

Minutes of the Meeting held on 16th September 2021

Present: Cllrs M. Brennan (MB) (Chair), L. King (LK), D. Beard (DB), G. Ardrey (GA), A. Purpuri (AP) and Clerk L. Daly.

Ten members of the public in attendance.

		Actions
		Actions struck through are complete
2021/085	Welcome: The Chair welcomed everyone to the meeting.	
2021/086	Apologies: J. Helps.	
2021/087	Declarations of interest	
	There were none.	
2021/088	Public Participation regarding traffic through Bathampton	
	<p>The Chair invited the members of public to speak who had all attended the meeting to voice their concerns relating to the traffic flow through Bathampton High Street.</p> <p>The collective issues raised were primarily regarding the increase in traffic congestion particularly the increase in HGV traffic, speeding, vehicles mounting the pavements posing safety issues to pedestrians, pollution to neighbouring properties from engine fumes as vehicles wait at the traffic lights and the failure to remove the traffic lights when not in use resulting in them becoming an obstruction to road/pavement users.</p> <p>An in-depth discussion was had. Cllr Purpuri agreed to raise the following issues with BANES: a) to ask that larger and more prominent signage is put in place to help prevent HGV's from entering the village b) to ask that they look at physical measures i.e. increasing the height of the pavements on the narrow stretch of the High Street to help prevent cars from mounting them (although he pointed out that this could not be implemented in the short term), c) to implement signage asking road users to turn their engines off whilst queuing at the traffic lights and d) to ask that traffic lights are put away somewhere unobtrusive when not in use.</p> <p>The Chair additionally noted that the Parish Council had a meeting with BANES on the 27th September to analyse the Automatic Number Plate Recognition (ANPR) data for the period of April to June 2021 and the data on pollution levels. The Clerk agreed to put in a request with BANES ensuring the meeting includes air quality data specifically for Bathampton following the first three months of the operation of the Clean Air Zone (CAZ).</p> <p>Cllr Beard agreed to attend the meeting to represent the residents of the High Street. Cllr Beard additionally agreed to forward the Cleveland Bridge email updates to the members of the High Street.</p> <p>Cllr Beard agreed to identify and provide a list to Cllr Purpuri for the houses on the High Street that have doors opening directly onto the road. Cllr Purpuri would then liaise with BANES to find out if any additional safety measures can be carried out e.g., extending the length of the existing bollards.</p>	<p>TP</p> <p>Clerk</p> <p>DB</p> <p>DB/TP</p>

	At this point, the members of public all left the meeting.																																											
2021/089	Minutes of the previous meeting																																											
	The Minutes of the meeting held on the 22 nd June 2021 had been circulated. The Minutes were AGREED and APPROVED and Signed by the Chair.																																											
2021/090	Review of actions carried forward from previous meetings																																											
	<p>The actions carried forward were reviewed.</p> <p>Cllr Purpuri agreed to set up Council specific emails for Highways, Planning and the Bathampton Parish Council Newsletter and to circulate the relevant passwords to the Clerk.</p> <p>Regarding the waste following the tree works on the Playing field, it was suggested that the Council should hire a chipper. Cllr Beard suggested that these chippings could be used on the footpaths with other cuts being offered to the community for firewood, which the council agreed.</p>	TP																																										
2021/091	Finance																																											
	a) <u>Financial Report for August 2021</u>																																											
	This had been circulated previously.																																											
	<u>Table 1</u>																																											
	The clerk referred to her report and noted a cash movement of £1,839.86 for the month. It was highlighted by the clerk that the VAT recovery of £2,295.28 had been received.																																											
	<u>Table 2</u>																																											
	Transactions from the 1 st August up to the 31 st August and for the period of July were noted.																																											
	<u>Table 3</u>																																											
	<p>The Clerk noted the items of expenditure requiring approval. The Council approved the items listed within the Financial Report for payment totalling £4,845.25. The invoice for the Canal & River Trust totalling £98.12 would be subject to the outcome of the discussion (item 7 on the agenda).</p> <p>Schedule of Payments for Approval</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Details</th> <th>Net</th> <th>Vat</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td>16.09.2021</td> <td>HAGS</td> <td>Aerial Runway Repair</td> <td>3,571.60</td> <td>714.32</td> <td>4,285.92</td> </tr> <tr> <td>16.09.2021</td> <td>ICO</td> <td>Data Protection fee</td> <td>35.00</td> <td>0</td> <td>35.00</td> </tr> <tr> <td>16.09.2021</td> <td>HMRC</td> <td>HMRC PAYE (July - September 2021)</td> <td>240.60</td> <td>0</td> <td>240.60</td> </tr> <tr> <td>16.09.2021</td> <td>Clerk</td> <td>Clerk expenses (Cllr NALC course / IONOS)</td> <td>36.44</td> <td>7.29</td> <td>43.73</td> </tr> <tr> <td>16.09.2021</td> <td>PKF Littlejohn</td> <td>External Audit</td> <td>200.00</td> <td>40</td> <td>240.00</td> </tr> <tr> <td></td> <td></td> <td>Sub Total</td> <td></td> <td>4,845.25</td> <td></td> </tr> </tbody> </table> <p>The Council additionally AGREED payment of an invoice received from IONOS totalling £4.80 and expenses received from Cllr Beard totalling £32.73.</p>	Date	Payee	Details	Net	Vat	Gross	16.09.2021	HAGS	Aerial Runway Repair	3,571.60	714.32	4,285.92	16.09.2021	ICO	Data Protection fee	35.00	0	35.00	16.09.2021	HMRC	HMRC PAYE (July - September 2021)	240.60	0	240.60	16.09.2021	Clerk	Clerk expenses (Cllr NALC course / IONOS)	36.44	7.29	43.73	16.09.2021	PKF Littlejohn	External Audit	200.00	40	240.00			Sub Total		4,845.25		
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	The above invoices were checked, the report was approved by the Council and signed by the Chair.																																											
	b) <u>Clerk's Report</u>																																											

