

Minutes of the Meeting held on 19th May 2022

Present: L. King (LK) (Vice Chair), R. Bash (RB), J. Helps (JH), T. Purpuri (TP), G. Ardrey (GA) and Clerk L. Daly.

One member of the public in attendance who had expressed an interest in becoming a councillor.

		Actions
		Actions struck through are complete
2022/069	Welcome: In the absence of the Chair the Vice Chair chaired the meeting and welcomed everyone.	
2022/070	Apologies: M. Brennan (Chair - MB) & D. Beard (DB)	
2022/071	Declarations of interest	
	Cllr Helps declared an interest in planning application (22/01657/TCA) for tree works at Woolston Place.	
2022/072	Minutes of the previous meeting	
	The Minutes of the meeting held on the 21 st April 2022 had been circulated. The Minutes were AGREED and APPROVED and were signed by the Vice Chair.	
2022/073	Review of actions carried forward from previous meetings	
	The actions carried forward were reviewed. Cllr Helps noted that she had drafted a letter for the Clerk to send to the Estate Agent who are managing the sale of the property on Down lane. This was to make the Estate Agent and future owners aware that the property has no right of access to the allotments, despite their being a gate. The Clerk was asked to sign up councillors to the free ALCA training 'Introduction to Local Councils' who hadn't yet signed up or already completed the training.	Clerk
2022/074	Finance	
	a) <u>Financial Report for April 2022</u>	
	This had been circulated previously.	
	<u>Table 1</u>	
	The clerk referred to her report and noted a cash movement of £8,640.33 during April and highlighted that this was the first update for the new Financial Year. It was noted that the first precept instalment of £13,000 had been received. It was also highlighted that the grants to the village organisation had been paid.	
	<u>Table 2</u>	
	Transactions from the 1 st April up to the 30 th April were noted.	
	<u>Table 3</u>	
	The Clerk referred to the items of expenditure requiring approval.	

Bathampton Parish Council

Minutes from 19.05.22

Date	Payee	Details	Net	VAT	Gross	
19.05.2022	Hurley Engines	Lawn Mower	£462.50	£93	£555.00	
19.05.2022	Village Hall	Village Hall Rent	155.70	0.00	£155.70	
19.05.2022	Clerk Expenses	Printer Ink	45.32	9.06	£54.38	
19.05.2022	Clerk Expenses	IONOS	8.00	1.60	£9.60	
19.05.2022	Cllr Brennan Expenses	Refreshments for annual residents meeting	33.53	6.71	£40.24	
19.05.2022	Zurich	Insurance (01.06.2022 -31.05.2023)	631.77	75.80	£707.57	
		Sub Total			£1,522.49	

<p>It was noted that the lawn mower cost had been approved previously and paid for during April due to the urgency of getting the lawnmower to cut the playground grass. The expenditure totalling £1,522.49 and the clerk and handyman salaries totalling £1,004.02 were approved for payment.</p> <p>The Clerk additionally noted an expense invoice given to her by Cllr Helps being the expenditure incurred for planting flowers in the 6 churchyard memorial planters. The invoice from A.H Mathers who arranged the planting and totalling £29.75 was approved for payment.</p>	
<p>The above invoices were checked, the report was approved by the Council and signed by the Vice Chair.</p>	
<p>b) <u>Dates for the period for the exercise of public rights</u></p>	
<p>The Clerk noted the dates for the period for the exercise of public rights commencing on Monday 6th June 2022 and ending on Friday 15th July 2022. The Clerk intended to publish the notice and accounts by Friday 3rd June 2022.</p>	
<p>c) <u>Annual Internal Audit Report</u></p>	
<p>The Clerk referred to the Annual Internal Audit report which had been circulated prior to the meeting. It was noted that Bathampton Parish Council were meeting their internal control objectives. There were no recommendations from the internal auditor for the council to consider.</p> <p>The council would ensure that all working group emails are being used and Cllr Purpuri would circulate instructions to assist other councillors with this process.</p> <p>The council agreed to continue using Bridget. C. Bowen as their annual Internal Auditor for the 2022-23 audit. The Clerk highlighted that she would secure a date with Bridget for 2023.</p>	<p>TP</p> <p>Clerk</p>
<p>d) <u>Annual Governance Statement</u></p>	
<p>The Clerk referred to the Annual Governance statement 2021/22 – Section 1, which had been circulated prior to the meeting. The Cllrs agreed a ‘YES’ response to statements 1-8 with statement 9 being marked as being not applicable. This statement was unanimously AGREED and signed by the Vice-Chair and Clerk.</p>	
<p>e) <u>Accounting Statements</u></p>	
<p>The Clerk referred to the Accounting Statements 2021/22 – Section 2, which has been circulated ahead of the meeting. After consideration of the document, the Accounting Statements for 2021/22 were AGREED and APPROVED. The document was signed by the Vice-Chair.</p>	
<p>f) <u>Annual Accounts</u></p>	
<p>The Clerk referred to the end of year accounts (including annual reconciliations, explanation of any variances and high reserves), which has been circulated prior to the meeting. After consideration of the documents the Annual Accounts were AGREED and APPROVED. The Clerk would forward the accounts and the relevant documents to the external auditor after the meeting.</p>	<p>Clerk</p>

