

Minutes of the Meeting held on 16th July 2020

Virtual meeting held via Zoom

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

No members of the public in attendance.

		Actions
		Actions struck through are complete
2020/086	Apologies: Apologies received from Cllr D. Mayo	
2020/087	Co-opting of a new Councillor	
	Katherine Lutteroth was co-opted onto the Parish Council and was warmly welcomed by all councillors present. Katherine signed the Declaration of Acceptance form and held the form up to her camera for all Cllr's to view. The Clerk noted that she had sent Cllr Lutteroth the Financial Regulations form for completion and return and the current standing orders, financial regulations and code of conduct to view.	KL
2020/088	Declarations of interest	
	There were none.	
2020/089	Update from Ward Cllr Kevin Guy	
	<p>The Chair introduced Ward Cllr Kevin Guy to Katherine Lutteroth and he was invited to provide the Council with any local updates.</p> <p>Cllr Kevin Guy reported on the Bathampton High Street closure and noted that the road closure signage would go up a week earlier than planned and should be in place w/c 20th July.</p> <p>Cllr Beard reported that he had received correspondence to confirm that the road closure signage would cover all access points into the village. Cllr Beard further noted that the forthcoming road closure would not impact on the key building work taking place at Bathampton Primary School and the haulage of equipment to the school would be allowed through at certain times</p> <p>Cllr Kevin Guy referred to the safety of the Toll Bridge, regarding people swimming and jumping into the river from the bridge. He noted that along with Cllr Sarah Warren they would be allocating £1,000 from the Ward Councillor funding, towards a new permanent life buoy and new signage. The council were asked whether they would be willing to contribute £500 towards this equipment with the view that Batheaston Parish Council would be asked to contribute the same. The Chair noted that it was on the agenda and the council would discuss later on within the meeting.</p>	

	Cllr King reported that she had emailed General Estates Co., regarding contributing towards the signage under the bridge but she had not received any correspondence back. Cllr King AGREED to follow this up.	LK
2020/090	Minutes of the previous meeting	
	The minutes of the meeting held on 18 th June 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.	MB
2020/091	Review of actions carried forward from previous meetings	
	<p>The Chair noted that the actions carried forward would not be reviewed within the meeting due to the need to spend more time discussing the agenda items and the need to keep meeting times shorter. The Chair also asked the Clerk to remove any items that the Clerk knew to have been completed before the September meeting to keep the actions list, more condensed.</p> <p>The Chair referenced a couple of actions, one regarding the website SSL certificate and the second regarding information on moving the website to a different hosting provider.</p> <p>In the absence of Cllr Mayo, Cllr Purpuri reported that Cllr Mayo had conducted research into web hosting options and suggested the transfer of the website to Lonos at £4 a month (£24 for the first year) due to its competitive price and to enable the Council to acquire the required SSL certificate. All Cllrs present AGREED to this move to this new hosting provider ahead of the September meeting and the outstanding bill from the current provider would be settled once the invoices had been received. The Clerk AGREED to follow this up with the current hosting provider.</p> <p>The old-fashioned light fixed to the outside of the Old Post Office was briefly discussed. Cllr Beard reported that the owner of the Old Post Office had no knowledge of who owned and had responsibility for the light. The Chair asked the Clerk to keep it as an action carried forward to see if Cllr Mayo could determine the ownership of the light from looking at Parish Online.</p>	<p>Clerk</p> <p>DM</p>
2020/092	Finance	
	a) <u>Financial report for June 2020</u>	
	This had been circulated previously.	
	<u>Table 1</u>	
	The clerk referred to her report and noted the cash movement summary.	

	<u>Table 2</u>	
	Transactions from the 1 st June up to the 30 th June 2020 were noted.	
	<u>Table 3</u>	
	<p>The items of listed expenditure detailed on the Financial Report were discussed and approved for payment.</p> <p>In addition to the items listed, the Clerk noted an EDF Energy Direct Debit invoice for £108.44 which was APPROVED. The clerk AGREED to contact EDF to confirm the new payment arrangements in view that the lights had been converted to LED and lights had been removed which should see a reduced consumption charge going forward.</p> <p>An invoice for hosting the website for £50, dated February 2020 but covering 01/03/2016 – 28/02/2017 had been sent to the Clerk from Cllr Mayo two days prior to the meeting. After a brief discussion It was AGREED the Clerk would contact the current provider to get confirmation on whether it was a recent invoice and what other invoices could be expected. The Chair AGREED to find out when a payment was last made to the hosting provider.</p> <p>Finally, the Clerk referenced the Handyman’s expenses, received immediately prior to the meeting, totalling £322.37 and covering the period of January to June. The expenses were APPROVED for payment.</p>	<p>Clerk</p> <p>Clerk</p> <p>MB</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 (18th June 2020) had been circulated.</p> <p>The Clerk reported that the Bathampton village playground had reopened on the 4th July. A risk assessment circulated by the Avon Local Councils Association (ALCA) and circulated to all Cllrs prior to the meeting was referred to and the Clerk noted that notices had been created in consideration of government guidance and placed at the playground entry points with a further notice within the playground. The Clerk asked the Council whether there was anything further that needed to be considered. Nothing further was noted but Cllr Helps suggested that the Clerk should find out whether the Handyman wears gloves when carrying out his duties, i.e. emptying bins.</p> <p>The Clerk further noted that she had completed all of her website compliance actions, regarding the updating of the website links for the agenda and minutes and that the agenda’s included on the website, apart from the latest one had been removed.</p>	Clerk

	<p>Cllr Purpuri reported that there were a few technical points that still needed actioning but he would review these over the next month and anything outstanding that couldn't easily be amended, would be covered by an accessibility statement to ensure all legal obligations are covered.</p> <p>The Clerk reported that messages had been exchanged with Batheaston Parish Council, regarding the BA1/32 crossing closure and she had received confirmation that Network Rail (NR) are putting signage up at the Bathford-Bradford Road end when there is a closure but nothing was planned for the Bathampton side. The Chair noted that it would be included within the Newsletter and everyone AGREED that no further action was required.</p> <p>The Clerk referenced an email which had been circulated prior to the meeting, providing the results of the Avon Local Councils Association (ALCA) survey, into virtual meetings. Most Parish Councils favoured the option in future for members to join via video and others present, if technology allows which was also the preference by the majority of Bathampton Parish Council Cllrs.</p> <p>The Chair reported that following an assessment into the re-opening of the Village Hall, it was likely that they wouldn't be able to hire out the small room due to the inability to socially distance and with the larger room usually occupied by another group at the time of the Parish Council meeting, it was likely that virtual meetings would be expected to continue for the foreseeable future.</p> <p>In view of this, the Clerk highlighted that her current premium package for Zoom would shortly be coming to an end and asked the council if they would be happy to sign up to the premium package at approximately £11 a month, enabling meetings to continue past the 40 minute, free package limit. Following a brief discussion, the Clerk AGREED to confirm the exact costs and terms of the premium package and she would circulate details after the meeting. The Council unanimously AGREED that they would be happy to proceed in view of these expected costs and if the terms were considered reasonable and they weren't tied into a lengthy contract.</p> <p>The Clerk outlined the process necessary to enable the planning working group to make decisions and respond to BANES on new planning applications during August when no Parish Council meeting takes place.</p> <p>After a discussion, it was AGREED that for the month of August, the Clerk would be granted delegated authority, in consultation with three Councillors, to include Cllr Ardrey and Cllr King. The Clerk AGREED to set up a Zoom meeting to agree any outstanding / new applications, at a date to be agreed.</p>	<p>Clerk</p> <p>Clerk</p>
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	<p>The Clerk referenced an email received from a Bathampton resident asking whether Bathampton Parish Council would consider an e-newsletter to enable people to keep up to date with village news. After a discussion it was AGREED that the Council were in favour of continuing with hard copies due to the associated difficulties with maintaining an accurate email database, complying with General Data Protection Regulation (GDPR) and arranging a mixed delivery of hand delivered and e-newsletters. It was however AGREED that once the Newsletter is circulated, a link to the online version would be promoted on social media which Cllr Purpuri was happy to action.</p> <p>The Clerk reported on an email received from a Bathampton resident regarding the Miller walk to Bathampton Lane footpath and steps. Previous correspondence had expressed a concern for pedestrian safety at the road crossing point and a follow up email had asked the Clerk for them to be kept up to date on any discussions. Cllr Beard would speak with BANES to find out if they have any suggestions on what improvements could be made.</p> <p>Finally, the Clerk noted an email received, regarding the overgrown verge between the George and Bathampton Manor. The Clerk reported that Cllr Kevin Guy and the owner of New Leaf Farm would be cutting this back, imminently.</p>	<p style="text-align: right;">TP</p> <p style="text-align: right;">DB</p>
<p>2020/093</p>	<p>ALCA Subscriptions</p>	
	<p>The Chair referenced a report and supporting information received from the ALCA and circulated by the clerk prior to the meeting, regarding proposed increases to the ALCA subscription. After a brief discussion it was AGREED that the ALCA are a valuable resource and due to it being a small incremental increase, everyone was happy with the proposed increase of 10% over three years.</p> <p>The Clerk AGREED to feed the Council’s decision back to Dawn Drury at the ALCA.</p>	<p style="text-align: right;">-Clerk</p>
<p>2020/094</p>	<p>Bathampton Toll Bridge Weir</p>	
	<p>Cllr King reported that she had met with the manager of General Estate Co, who own the Toll Bridge, Batheaston Parish Council and Ward Cllr Kevin Guy to discuss the need for increased signage and safety equipment near the wooden footbridge by the Toll Bridge, in response to the recent tragedy at the weir.</p> <p>It was further noted that due to the urgent need to get something in place, the cheaper short-term solution of a life ring was agreed which the ward Cllrs would contribute £500 towards. The favoured long term solution of an enclosed lifebuoy would cost £2,500, with £800 being contributed by the Ward Cllrs and a proposal that Bathampton and Batheaston Parish Council’s would share the remaining cost.</p>	

