>SA</p> |
| <p>2019/107 Future of the Meadows</p> | | |
| | <p>Cllr Warren explained that due to purdah she couldn't talk about this, but things were progressing, and she was hopeful of a positive outcome soon.</p> | |
| <p>2019/108 Crossing with island on the A36</p> | | |
| | <p>The council discussed a parishioner's request about having a crossing at the Trossachs Drive bus stop and potentially at St Georges Hill. Islands have been included further down the Warminster Road, but it was suggested that these may have been at the cost of the Holburne Park housing development. It was discussed that there is significant difference in the attitude of BANES to issues like crossings than that of Highways England (HE). HE have a much longer planning timeline. They have already completed a Severance Study of the A36 which included Bathampton and this identified that a crossing near St Georges Hill might be included in future funding rounds. There was some concern about road safety in view of these islands, especially near junctions i.e. Down Lane where cars overtake cars in Down Lane that pull out to get a view down the Warminster Road and don't always see the island. Positioning of an island near the St Georges Hill bus stop would be challenging as it's near a sharp bend.</p> | |

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| | <p>Cllr S. Warren suggested that Cllr Andrews should contact Joanna Wright from BANES who is heavily involved in active travel and road safety who may be able to join Cllr Andrews on a walk across the Warminster Road to get some thoughts on what improvements could be made. It was felt that she might have some leverage with HE which Parish Council's just do not have.</p> <p>It was agreed that Cllr Andrews would respond to the resident.</p> | <p>SA</p> |
| <p>2019/109 Ongoing Items</p> | | |
| | <p>a) <u>Avon Wildlife, the Meadows and Cycle Track & Weir</u></p> <p>No further information was available.</p> | |
| | <p>b) <u>Clean air zone.</u></p> <p>The consultation is now closed. Cllr S. Warren reported that Cabinet sign off is expected in January to go live November 2020.</p> | |
| | <p>c) <u>BPC's Digital presence.</u></p> <p>Cllr Ardrey offered to help the clerk get missing documents added onto the website, including the November edition of the newsletter. It was reported through Cllr Purpuri's group report that Facebook had seen an increase in engagement following recent posts.</p> | <p>GA/Clerk</p> |
| <p>2019/110 Group Reports</p> | | |
| | <p>a) <u>Planning & Conservation</u></p> <p>Cllr King reported on the planning issues outlined in her report. She highlighted the application for 99 Holcombe Close which has received objections from 4 neighbours. They expressed concerns regarding the over development in such a small area, privacy issues from the dormers at the front of the property, proximity to the property's neighbour and access concerns for neighbouring properties.</p> <p>Bathampton Parish Council had no objections to the planning request. If the residents meet with the planning case officer as suggested in their email the planning group have offered to come along to the meeting.</p> <p>Cllr King mentioned that an application for a porch at the school was permitted and no notification of the decision was provided from BANES. The clerk was asked to take a look and find out what has happened. If we weren't notified the Clerk agreed to feed this back to BANES.</p> <p>b) <u>Highways</u></p> | <p align="center">CLERK</p> <p align="center">CLERK</p> |

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| | <p>Cllr Andrews reported on the Cleveland Bridge work and flooding in the village with issues of blocked drains on the high street – as discussed previously in the meeting.</p> <p>c) <u>Footpaths</u></p> <p>Cllr Mayo reported on the installation of a new gate that replaces an old wooden stile at the BA1/4, BA1/5 junction and general clearing of overhanging hedgerows at BA1/9. The work was completed by the Cotswold Wardens.</p> <p>d) <u>Leisure & Amenities</u></p> <p>Cllr Helps wasn't present at the meeting, but allotments were discussed within the Clerk's report.</p> <p>e) <u>Policy & Finance</u></p> <p>In addition to her report, Cllr Brennan suggested that we get guidance from BANES on dealing with ash dieback so that we can communicate this effectively to the parish within the January newsletter. Cllr Mayo agreed to contact the Cotswold Warden to understand who was involved in looking into the trees at risk in Bathampton.</p> | <p>DM / JH / Clerk</p> |
| <p>2019/111 Open Forum</p> | | |
| | <p>The clerk was asked to liaise with Batheaston to find out if they are still planning to undertake the planning training. Along with Bathford they had previously discussed a cost share to keep training costs down.</p> | <p>Clerk</p> |
| <p>2019/112 Date of Next Meeting. Thursday 12th December 2019, 7:30pm in the Village Hall.</p> | | |

There being no further business the meeting closed at 9:30pm

Signed:

Chair

Date: 12th December 2019