	improved. Cllr King also suggested that a review of the signage within the village should be included as part of the Liveable Neighbourhood plans.	
2022/077	Ongoing Items	
	<u>Avon Wildlife, the Meadows, Cycle Track & Weir</u> There was nothing further to report.	
	<u>Drainage on the A36</u> Cllr King referred to Cllr Beards' email which had been circulated prior to the meeting. There was nothing further to report.	
	<u>Climate Emergency</u> Cllr Helps and Cllr King agreed to review the plans sent over from CURO for the planting of trees and to look at approximate costs. Cllr Helps noted that she would look at the Wessex Water Foundation Environment Fund regarding funding for the planting of trees on Holcombe Vale. Regarding the Thermal imaging camera to look at heat loss from people's homes. Cllr Helps noted that she would follow this up with Ward Cllr Sarah Warren and find out if there were any funding opportunities available. <u>Safer routes to school</u> Cllr Purpuri agreed to follow up with the BANES consultants to obtain an update. There was nothing further to report.	LK / JH JH JH TP
2022/078	Group Reports	
	<u>Planning & Conservation</u> Cllr King circulated her planning report prior to the meeting. Cllr King referred to an application (22/01789/LBA) being a listed building consent application relating to application (22/01144/AR). The planning group suggested a similar response to the feedback given for the previous application which was that the council have no objection in principle but to question whether that number of signs are needed and to note a preference for the new pole sign to be blue rather than gold to match the others. The planning group referred to an application at 3 Trossachs Drive (22/01710/FUL). The suggested response proposed to the council by the planning group was to question whether there will be sufficient parking space once the garage has been removed and to query the garage door appearance which was being retained as part of the new design and whether this compromises the streetscape. It was also suggested that it looked like the new accommodation could be sub-divided and it should be requested that a condition is put in place to prevent this from happening. Cllr King finally referred to a Tree Preservation order (TPO) application for tree works at Woolston Place, Bathampton Lane (22/01657/TCA) for the felling of a conifer tree. The planning group suggested a no objection response but to ask that more suitable replacement trees are planted. The Council were in support of the planning groups proposed responses to the applications received and responses would be submitted to BANES.	

	<p><u>Highways</u></p> <p>There was nothing further to report.</p> <p><u>Footpaths</u></p> <p>Cllr King referred to an email which Cllr Beard had circulated prior to the meeting. It was agreed that the parish council would not be involved in the planting of a tree at Jubilee Gardens which a resident of the High Street wished to donate £50 towards. It was agreed that should the resident wish to proceed in planting a tree it would be something that they would need to arrange and incur the costs for. The Clerk was asked to contact Cllr Beard and to ask him to contact the resident back to make them aware of this.</p> <p>The Clerk was asked to contact Cllr Beard and ask that he contacts the High Street residents and note that the raise of the kerb from Chapel Row to the canal bridge has not been agreed or included in the BANES budget for 2022-23 and to note that this proposal is part of an ongoing study regarding the safer routes to school.</p> <p><u>Leisure & Amenities</u></p> <p>There was nothing further to report.</p> <p><u>Policy & Finance</u></p> <p>There was nothing further to report.</p> <p><u>BPC's Digital Presence</u></p> <p>There was nothing further to report.</p>	<p align="right">Clerk</p> <p align="right">Clerk</p>
2022/079	Open Forum	
	<p>Cllr Helps raised the issue of the number 11 and D1 bus timetables. Following a brief discussion, Cllr Helps agreed to find out who needs to be spoken to and to find out the exact timings for the bus service re-tendering to help make sure that the new bus timetable for the number 11 can be spaced further apart from the D1.</p> <p>Cllr Bash was asked by Cllr King to include the Canal & River Trust (CRT) compound bin to his list of issues to look at and liaise with the CRT regarding its management.</p> <p>Regarding the Bristol Clean Air Zone, Cllr Purpuri and Cllr Bash agreed to identify the salient points from the information circulated by the Clerk to include in the next parish newsletter.</p> <p>After a discussion, it was agreed that the Parish Council didn't wish to proceed in creating a Neighbourhood plan.</p>	<p align="right">JH</p> <p align="right">RB</p> <p align="right">TP / RB</p>
2022/080	Date of next meeting. Thursday 16th June 7.30pm.	
	There being no further business the meeting closed at 21.18 pm	

Signed:

Chair:

Date: