

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

Present: Cllrs M. Brennan (MB) (Chair), S. Andrews (SA), G. Ardrey (GA), L. King (LK), A. Purpuri (AP).

| | | Actions |
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| | | Actions struck through are complete |
| 2019/55 | Apologies: Received from Cllr J. Helps (JH) and Cllr D. Mayo, and Ward Cllrs K. Guy and S. Warren. | |
| 2019/56 | Declarations of interest. | |
| | There were none. | |
| 2019/57 | Minutes of the previous meeting | |
| | The minutes of the meeting held on 18 th June 2019 had been circulated. They were AGREED and APPROVED and signed by the Chair. | |
| 2020/58 | Review of actions carried forward from previous meetings | |
| | It was confirmed that Cllr Andrews had contacted Highways England about the poor state of the road at the western end of St George’s Hill. All other actions had been completed or were scheduled for later in the year. | |
| 2019/59 | Finance | |
| | <p>a) <u>Financial report for June 2019</u> This had been circulated previously.</p> <p><u>Table 1</u> The meeting noted that expenditure on grants to village organisations was over budget because of the delayed grant to the church for 2018/19.</p> <p><u>Table 2</u> Transactions since the previous meeting were noted.</p> <p><u>Table 3</u> In addition to approving the listed items of expenditure the meeting APPROVED the payment to R Taylor for the planting of the tubs in the churchyard. The invoice had been handed to the Clerk immediately prior to the meeting. The report was APPROVED and signed by the Chair. It was agreed that Cllr King would counter authorize the payments with the bank.</p> <p>b) <u>Clerk’s report</u> The meeting thanked Cllr Brennan for her work on producing a spreadsheet to help the Clerk record income and expenditure electronically. The Clerk confirmed that Cllr Ardrey had completed the review of the first quarters transactions for 2019/20. Cllr Ardrey confirmed that the spreadsheet,</p> | LK |

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| | <p>made available to him through Dropbox with the supporting documentation provided by the Clerk was sufficient to undertake the quarterly reviews. The Council RESOLVED that the Clerk need no longer maintain the hard copy manual ledger.</p> <p>The meeting AGREED that the Clerk should move to making PAYE payments to HMRC on quarterly basis with effect from 1st July 2019, the beginning of Quarter 2, meaning the first quarterly payment would be made in October.</p> <p>The Clerk asked that consideration of applying for a debit card be deferred.</p> <p>The Clerk outlined the technical and procedural obstacles she had encountered in trying to set up a direct debit to cover the registration fee with the Information Commissioner’s Office. She would contact the ICO to see if there was an alternative mechanism.</p> <p>After a short discussion of the issues it was agreed to consider how the Council managed trees on land for which it was responsible at the September meeting. It was important to get input on this matter from Cllr Helps.</p> <p>Regarding the repairs to the play area it was agreed that the Clerk should obtain additional estimates and ask GB Sports to confirm the saving if the first four repairs were undertaken together.</p> <p>It was also AGREED that the revision of the financial standing orders, scheduled for the summer, should include guidance on when the council should obtain multiple estimates to obtain value for money and when it might be more cost effective to obtain just one estimate from a known and approved supplier.</p> <p>The Clerk reported that the parish councils for Batheaston and Bathford used commercial accounting packages. She would look into the bridging software reported as being compatible with HMRC’s Making Tax Digital programme.</p> <p>The Clerk updated the meeting on her discussion with the other Clerks on funding the Bathampton Meadows Riverside grass cutting, and the youth club currently hosted by Batheaston. She advised she had sought advice from ALCA on the principles underlying these issues. There was general agreement to continue with the current arrangement for the grass cutting. Other issues would be considered on receipt of evidence-based proposals.</p> <p>It was agreed to consider the management of volunteers at the September meeting. The experience of Cllr Mayo would be helpful.</p> <p>The items of correspondence, phone calls etc were noted. The Clerk was asked to decline the tickets to the Flood Expo.</p> | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>CLERK ACTION C/F</p> <p>CLERK ACTION C/F</p> <p>Clerk</p> <p>Clerk</p> |
| 2019/60 Bathampton Parish Council’s digital presence | | |
| | <p>Cllr Purpuri reported he had taken ownership of the council’s twitter account. There was some activity and signs it was increasing. He had also taken on joint ownership of the council’s Facebook account which was currently being used almost as an advertising platform. He would continue to work on both.</p> <p>With regards the website Cllr Purpuri confirmed that he had identified a source of professional advice and had yet to clarify the details. He advised that he need a</p> | <p>Clerk</p> |

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| | <p>specification outlining what the council was obliged to post and what it would like to post. The Clerk agreed to forward details of transparency regulations to Cllr Purpuri.</p> <p>Cllr Purpuri also asked the council for guidance about what should be available via the website. It was agreed this would be an ongoing item.</p> | <p>Clerk</p> |
| <p>2019/61 Newsletter</p> | | |
| | <p>Cllr Brennan suggested the council should continue to issue four newsletters a year but endeavor to limit its length to four sides of A4. This was to help manage costs following the closure of the B&NES printing service. She also proposed planning the content around the existing headings e.g., planning, highways, but making them less discrete, and not including anything if there was nothing to say. This was AGREED.</p> <p>The content of, and timetable for the forthcoming issue of the newsletter were also agreed. Twitter and the website would also be used to keep residents up to date, e.g., when the Post Office was opening.</p> <p>The Council APPROVED using DigiPrint to produce the newsletter as it had consistently charged less than other providers.</p> | <p>All</p> <p>Clerk</p> |
| <p>2019/62 Road Safety in Bathampton.</p> | | |
| | <p>The meeting heard with concern about the two recent road incidents in the village, both around the canal bridge by the church, noting that in one a resident suffered a potentially life changing injury. The ensuing discussion covered the review by B&NES and its outcomes, what could be done to trace the owner of the vehicle responsible for the damage to the church wall, and the positive consequences of the proposed Conker Crossing for pedestrian safety. It concluded by considering what the Parish Council could do to further enhance road safety.</p> <p>It was agreed that Cllr Andrews would contact Kelvin Packer of B&NES to draw his attention to the incidents, request a review of the effectiveness of outcomes of the previous review, and to explore if further actions could be taken.</p> <p>Cllr Purpuri would draft a report for Cllr Andrews to include in the Highways part of the newsletter. This would include asking for further information from any residents.</p> <p>When the Clerk forwarded the draft minutes of the meeting to the Ward Councillors she would draw their attention to this item, asking if there was anything they could do.</p> | <p>SA</p> <p>TP/SA</p> <p>Clerk</p> |
| <p>2019/63 Risk assessment and management.</p> | | |
| | <p>The latest revision of the council’s risk assessment and management was considered. The following changes were APPROVED:</p> <ul style="list-style-type: none"> - Loss of income was “not a significant risk”. - The management of trees on land for which the council was responsible should be recorded as “under review”. It would be an agenda item for September. - The score for “Transparency and accessibility” was 4. | |

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| | <p>- Ameliorating measures under “Loss of key personnel” should include the availability of job descriptions for the Clerk and handy man. The score for this item was 9.</p> <p>The Clerk was asked to include these amendments, and then recirculate the document. It would be reviewed annually in November.</p> <p>It was AGREED the Clerk should list the leases and legal documents and research obtaining a suitable fireproof box. She would also see if they could be deposited in the B&NES archive.</p> | <p>Clerk</p> <p>CLERK ACTION C/F</p> |
| <p>2019/64 Ongoing Items</p> | | |
| | <p>a) <u>Avon Wildlife, the Meadows and Cycle Track & Weir</u></p> <p>Cllr King reported that the artwork of local school children was displayed in the willow dome and confirmed that work to limit vehicle access to the area was in progress.</p> | |
| | <p>b) <u>Clean Air Zone</u></p> <p>Cllr Brennan reported she would be meeting Ward Cllr Warren and another local resident with a keen interest in the CAZ to discuss that latest proposal and its possible impact on Bathampton.</p> | |
| <p>2019/65 Group Reports</p> | | |
| | <p>a) <u>Planning & Conservation</u></p> <p>In addition to the items listed Cllr King drew the meetings attention to and application relating to Woodside; the developer was seeking a variation which might threaten a mature tree. Cllr Ardrey added that the Bath Preservation Trust had taken up this matter and were keen to protect the tree.</p> <p>Cllr King agreed to approach Charlcombe Homes about removing their signs.</p> <p>b) <u>Highways</u></p> <p>Cllr Andrews reported on the resurfacing of part of Bathampton Lane and the poor state of the High Street.</p> <p>He advised that the George had introduced a three-hour parking restriction and agreed to find out more details including if allowance had been made for teachers and other legitimate users.</p> <p>c) <u>Footpaths</u></p> <p>In the absence of Cllr Mayo, the Clerk reported that the Cotswold Wardens had scheduled work on footpath BA1/20 and BA1/24, both part of the Bath Skyline Walk, and would be in touch with Cllr Mayo.</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 elsewhere.</p> | <p>LK ACTION C/F</p> <p>SA ACTION C/F</p> |
| | <p>e) <u>Communications, Social Media & the Website.</u></p> | |

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| | Covered elsewhere. | |
| | <p>f) <u>Policy & Finance.</u></p> <p>In addition to her report, Cllr Brennan advised that she had not yet heard anything definite about the future of the number 11 bus route, although it remained recommended for retention, and the local PCSO was now in contact with School.</p> | |
| 2019/66 | Open Forum | |
| | <p>Cllr Ardrey reported on the recent meeting of the Bath Preservation Trust which had covered the Joint Spatial Plan and National Planning Policy Framework, both of which were available from the West of England website. Concerned primarily with housing the case made was reasonable, but the methodology was possibly doubtful. Bathford had reported it was against the growing number of festivals.</p> <p>The Clerk was asked to report the over growing hedges to the owners of 152 Holcombe Vale and New Leaf Farm, requesting they be cut back as they were obstructing pavements.</p> | Clerk |
| 2019/67 | Date of Next Meeting. Thursday 19th September 2019, 7:30pm in the Village Hall. | |

There being no further business the meeting closed at 9:40

Signed:
 Chair

Date: 19th September 2019