	<p>The Clerk’s Report covering everything from the previous meeting (15th July 2021) had been circulated prior to the meeting.</p> <p>The Clerk reported that PKF Littlejohn had completed the review of the Annual Governance & Accountability Return (AGAR) for the year ended 31st March 2021. It was noted that the Report and certificate were posted with the conclusion of the Audit under notices on the Bathampton Parish Council website. No matters were arising, and the Council had no further comment.</p> <p>The Council AGREED to re-appoint Bridget-C-Bowen for the 2021-22 Internal Audit at the quoted price of £300. The Clerk AGREED to contact the auditor to confirm the date.</p> <p>The Clerk referred to the EDF energy contract which was due to expire on the 30th September and the new contracted prices for EDF and as provided by Clear Utility Solutions were referred to.</p> <p>Following a brief discussion, it was AGREED to continue with EDF and to authorise the Clerk to enter a fixed 12-month contract. The Clerk agreed to request a new quote and would make the necessary arrangements on receipt.</p> <p>The Council AGREED to the proposed allotment rental rate of 0.40 pence per square meter for 2023. Allotment tenants would be notified of in their 2022 rent request letters.</p> <p>The Clerk referred to the revised tenancy agreement wording which was included within the Clerks report. The Council agreed to the proposed wording and the Clerk agreed to circulate to all tenants when the rent request letters are sent out during October / November.</p> <p>The Clerk and Cllr Purpuri agreed to arrange a meeting to discuss grant opportunities for the Playground Project following an unsuccessful bid to the National Lottery. It was additionally AGREED that the Clerk should proceed in completing the application for the Ward Cllr empowerment fund and for any funding received to be put towards new parallel bars.</p> <p>On consideration of the quotes circulated for the parallel bars, the Council agreed to proceed with a metal version for increased longevity over the old wooden equipment with a quoted price of £1,271.75 (excluding VAT).</p> <p>The quote for new playground signage totalling £340.26 (exclusive of VAT) was APPROVED by the Council. The Clerk agreed to proceed in getting the artwork created and would circulate PDF artwork to the Council for approval on receipt</p> <p>The Council approved for the Clerk to deposit minutes, 5 years and older with BANES and the Clerk would make the necessary arrangements.</p> <p>The Clerk handed over a completed footpath form to Cllr Beard which she had received directly from a member of the community.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk/TP</p> <p>Clerk</p>
<p>2021/092</p>	<p>Community Infrastructure Levy (CIL) for St Claire, 46 Devonshire Road</p>	
	<p>The Council unanimously agreed to allocate the CIL money received for 46 Devonshire Road totalling £1520.55 towards the Playground Project. The Clerk would transfer the payment into the Parish Council bank account reserved for Playground Project funds.</p>	<p>Clerk</p>
<p>2021/093</p>	<p>Tenancy of Jubilee Gardens</p>	

	It was unanimously agreed that the Parish Council would not be renewing their tenancy for the Jubilee Garden land. The Chair agreed to contact the Canal & River Trust to advise them of this decision.	MB
2021/094	Grant Application process	
	The Clerk referred to the revised Grant application form which had been circulated prior to the meeting. The Council APPROVED the new form and the Clerk agreed to include this onto the Bathampton Parish Council website. It was additionally AGREED that the Clerk would post a notice on the Bathampton Parish Council website noting the application process for 2021-22 is open and to invite people to submit applications by the given deadline date. The Clerk would contact previous applicants to advise them of the new process and provide a link to the new form.	Clerk Clerk
2021/095	Bathampton Parish Council Reserves	
	Following a brief discussion regarding the Parish Council's reserves it was agreed that the Clerk and Chair would model how it would look if £40k of the 60k reserves was allocated towards the Playground Project. It was additional suggestion that the Council would budget £2k surplus each year to help build up a playground fund. The Chair further noted that a reserves Policy for another Council had been reviewed with the Clerk. The Clerk would look to revise and bring back to the October Parish Council meeting for the Council to consider adopting. The Clerk agreed to include a running total of funds received for the Playground Project within the Clerk's future reports.	Clerk/MB Clerk
2021/096	Bathampton traffic	
	Cllr Purpuri noted that the issues raised previously by the members of the community during the meeting would be raised with BANES.	TP
2021/097	Local Plan Partial Update	
	The Council agreed to submit a response which would be put together by Cllr King. The consensus of the Parish Council was that the plans are generally supported but to note the need for e.g., better, and more reliable public transport, to promote active travel and safer routes to school, electric car charging provision and guidelines for insulation of properties and so forth.	LK
2021/098	Ongoing Items	
	<u>Avon Wildlife, the Meadows, Cycle Track & Weir</u> There was nothing further to report.	
	<u>Drainage on the A36</u> Cllr Beard reported that following a site visit by BANES's Senior Engineer for drainage, the flooding on the footpath from St George's Hill to Bathampton Down was identified as being a result of a blocked culvert under the footpath by the metal gate at the start of the footpath up to Bathampton Down. After a discussion, Cllr Beard agreed to speak with the Cotswold Warden's to find out if they would be willing to take on the monitoring and cleaning of this culvert during the Autumn/Winter on receipt of a set of rods gifted from BANES. Cllr Beard would additionally speak with Cheryl Hannan from BANES.	DB

	<p>Cllr King offered to speak with the residents of St George’s Hill asking them to let the Parish Council know if they notice this Culvert / pathway becoming blocked or flooded.</p>	
	<p><u>Climate Emergency</u> Cllr King noted that she would be having a meeting with Cllr Helps to write up the actions that can be taken at Parish Council level and what influences the Parish Council can have on various climate related issues.</p>	LK/JH
2021/099	Group Reports	
	<p><u>Planning & Conservation</u> Cllr King referred to her planning report circulated prior to the meeting. The planning group suggested a ‘No Objection’ response for the application at 4 St George’s Hill (21/03815/FUL) but noted that the new windows facing east towards the neighbour should be checked to ensure there are no privacy issues and the new large windows to the front are out of keeping with other houses on the Street and to recommend that the design reflects the majority of other frontages. There was a ‘No Objection’ response suggested for the Tree Preservation Order (TPO) for tree works at the Abbey Rectory (21/04091/TPO) but to note to BANES that the application is incomplete as no owner is stated. The Planning Groups referred to the variation of condition 14 (plans) (21/04145/VAR for application (21/01163/FUL) for the changing use from agricultural land to dog walking paddock. It was noted that the reason for the movement of the car park was due to the water mains which was thought to be abandoned. Due to the proposed new positioning of the car park being insensitive to a neighbouring property it was recommended that the car park remains in its intended position but reduced down in size to accommodate the pipe and in view that only one car is permitted per booking slot. It was further noted that the Council would object to the proposed change of boundary fencing from post and rails to a close boarded fence as due to the slope of the field, such fencing would not improve privacy nor restrict noise and would be out of keeping with other fencing within the area. The Council agreed to all three planning application responses suggested by the Planning Group.</p> <p><u>Highways</u> Cllr Purpuri noted that the responses received regarding the A36 /Down Lane junction crossing and the bus stop community consultation would be collated, and he would then speak with Cllr Sarah Warren regarding next steps. The Clerk agreed to follow up with BANES regarding the proposal agreed by the Council for ‘no parking at any time restrictions’ to be put in place for the two junctions off Holcombe Lane which was expected to have been included in the last Traffic Regulation Order (TRO) parking review. Cllr Purpuri agreed to speak with Kris Gardom from BANES to find out if all junctions within Bathampton could be reviewed prior to the October TRO.</p>	<p>Clerk</p> <p>TP</p>

	<p><u>Footpaths</u> Cllr beard provided an update on the footpath registration process and noted that he would be meeting with the American Museum to discuss the pathway that starts with Bathampton and ends near the American Museum in Claverton.</p> <p>Regarding the leaf mound on the A36 pavements, Cllr Beard agreed to speak with the footpath volunteers to find out if they could help clear this. Several councillors were also willing to put in a combined effort to clear the pavements if required.</p> <p><u>Leisure & Amenities</u> Further to Cllr Helps report circulated ahead of the meeting there was nothing additional to report. The Clerk agreed to find out what grass cuts BANES had carried out against what was contracted for the 2021 cutting season.</p> <p><u>Policy & Finance</u> The Chair noted the need to look out for the results from the M4 to Dorset Coast RIS2 review, expected next summer.</p> <p><u>BPC's Digital Presence</u> There was nothing further to report.</p>	<p align="center">DB</p> <p align="center">Clerk</p>
<p>2021/100</p>	<p>Open Forum</p>	
	<p>There was nothing further to report.</p>	
<p>2021/101</p>	<p>Date of next meeting. Thursday 21st October 2021, 7:30pm.</p>	
	<p>There being no further business the meeting closed at 21.35 pm</p>	

Signed:

Chair:

Date: