

Minutes of the Meeting held on 21st May 2020

Virtual meeting held via Zoom

Present: Cllrs M. Brennan (MB) (Chair), L. King (LK), J. Helps (JH), D. Mayo (DM), S. Andrews (SA), D. Beard (DB), G. Ardrey (GA), A.Purpuri (AP) and Clerk L. Daly.

One member of the public in attendance – Kay Martin from Café 25

		Actions
		Actions struck through are complete
2020/057	Apologies: No apologies received	
2020/058	Declarations of interest	
	There were none.	
2020/059	Minutes of the previous meeting	
	The minutes of the meeting held on 16 th April 2020 had been circulated. They were AGREED and APPROVED. Due to the meeting being conducted virtually, the Chair of the Parish Council was unable to sign the minutes and would do so as soon as feasibly possible.	
2020/060	Review of actions carried forward from previous meetings	
	<p>The actions carried forward from previous meetings were discussed.</p> <p>Items a – c to be carried forward.</p> <p>d) Highway review – to be carried forward.</p> <p>e) To compare higher interest savings accounts. Due to the recent cuts in Interest rates, as a result of Covid-19, it was AGREED that this would be revisited. To be carried forward.</p> <p>g) To follow up on a marketing contact to offer advice on improving our social media presence. Cllr Purpuri reported that his contact is interested in assisting and would follow this up. To be removed.</p> <p>h) To follow up with SSE Lighting Services (SSE) on the removal of two lights and converting the remaining lights to LED. The works have been completed. To be removed.</p> <p>i) To create a proposal, detailing preferred road crossing locations and run this past Sarah Warren and Fiona Powell. The document has been completed and sent to Cllr Sarah Warren. To be removed.</p> <p>j) To remove the art group contact details from the Newsletter and include service times for the Church on the ‘What’s On’ page. To be carried forward.</p> <p>k) To check that the Bathampton Parish Council website is on the latest version of Wordpress. Cllr Mayo has updated the website to the latest version. To be removed.</p>	<p align="right">Clerk</p> <p align="right">SA</p> <p align="right">Clerk</p> <p align="right">JH</p>

	<p>l) To create an allotment site plan. To be carried forward.</p> <p>m) To look at the grants being offered by Enover Community Trust in view of updating the playground. To be carried forward.</p> <p>n) To set up a sub-group to focus on the climate emergency and review of the 'Zero Carbon Bathampton Proposal' document and feed-back information within subsequent meetings. To be carried forward.</p> <p>o) To report back on the initial assessment carried out for the Bathampton PC website and it's compatibility with 'Web Content Accessibility Guidelines'. The initial assessment has been completed. To be removed.</p> <p>p) To discuss and report back on the ability to acquire a Secure Sockets Layer (SSL) Certificate for the Bathampton Parish Council website. To be carried forward.</p> <p>q) To sign the March minutes and April Financial Report. To be carried forward.</p> <p>r) To contact Facebook, regarding the linking up of the Bathampton Community and Bathampton Community Group Facebook pages. Cllr Purpuri reported that there was little to gain from formally linking them together. To be removed.</p> <p>s) To Speak with Ward Cllrs Sarah Warren and Kevin Guy, regarding the works to rebuild the drainage system on the High Street. Cllr Beard reported that discussions were moving forward. To be removed.</p> <p>t) To speak with the working party volunteers, regarding the possibility of carrying out the first cut of the footpaths. Cllr Mayo reported that he had emailed BANES to receive confirmation that they were ok to proceed with the cuts and was awaiting a reply. To be removed.</p>	<p>Clerk / JH</p> <p>Clerk / JH</p> <p>JH/DM/DB</p> <p>DM/AP</p> <p>MB</p>
2020/061	Finance	
	a) <u>Financial report for April 2020</u>	
	This had been circulated previously.	
	<u>Table 1</u>	
	<p>The clerk referred to the report and noted that the figures were the first actuals for the financial year (FY). It was noted that the cash movement increase of +£9,182.40 was primarily due to the receipt of the first Precept installment and the VAT rebate.</p> <p>It was further noted by the Clerk that the money in the current account had been kept higher than the £5k agreed in view that the invoice for the street light works (converting the lights to LED and the removal of two lights) was due at the end of the month, totaling approximately £6,200.</p>	

	<u>Table 2</u>	
	Transactions from the 1 st April up to the 30 th April 2020 were noted.	
	<u>Table 3</u>	
	<p>The items of expenditure were discussed. It was AGREED that the SSE lighting invoice for maintenance (Jan – March) could be processed for payment, in view that the works had now been completed.</p> <p>The Clerk noted that the Zurich invoice was approved for payment during the April meeting. Finally, the Clerk referred to an Invoice received from the Internal auditor, received following the circulation of the April financial report. The invoice for the sum of £185 was approved for payment.</p> <p>The remaining listed items were APPROVED for payment.</p>	
	The report was APPROVED by the Council and would be signed by Cllr Brennan when feasibly possible to do so.	MB
	b) <u>Clerk’s report</u>	
	<p>The Clerk’s Report covering everything from the previous meeting (16th April 2020) had been circulated.</p> <p>Cllr King queried whether a discussion should have taken place during the April’s Parish Council meeting, regarding whether the Parish Council should be continuing to pay Alan, the Handyman’s salary or if he should have been furloughed. It was noted by the Clerk that Alan had been continuing with his duties during this time, including the cutting of grass within the village and emptying the bins. It was further noted by the Clerk that Alan had not been expected to continue carrying out these duties in view of self-isolating, but he was happy to do so and was able to maintain social distancing whilst carrying out his duties. It was AGREED that salary payments would continue as normal.</p> <p>The Clerk noted that the Declaration of Acceptance and Register of Interests forms for Cllr Beard had been added to the Bathampton Parish Council website. The Clerk asked whether they wished to include a notice onto the website to inform the community that Cllr Beard had been co-opted onto the Parish Council. It was AGREED that the Clerk would post a notice and on the suggestion of Cllr Brennan, Cllr Beard AGREED to send some copy to the Clerk for inclusion onto the ‘Contact Us’ page.</p> <p>The Clerk noted that due to inexperience and a lack of understanding on the process, quite a bit of time over the last month had been spent understanding and preparing documents for the Internal and external audit and completing the Annual accounts. The Clerk advised that the Annual Governance and Accounting Statements and</p>	Clerk DB

	<p>The Clerk noted that she hadn't had the time to look into the Enovert grants for the development of the playground, but she would endeavour to do so for June's meeting (action m under 2020/060).</p> <p>The Clerk provided a brief update on behalf of Jenny Lambert who had set up the Bathampton Community Care group to support vulnerable people within the community, in response to Covid-19. The Clerk further noted that she had been circulating zoom links to Jenny Lambert, for zoom sessions which were being overseen by Bathford Parish Council and which were being promoted on social media.</p> <p>A brief discussion was had, and the Clerk AGREED to send the details of the Zoom sessions to Jenny Lambert to promote on her WhatsApp group. Kay Martin at Café 25 said she would be happy to put a poster regarding the sessions, up in her shop.</p> <p>The Clerk referred to an email which had been sent to General Estates Co to carry out essential road surface repairs, with potholes posing a danger to road users and drainage issues on the approach road to the South which results in ponding. The Clerk noted that contact had been made with them on the 20th April and they confirmed that they had arranged for a maintenance engineer to visit the bridge w/c 27th April but on later inspection no works had been carried out. The Clerk highlighted that she had chased this up and AGREED to follow this up w/c 25th May.</p> <p>Cllr Brennan referred to the Local Plan partial update, following the circulation of an email by the clerk on the 5th May relating to this matter. Cllr Brennan highlighted that they are dealing with issues that they would have dealt with as part of the WECA Plan, eg Student housing and it was noted that it was unlikely to impact on local green spaces as the local green spaces policy is being specifically identified as being omitted from the review.</p> <p>On behalf of Terry Wagstaff from Bathampton Meadows Alliance (BMA), Cllr King raised a query on whether the meadows should be designated as a green space.</p> <p>Cllr Brennan highlighted that this had previously been looked into but had been told that it was not possible, as a green space is deemed to be a small space within the community and not a large piece of agricultural land, such as the Meadows. It was further noted that the green space protection is equivalent to the green belt which the meadows are already in.</p> <p>After further discussion, Cllr King AGREED to follow this up with Terry Wagstaff and to report back if BMA receive indication contrary to the above.</p> <p>The Clerk reported that there had been no update on the Cleveland Bridge repairs, following Cllr Sarah Warren's email on the 17th April</p>	<p>Clerk</p> <p>Clerk</p> <p>LK</p>
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	<p>where it was noted that the project was under review and no decision had been made.</p> <p>Cllr Beard referred to a conversation that he had with Simon Morrisey, Chief drainage engineer for BANES and Kevin Guy regarding the risk of coinciding of the closure of the Bathampton High Street with the closing of the Cleveland Bridge. It was reported by Cllr Beard that Cllr Guy viewed this positively as it would prevent traffic from being diverted over the toll bridge. However it was possible that the works would be completed at different times. The Clerk referred to the email from Will Osbourne from MBNL which had been circulated on the 16th May, regarding the 5G mast on Bathampton Down. The Clerk noted that she was waiting to hear back on when scheduled works were expecting to take place and there was confusion on whether the mast had 5G switched on. The Clerk AGREED to follow this up and update.</p> <p>The Clerk referred to her June holiday which had been cancelled in view of Covid-19. Due to family commitments the Clerk noted that the holiday was looking to be rescheduled for a similar time next year which was expected to fall on the date of the June Parish Council meeting. This matter had been raised by the Clerk at her interview for the post so the Council were previously warned that a clash would occur. After a brief discussion, it was AGREED that the Clerk should re-book and then plans to arrange cover or reschedule the meeting date could be made.</p> <p>Items of correspondence, phone calls, emails etc were noted. The clerk referred to an email, received from the Clerk of Bathford and referring to the BA1/32 Level crossing closure. A brief discussion was had, and Cllr Brennan suggested that Network Rail should be looking to provide a safe route for people to cross whilst the works are carried out. The Clerk AGREED to discuss with Bathford and would ask to be kept in the loop on the discussions.</p> <p>Finally, the Clerk referred to a call which she had received from Andrew Hayter, regarding the sale of ice-cream via a bike at Jubilee Gardens. Following a brief discussion, it was AGREED that the Parish Council should be supporting their local businesses, namely the Canal Café and Local Café who also sell ice-cream and it was AGREED that the proposal of the sale of ice-cream via the bike would not be supported. The Clerk AGREED to get in touch with Andrew to inform him of the Council’s decision.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>2020/062</p>	<p>Shop licence Application</p>	
	<p>The premises licence application for 21-23 Holcombe Lane for the sale of alcohol every day during the hours of 6am – 11pm was discussed. This was item 8 on the agenda, but the Chair asked to</p>	

	<p>there would be more village news to report, i.e. information about the shop opening, the upgrading of the lights, information on the re-surfacing of the High Street.</p> <p>Everyone AGREED that a newsletter should go out sometime over the summer and were in favor of waiting another month when there might be more news to share with the community. Cllr Brennan asked that it was kept on the agenda for next month. It was noted that a July Newsletter, is normally distributed in the first week of August along with the Bathampton Village Show booklet. We would need to work with the village show committee to make sure that the timing of our newsletter worked for them as we would not send out two newsletters over the summer.</p>	<p>Clerk</p>
<p>2020/066</p>	<p>Ongoing Items</p>	
	<p>a) <u>Avon Wildlife, the Meadows and Cycle Track & Weir</u></p> <p>Cllr King reported that Terry Wagstaff from Bathampton Meadows Alliance (BMA) was getting little feedback, regarding the West of England Combined Authority (WECA) Local Cycling Walking Infrastructure Plan (LCWIP).</p> <p>Cllr King also noted that Cllr Sarah Warren had AGREED within the April Parish Council meeting to get an update and report back. The Clerk AGREED to follow this up with Sarah and circulate an update.</p> <p>It was further reported that everything was on track but moving very slowly, regarding the community asset transfer process for the transfer of ownership of Bathampton Meadows to the National Trust. It was felt that this was due to Covid-19 and it would likely progress further, when things return back to normal.</p>	<p>Clerk</p>
	<p>b) <u>Clean Air Zone.</u></p> <p>There was nothing further to report.</p>	
	<p>c) <u>BPC's Digital presence.</u></p> <p>Cllr Purpuri reported that due to work commitments, he hadn't had much chance to monitor Facebook and Twitter but Facebook had been quieter recently and there had been fewer posts.</p> <p>Cllr's Mayo and Purpuri noted that following the April meeting, they had, had a separate discussion regarding the Bathampton Parish Council website and Cllr Purpuri had undertaken compliancy testing against each page of the website. It was noted that there were some compliance issues such as the naming of links correctly and having alternative text for images, but most issues highlighted would be easy to implement. It was however discussed that some issues would be harder to fix but It was suggested that an accessibility</p>	

	<p>been issues with the siting of the existing speed hump positions which currently result in vibrations to the houses of local residents. Cllr Andrews also offered to find out which speed hump was the one causing these issues.</p> <p>Cllr Beard finally reported that the crossing by the George would also be getting some attention as part of the project. Cllr Helps queried signage regarding the road closure. Cllr Brennan asked for the drafted email to ensure appropriate signage will be present to warn drivers of the High Street closure at all points and this will include alternative routes / diversionary options. Finally, Cllr Beard noted that Simon Morrissey was liaising with Highways England, regarding the flooding issues on the A36 and he would follow this up.</p>	<p>SA</p> <p>DB</p>
<p>2020/067</p>	<p>Group Reports</p>	
	<p>a) <u>Planning & Conservation</u></p> <p>Cllr King reported on the outcome of recent applications, new applications received, planning applications awaiting a decision and briefly talked over the planning application plans for the Methodist Church and 16 Tynning Road.</p> <p>The planning application for an agricultural storage building at New Leaf Farm was raised by Cllr King. It was noted that feedback, in response to the application had been submitted by the Bathampton Parish Council Planning Group to planning Services at BANES to meet the given response deadline and in this instance, due to the timing of the Parish meeting, a full Parish Council discussion hadn't taken place. It was further noted that Cllrs King and Brennan and the Clerk had previous conversations with the owner of New Leaf farm and Cllr Kevin Guy who were both displeased with the comments submitted by Bathampton Parish Council on the application and queried the decision making process of the Parish Council.</p> <p>Cllr King reported that whilst the planning group had no objections to the planning application, they had noted inaccuracies in the application and it lacked information to support the planning application because it would be built on a green belt area. Cllr Ardrey further reported that there had been a recent development application on the site to convert a barn to three dwellings which had been granted. No case had been made for the application for the new barn.</p> <p>Following a detailed discussion and in view of additional information having been acquired on the application, the Parish Council unanimously AGREED that they had no objections or concerns, regarding the planning application and Cllr King would submit a further response to the planning officer at BANES. Cllr King also AGREED to update the owner of New Leaf Farm on these recent discussions. It was also felt that the decision-making process, met the Council's legal obligations although care needed to be taken</p>	<p>LK</p> <p>LK</p>