	<p>Following a considered discussion it was AGREED that Bathampton Parish Council would grant Cllr King the authority to spend up to £750 to allocate towards this safety equipment, with the view that this may reduce if other parties, i.e. Canal & River Trust (CRT), General Estate Co. Bathampton Mill and The Old Mill, make a contribution.</p>	
2020/095	Speeding & the volume of traffic on the Bathampton High Street	
	<p>A discussion was had on the speeding and volume of traffic going through the Bathampton High Street. Cllr Beard reported that data shows that the average speed of traffic through Bathampton Lane exceeds the 20mph speed limit. Resident and pedestrian safety was noted due to on-going occurrences of vehicles mounting the pavement at narrow points and properties that are directly onto the road as well as reported damage to properties from vibrations and traffic pollution.</p> <p>After a detailed discussion it was AGREED that the Council are fully supportive of Cllr Beard’s wish to thoroughly investigate the extent of the problem with the view of making improvements but historically no success had been made with BANES and Highways England (HE).</p> <p>The Chair AGREED to forward on any relevant data and information on i.e. traffic volumes through the village for Cllr Beard to review.</p> <p>Cllr King suggested that Cllr Beard speak to Fiona Powell who is involved in the Bathampton Safer Route to School Group who would have a lot of relevant information, relating to this issue.</p>	MB
2020/096	Playground Project	
	<p>The Clerk drew the meeting’s attention to a proposal document which had been put together for the Playground Project and circulated prior to the meeting. The Clerk highlighted points A – J within the report, being questions taking from the Enover application with Bathampton Parish Council’s responses. The Clerk invited the Cllr’s to review and to send over any comments or suggestions on these proposed responses following the meeting.</p> <p>The Clerk noted that she would put the Enover application together for approval in September’s meeting.</p> <p>Following a discussion on the project’s budget, it was AGREED that the playground project team would ask the playground equipment suppliers to break down the equipment and resurfacing by individual price and in consideration of the latest safety review, determine what work needs to be carried out by the Parish Council and associated costs and what could be done to improve the playground if grants were awarded.</p>	ALL TP, KL, Clerk

	<p>The Clerk noted that approximately 40 people had responded to the survey and provided a quick update on what this early data was showing. The Clerk, Cllr Lutteroth and Cllr Purpuri confirmed that they were happy to take the project forward and they would report back on the Survey findings within the September meeting.</p>	
2020/097	Climate Emergency	
	<p>Cllr Helps noted two documents which looked at ‘why declare a climate emergency’ and if we decide to declare a climate emergency, how as a Parish Council would we look to proceed.</p> <p>After a lengthy discussion, it was unanimously AGREED that Bathampton Parish Council don’t believe it is appropriate for them to make an official declaration but welcome and are supportive of BANES climate emergency and their objectives (energy efficient, transport emissions, local renewable energy generation, reduce reuse recycle and green infrastructure and biodiversity) and welcome BANES in providing co-ordination on relevant issues to enable Bathampton Parish Council to take tangible actions at a local level.</p> <p>The Chair further noted that in view of this, decisions of Bathampton Parish Council in future, should be made in consideration of BANES climate emergency priorities, such as decisions and responses on new planning applications.</p> <p>Cllr Helps further noted that along with Cllr Beard, they would be attending a one day ALCA Climate action workshop for Councils and would hopefully be involved in developing a carbon footprint tool for Parish Councils.</p> <p>Cllr Helps AGREED to include a write up for Climate Emergency within the next Newsletter, updating the community and inviting the community to get involved and would then look to draw up a realistic and achievable plan.</p>	JH
2020/098	Standing Orders	
	<p>The Chair drew the meetings attention to two documents which had been circulated prior to the meeting, being the National Association of Local Councils (NALC) model standing orders and a working document to propose how amendments to the model would help fit in with Bathampton Parish Council’s way of working. It was noted that keeping the standing orders as close as possible to the NALC model would make it easier to update going forward when changes in the model are made.</p> <p>The Chair invited everyone to feedback on the document by the 31st July, to either confirm that they were happy with the proposed changes or to note items that they don’t agree with which they would wish to do differently. The Chair noted that after this date,</p>	ALL

	<p>the document would be adjusted and brought back to the September meeting for review. The Chair offered to go over the standing orders with the Cllrs after the meeting if anyone was unsure about anything.</p>	
2020/099	Ongoing Items	
	<p>a) <u>Avon Wildlife, the Meadows, Cycle Track & Weir</u> There was nothing further to report.</p>	
	<p>b) <u>Clean Air Zone.</u> The Chair reported that the Clean Air Zone meeting, due to take place in November had been delayed.. It was reported that they would be going back to the Government with a date to be confirmed, in view of the current air situation and funding issues.</p>	
	<p>c) <u>BPC's Digital presence.</u> Cllr Purpuri reported that social media had achieved good interaction during June. It was further reported that most of the compliancy actions had been worked through and that along with Cllr Mayo, they would be going through the remaining technical actions which would be completed ahead of the compliancy deadline of the 23rd September.</p>	
	<p>d) <u>Drainage on the High Street and A36</u> Cllr Beard reported that some of the population of the canal, park on the high street and only reclaim their cars every so often. He noted that he would be asking BANES to notify them, to ensure cars are moved in view of the High Street closure and impending works. Cllr Beard reported that he had been due to meet with Simon Morrissey, Chief Drainage Engineer for BANES on the 16th July to discuss flooding issues on the A36 but this had been postponed until the 21st July. An update would be provided following this meeting.</p>	DB
	<p>e) <u>Climate Emergency</u> This had been covered under agenda item, 2020/097 There was nothing further to report.</p>	
2020/100	Group Reports	
	<p>a) <u>Planning & Conservation</u> Cllr King referred to the three new planning applications at Tying Road. Cllr King reported that the planning group were proposing 'No objection' which was AGREED by the Council. In addition, Cllr King drew the meeting's attention to a new planning application at Yew Tree Barn which was briefly discussed. The Chair suggested that</p>	

	<p>whilst the planning had previously been approved in 2013, the planning group should query whether the application is up to date, regarding insulation standards and suggested that the planning group needed further discussion to agree the outcome of the application which would require approval within an August meeting. It was further suggested that responses to planning applications should now be considered in view of the climate emergency.</p> <p>b) <u>Highways</u></p> <p>Cllr Andrews reported that he had spoken to Ward Cllr Warren and it was suggested that BANES Cllr Joanne Wright is pushing for a pelican crossing at the top of Down Lane where the existing crossing is located.</p> <p>The Chair reported that the narrowing of the pavement on the A36 half-way from Devonshire road to the top of Down lane due to foliage, meant that people couldn't socially distance on this dangerous stretch of road. It was suggested that Highways England need to cut it back as there is an obligation to keep people safe. Cllr Andrews AGREED to action.</p> <p>Cllr Ardrey further noted that the pathway along the A36 from the back of the Chestertons to the Bathampton boundary was getting very narrow due to overgrown bushes and trees dropping foliage onto the pavement which was causing weeds to grow and leaf mounds, making it unsafe for pedestrians. The clerk AGREED to send a standard letter to the houses that back onto that stretch of road asking them to cut these back and clear away any weeds and leaf mounds. Cllr Andrews also AGREED to contact HE to find out if they could do anything about this.</p> <p>Cllr Ardrey further reported that the hedge of the house at the end of Holcombe Close, that backs onto the A36 Warminster Road was growing across the pathway and narrowing it. The Clerk AGREED to take a walk around to take a look which number house it was and she would send out a letter asking them to cut it back.</p> <p>c) <u>Footpaths</u></p> <p>With the absence of Cllr Mayo, there was nothing to report.</p> <p>d) <u>Leisure & Amenities</u></p> <p>Cllr Helps had submitted her report prior to the meeting and additional items had been covered previously in the meeting. For the September meeting, Cllr Helps and Cllr Lutteroth noted that they would liaise and work out the best approach to reporting on leisure</p>	<p>SA</p> <p>Clerk</p> <p>SA</p> <p>Clerk</p>
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	<p>and amenities, in view that Cllr Lutteroth would be taking over responsibility of the playground with Cllr Helps retaining responsibility of the allotments.</p> <p>e) <u>Policy & Finance</u></p> <p>The Chair had nothing to report but noted that she had attended the Parish Liaison meeting where it was reported that BANES had received financial handouts and received 75% of lost commercial revenues and the financial outlook wasn't as bad as expected. Reference was also made to Cllr Warren's YouTube channel which includes posts on Climate Emergency.</p> <p>The Chair reminded everyone about the Bathavon North, Virtual Community Forum, taking place on the 30th July.</p>	
2020/101	Newsletter	
	<p>A discussion was had, and it was AGREED that the newsletter would be 2 page, 4 sided. The content of the newsletter and timetable for the forthcoming issue was also AGREED with Cllr's and the Clerk being assigned write ups to be sent to Cllr Helps by the 31st July.</p> <p>The clerk agreed to obtain a quote from Minutemen for the printing and the Chair would check whether the volunteers can deliver on the given dates.</p> <p>The Chair referenced the Spar shop licence. Cllr Lutteroth noted that she was disappointed on how the hearing was handled and felt that the efforts of the local community had been ignored, citing that they hadn't been represented as they had hoped. It was confirmed that the new shop would be including a Post Office, but not initially.</p>	<p>ALL</p> <p>Clerk</p>
2020/102	Open Forum	
	There was no further discussion.	
2020/103	<p>Date of next meeting. Thursday 17th September 2020, 7:30pm.</p> <p>Due to Covid-19 and for the safety of everyone concerned, this meeting is expected to be held virtually.</p>	
	There being no further business the meeting closed at 21.50 pm	

Signed:

Chair

Date: 17th September 2020