Minutes of the Meeting held on 19th March 2020 in the Village Hall, Bathampton

Present: Cllrs M. Brennan (MB) (Chair)), L. King (LK), J. Helps (JH), D. Mayo (DM), S. Andrews (SA), D. Beard (DB)

Two members of the public in attendance.

	Actions struck thro	Actions ough are complete
2020/030	Apologies: Received from Cllr G. Ardrey & Cllr A. Purpuri	
2020/031	Co-option of a new Councillor	
	David Beard was co-opted onto the Parish Council and was warmly welcomed by all Councillors present. The Clerk agreed to email the Declaration of Acceptance and Registering Finance and Other interest forms over to David Beard for completion along with the Standing orders, Financial Regulations and Code of Conduct Information.	Clerk
2020/032	Declarations of interest	
	There were none.	
2020/033	Covid-19	
	Two members of the public were present (one being Kay Martin the owner of Café 25 in the village and invited by the Cllr Brennan and Mike Powell) at the meeting, who had attended to discuss Covid-19 initiatives. In view of this and the pressing need to discuss the matter within the meeting, it was decided that item 8 from the Clerk's report would be initially discussed, before moving onto the remaining agenda items. A detailed discussion was had amongst all present with a member of the public presenting a flyer which had been put together, to offer help to those self-isolating and to help generate a list of volunteers within the parish who could help provide support. It was noted that the flyer had been distributed within key areas of Bathampton to help target the most vulnerable.	
	Kay from Café 25 in the village discussed how she was also collecting details of Volunteers within the village and operating a takeaway and home delivery service for those that needed assistance. She added that she was broadening the range of goods within the shop due to demand and the request for help locally was keeping her extremely busy. It was also noted that the Post office would only be open on a Thursday morning and she was operating a jigsaw swap from within the café to help occupy people's spare time and making phone calls to people who were self isolating alone.	

	Other initiatives taking place within the village were also noted. For instance, the GP Surgery and Chemist were now delivering prescriptions,	
	the setting up of several Facebook groups and WhatsApp groups within numerous areas of the village to help people support their neighbours and Saint Nicholas Church were also helping to support the community and were happy for people to contact them should they wish to. Home delivery services such as Milk and More were also noted as well as other larger initiatives taking place across the country.	
	The Council expressed thanks to everyone, for their hard work in helping to provide support to those in need, at this challenging time.	
	It was suggested that the Clerk should liaise with both Café 25 and the member of the public who had created the support flyer to put together another two-sided flyer, detailing all of the assistance that is available locally to those that need to self-isolate. One side would be used to generate the details of volunteers and the other to communicate with those that may need assistance, with one flyer to go to each household within the parish. It was agreed that a flyer would be the best approach to ensure every person in the village was reached, particularly those that aren't online and more likely to be vulnerable and in need of help. The Clerk agreed to create a flyer with the aim of sending it out within the week. The Clerk agreed to forward all volunteer contact details which had	Clerk
	been sent to the Parish Council, to Kay at Café 25.	Clerk
	[Subsequent to the meeting it was discovered that Bathampton Care Group had volunteers ready to deliver leaflets offering help and details on how to volunteer to every home in the village. The Chair agreed given this the Parish Council would not produce and distribute another leaflet].	
2020/034	Minutes of the previous meeting	
	The minutes of the meeting held on 20 th February 2020 had been circulated. They were AGREED and APPROVED and signed by the Chair.	
2020/035	Review of actions carried forward from previous meetings	
	Items a – c to be carried forward.	Clerk
	d) Highway review – to be carried forward.	SA
	e) To compare higher interest savings accounts. Due to the recent cuts in Interest rates, as a result of Covid-19, it was decided that we would review this at a later date. To be carried forward.	Clerk
	f) Due to Covid-19, the Annual Parish Council meeting in May is to be cancelled. We expect guidance from Government on a delay in the requirement to hold these meetings. To be carried forward.	All
	g) The risk register was updated and approved. To be removed.	

h) To follow up on a Marketing contact to offer advice on improving our social media presence. To be carried forward.	АР
i) To follow up with SSE Lighting Services on the removal of two lights and converting the remaining lights to LED. To be carried forward.	MB/Clerk
j) To create a master register for the allotments. To be carried forward.	Clerk
k) The surveys conducted at the end of February showed the drains had collapsed. Plans for a new system needs Finance approval from BANES. It was felt that the open drain recommended by the Chief Engineer would offer a solution and wont narrow road. To be removed.	
I) Cllr Andrews has a document detailing preferred road crossing locations. To be circulated. To be carried forward.	SA
m) To remove the art group from the Newsletter and include service times for the Church on the 'What's On' page. To be carried forward.	JH DM
n) To check and update the BPC website to the most up-to-date version of Wordpress. To be carried forward.	
Finance	
a) Financial report for January 2020	
This had been circulated previously.	
Table 1	
The clerk referred to the report and noted that the bank balance had decreased month on month. Primarily due to salaries and accumulated expenses from the Handyman that required payment. It was further noted that the closing balance was up by 10.4k from the start of the Financial year, primarily due to further CIL money received and the works having not been completed by SSE Lighting Services to upgrade the lights to LED.	
Table 2	
Transactions from the 1 st February up to the 29 th February 2020 were noted.	
Table 3	
Cllr Brennan asked the Clerk to bring forward the payment of the ALCA subscription from April 2020 to be made payable in March 2020. The listed items were APPROVED for payment. and signed off by Cllr Brennan.	Clerk
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Initials

The Clerk's report covering everything from the previous meeting (20th February 2020) had been circulated.

The Clerk noted that the mandate form to change the signing arrangement was returned as Barclays requested signatures on the forms from the Council's Chair and one other Cllr. This is what the Clerk had provided to them. The Clerk highlighted that she had spoken to Barclays and was hoping to receive written confirmation on this within the next 10 days.

The Clerk mentioned that an action item to compare better savings accounts had been started but based on the Bank of England cutting their interest rates by 0.5% (and to 0.1% prior to the meeting) it was best to review this again in the next quarter. This delay was agreed.

The Clerk reported that on the 16th March, communication had been received from SSE lighting Services (SSE) relating to the termination of maintenance contract with Bathampton Parish Council, as of the 31st March 2020. It was highlighted, that despite Cllr Brennan's attempts to chase SSE in order to receive a date for the work on the lights to commence (the removal of two lights and converting the rest to LED), no communication has been received. The Clerk noted that the light out on Dark Lane had been reported to SSE and they emailed on the 16th March to confirm that they were arranging for an Electrician to be sent out. It was agreed that Cllr Brennan and the Clerk would continue to chase, regarding the works to convert the lights and to request an updated Inventory from them.

The Clerk fed back to everyone that she had confirmed our wish to proceed with Option 3 (Combining to form a single Consortium with other Parish Councils and ask Volker to take this collective on as an addition to the BANES contract) but noted that no further communication had been received and she would update as and when updates arise.

The Clerk reported that all allotment plots had been paid for and all monies had now been banked. The Master Register was in the process of being updated, along with a new allotment site plan. It was noted that the Clerk and Cllr Helps had visited the allotments to check each plot and paths, ahead of the scheduled first grass cut. A communication would be sent out to all allotment holders, asking them to edge and number their plots. It was reported that it was difficult to know where the divide was between a few of the plots and communication would also be sent out by the Clerk to those plot holders to get some clarity on this.

Potential grants to help upgrade the playground within the next Financial Year was mentioned by the Clerk.

The Clerk noted that two grants are possibly available from Enovert Community Trust and noted that Bathampton Parish Council appear to qualify for both, with Enovert supporting projects to refurbish Clerk

MB/Clerk

Clerk / JH

Clerk / JH

2020/03/	The councilors were supportive of a proposal suggested by a member of the public, to have yellow lines painted on the road at the top of Bathampton Lane and at the bottom of Down Lane (below the bus stop). This would enable the buses to navigate more easily around the corners which can be difficult when cars are parked in	
2020/037	Proposal for Yellow lines	
	and during the meeting it was noted that cones had appeared in those areas and it looked like works were due to commence shortly. Finally, the Clerk referred to a few emails which had been received and actioned. Emails received and relating to helping volunteer in view of Covid-19 would be forwarded to Café 25 as previously agreed. It was also noted that going forward, the Handyman would only cut the grass at the front of the Hall with no access needed to the village Hall or grounds. All other items of correspondence, phone calls etc. were noted.	
	The Clerk reported that she had contacted Kris Gardom at BANES to follow up on the consultation back in June 2019, relating to the painting of yellow lines at the top of Down Lane and the middle of Down Lane (opposite Devonshire Road). He had chased the works	
	In view of the 5G mast on Bathampton Down, further to the Clerk's report, an update within an email was received from Ward Cllr Sarah Warren. This highlighted that Mobile Broadband Network Limited (MBNL) who are responsible for the 5G rollout, have not as yet instructed the upgrade of this particular mast but that this was in the pipeline. It was noted that it is the responsibility of the communications infrastructure company who own the mast to ensure the correct consents are in place and they are aware of the legislation and requirements. She further noted that the contact at MBNL was happy for his details to be passed onto the concerned members of public who attended the last meeting, which the Clerk agreed to action.	Clerk
	unless there are changes present which could lead to new hazards. The Clerk reported that she had met with the Clerks of Batheaston and Bathford. A summer get together was proposed for September but in view of the current Covid-19 situation, it was agreed that we would revisit these discussions, at a later date.	
	The Risk register had been circulated ahead of the meeting by the Clerk. It was agreed by all Cllrs that the document was now complete. The Clerk suggested that it should be reviewed in 12 months,	
	play areas and maintaining or upgrading a piece of kit is looked on favorably by the trustees. Cllr Helps and the Clerk would investigate further and report back.	Clerk/JH

this area. The clerk was instructed to feed back the Parish Council's support to Ward Cllr Kevin Guy.	Clerk
The Climate Emergency	
A document 'Zero Carbon Bathampton Proposal' Item 8 on the Agenda, was circulated to all, prior to the meeting. The proposal detailing that Bathampton Parish Council should declare a climate emergency and commit to net zero emissions by 2025 had been sent to the Clerk by a member of the Parish.	
It was agreed that the time required to discuss this item would be longer than what could be achieved within the meeting and Cllr Helps proposed that a sub-group was set up to discuss this in more detail. This sub-group would then discuss the matter and look to feed-back information within subsequent meetings. Cllr Helps put herself forward for this sub-group, along with David Beard and Cllr Mayo. Everyone was in favour of this approach.	JH/DM/DB
Ongoing Items	
a) Avon Wildlife, the Meadows and Cycle Track & Weir	
Cllr King reported that all was on track, regarding the Community asset transfer process for the transfer of ownership of Bathampton Meadows to the National Trust. A virtual meeting would be held w/c 23 rd March with the Bathampton Meadows Alliance Working Group. (BMAWG).	
b) Clean Air Zone.	
It was noted that BANES had now secured funding to carry out the essential repairs on Cleveland Bridge and that the 18 tonne temporary weight limit was apparently being enforced by police spot-checks. Cllr Andrews noted that there was no further information regarding a petition to make the 18 tonne weight restriction permanent	
The Clerk noted that no further information had been received following her email to Ward Cllr Kevin Guy, which had included Bathampton Parish Council's full support for a permanent ban. And our request to find out what measures BANES are intending to put in place when the bridge is fully close and their timings for these, due to the concerns this will have on traffic that will then be diverted through the village. Cllr Warren's email had noted that the planned closure was due to be discussed at the BANES council meeting that night. The Clerk agreed to update once further information was received.	Clerk
There was nothing further to report	
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	c) BPC's Digital presence.	
	Cllr Purpuri was unable to attend the meeting but highlighted in his report that an initial assessment of the website for compatibility with 'Web Content Accessibility Guidelines' to ensure we are compliant by September 2020 needs to commence. He would report back in April's meeting.	АР
2020/040	Group Reports	
	a) Planning & Conservation	
	Cllr King reported on the outcome of recent applications, recent applications received and planning applications awaiting a decision.	
	Cllr King highlighted that she had noticed, online that two applications had been permitted without notification from BANES. The Clerk agreed to contact BANES about this, and that she would report back to the planning group. It was also noted that the planning group couldn't support the application at 41a Warminster Road as it wasn't significantly different from the application refused in January 2019 and it increases hard surfacing.	Clerk
	<u>b)</u> <u>Highways</u>	
	Cllr Andrews reported that all had been relatively quiet this last month and that alongside Cllr King he was continuing to pursue the severance issue and was in discussions with Cllr Warren and Cllr Wright from BANES about how they need to deliver the document to them. Cllr Andrews agreed to circulate the completed document to everyone following the meeting.	SA
	c) <u>Footpaths</u>	
	Cllr Mayo reported that the fallen trees reported in last month's meeting were being dealt with by BANES. An email received from a Landowner, regarding the footpath at Candywood Leys was discussed. The email highlighted that 3 holes were found in the fencing along the footpath side of the compound which they believe may have been made when the volunteers cleared the path. The owner asked that the stretch behind the polytunnel is left for them to maintain which was agreed, and Cllr Mayo would respond back to them. Cllr Mayo asked whether it was still ok to arrange some footpath working parties to perform the first cut of the footpaths. In view of this being outside and that people would be naturally separated by several metres it was agreed that it was ok to proceed in getting this arranged. This was however in view that government advice	DM
	remained unchanged and deemed this possible.	DM

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	d) Leisure & Amenities	
	Allotments were discussed within the Clerk's report. Cllr Helps also noted an overturned shed on Plot 7b, which was very heavy and containing tools which had fallen over onto its doors. Cllr Helps suggested that the Clerk should send out an email to other allotment holders and Councilors to gather potential helpers to attempt to push it onto its side. The Clerk agreed to send out a communication to arrange help at the allotment for the morning of Saturday 21 st March at 11am.	Clerk
	e) Policy & Finance	
	Nothing additional to report.	
2020/041	Open Forum	
	It was noted that the next Parish Council meeting was expected to be carried out by Zoom. The Clerk agreed to distribute details and set up a link ahead of the next meeting. Cllr Brennan also noted that Cllr Andrews and David Beard needed to be set up on Dropbox.	Clerk
	Cllr Mayo queried whether the Annual Parish meeting would be going ahead. The Clerk mentioned that no announcement had been made but information relating to this should be available in the next few days and the Clerk would provide a further update.	Clerk
	Cllr King finally noted that she had written up and sent a consultation response to the WECA. Local Walking and Cycling Infrastructure Plan (LWCIP)	
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2020/042	Date of Next Meeting. Thursday 16 th April 2020, 7:30pm.	
	Due to Covid-19 and for the safety of everyone concerned, this meeting will be held virtually.	
	There being no further business the meeting closed at 9:20pm	
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Signed:	
Chair	

Date: 16th April 2020