

**Minutes of the Meeting held on 16<sup>th</sup> June 2022**

**Present:** M. Brennan (MB) (Chair), L. King (LK) (Vice Chair), R. Bash (RB), and Clerk L. Daly.

Two members of the public in attendance. One member who had expressed an interest in becoming a councillor and Ward Councillor Kevin Guy.

		<b>Actions</b>
		Actions struck through are complete
<b>2022/081</b>	Prior to the meeting commencing, Moira Brennan signed the Declaration of Acceptance of Office following her election to the office of Chair during the Parish Council meeting held on the 19 <sup>th</sup> May 2022.	
<b>2022/082</b>	<b>Welcome:</b> The Chair welcomed everyone to the meeting.	
<b>2022/083</b>	<b>Apologies:</b> J. Helps (JH), T. Purpuri (TP), G. Ardrey (GA) & D. Beard (DB)	
<b>2022/084</b>	<b>Declarations of interest</b>	
	There were none.	
<b>2022/085</b>	<b>Minutes of the previous meeting</b>	
	The Minutes for the meeting of Bathampton Parish Council and the Annual meeting of the Parish Council, both held on the 19 <sup>th</sup> May 2022 had been circulated prior to the meeting. It was agreed that the allocation of surplus funds discussed at the meeting of the Parish Council was brought back to the June meeting for further discussion. Both sets of Minutes were AGREED and APPROVED and were signed by the Chair.	
<b>2022/085</b>	<b>Update from Ward Councillor Kevin Guy</b>	
	<p>The Chair invited Ward Councillor Kevin Guy to provide an update on any matters of interest.</p> <p>Cllr Kevin Guy reported that BANES officers had been working on alternative solutions to the Conker Bridge Crossing. He highlighted that the preferred option is to place a give way sign on the main High Street prior to where it narrows and to include a safety barrier or similar to prevent cars from mounting the pavement. A short and narrow prioritised single lane system on the hump-back bridge with large pavements on each side was then being considered to improve pedestrian safety. Cllr Kevin Guy highlighted that the report detailing these potential solutions would be sent out to the Parish Council for consideration.</p> <p>Following Cllr King's query on the timings for the report Cllr Guy noted that it should be imminent, but he would find out and report back.</p> <p>Cllr Kevin Guy highlighted that BANES had a one-off pot of money that they would be allocating out to Parish Councils on a first come first served basis for items requiring replacement, cleaning, or tidying e.g., new bins, weeding and more detailed information would be highlighted during the Bathavon North meeting being held on Wednesday 22<sup>nd</sup> June.</p> <p>The Council agreed to compile a list and send them directly to Kevin prior to the meeting taking place.</p> <p>Regarding the funding of new items of play equipment Cllr Kevin Guy noted that the scheme would not cover playground items, but they could allocate Community</p>	<p align="right"><b>KG</b></p> <p align="right"><b>ALL</b></p>

## Bathampton Parish Council

Minutes from 16.06.22

	<p>Infrastructure Levy (CIL) money towards a particular item and to contact him directly regarding this.</p> <p>Regarding the funds for the crossing on the Warminster Road 'Severance Study' Kevin Guy reported that the money should be received by BANES during the current Financial Year.</p> <p>Recent instances of Vandalism were highlighted. Cllr Bash agreed to speak with the Bathampton PCSO to get advice on a potential targeted letter drop. Cllr Kevin Guy agreed to raise this with the new Chief Inspector if Cllr Bash did not get a response. He would additionally find out during his meeting with the Chief Inspector if there has been an increase in recently reported vandalism.</p>	<p><b>RB</b></p> <p><b>KG</b></p>
<b>2022/086</b>	<b>Review of actions carried forward from previous meetings</b>	
	<p>The actions carried forward were reviewed.</p> <p>The Chair reported that she had spoken to National Highways (NH), formally known as Highways England regarding the Street Lights. It was noted that NH was in the process of updating lights to LED and whilst the replacement along the A36 was going to happen, it would take some time. It was unknown why the lights had not been replaced to non-LED lights in the interim.</p> <p>The Clerk was asked to email Cllr Beard and find out if a stand at the village show for the Parish Council had been confirmed and to find out if this would be provided at no charge.</p> <p>Cllr King noted that she had informally invited the Repair Café back, but she would confirm their attendance.</p>	<p><b>Clerk</b></p> <p><b>LK</b></p>
<b>2022/087</b>	<b>Finance</b>	
	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 £545.11 during May. It was noted that the VAT reclaim had been received from HMRC and the Parish Agency Grant from BANES. Larger costs had been incurred with the purchase of the new mower, the insurance payment and payment to the Internal auditor.	
	<u>Table 2</u>	
	Transactions from the 1 <sup>st</sup> May up to the 31 <sup>st</sup> May were noted.	
	<u>Table 3</u>	
	<p>The Clerk referred to the items of expenditure requiring approval.</p> <p>The Clerk Highlighted that the Handyman had returned the mower back to Hurley where they concluded that the mower had grass packed into the deck and missing the drive belt which was not covered under warranty. The cost to repair the mower at £76.12 (inclusive of VAT) was approved.</p> <p>The expenditure listed totalling £598.00 and the clerk and handyman salaries totalling £1,004.02 were approved for payment.</p>	

## Bathampton Parish Council

Minutes from 16.06.22

	<table><tr><th>Date</th><th>Payee</th><th>Details</th><th>Net</th><th>VAT</th><th>Gross</th></tr><tr><td>16.06.2022</td><td>Hurley Engines</td><td>Lawn Mower repair</td><td>£63.43</td><td>£12.69</td><td>£76.12</td></tr><tr><td>16.06.2022</td><td>HMRC</td><td>Q1 payment (April-June)</td><td>247.20</td><td>0.00</td><td>£247.20</td></tr><tr><td>16.06.2022</td><td>Clerk Expenses</td><td>Jubilee Plaque</td><td>166.67</td><td>33.33</td><td>£200.00</td></tr><tr><td>16.06.2022</td><td>Paul Richardson</td><td>Plumbing work at the allotments</td><td>74.68</td><td>0.00</td><td>£74.68</td></tr><tr><td></td><td></td><td>Sub Total</td><td></td><td></td><td>£598.00</td></tr></table>	Date	Payee	Details	Net	VAT	Gross	16.06.2022	Hurley Engines	Lawn Mower repair	£63.43	£12.69	£76.12	16.06.2022	HMRC	Q1 payment (April-June)	247.20	0.00	£247.20	16.06.2022	Clerk Expenses	Jubilee Plaque	166.67	33.33	£200.00	16.06.2022	Paul Richardson	Plumbing work at the allotments	74.68	0.00	£74.68			Sub Total			£598.00	
Date	Payee	Details	Net	VAT	Gross																																	
16.06.2022	Hurley Engines	Lawn Mower repair	£63.43	£12.69	£76.12																																	
16.06.2022	HMRC	Q1 payment (April-June)	247.20	0.00	£247.20																																	
16.06.2022	Clerk Expenses	Jubilee Plaque	166.67	33.33	£200.00																																	
16.06.2022	Paul Richardson	Plumbing work at the allotments	74.68	0.00	£74.68																																	
		Sub Total			£598.00																																	
	The above invoices were checked, the report was approved by the Council and signed by the Chair.																																					
	b) <u>Clerks' Report</u>																																					
	<p>The Clerks' Report covering everything from the previous meeting (19<sup>th</sup> May 2022) had been circulated prior to this meeting.</p> <p>The Clerk reported that the necessary documents had been submitted to the external auditor on the 26<sup>th</sup> May 2022. The notice of right to inspect the accounting statements had been posted on the Bathampton Parish Council website on the 27<sup>th</sup> May.</p> <p>The Clerk highlighted that the donation of £207.78 had now been received from the WI and Methodist Church and the money had been transferred to the Playground Project account.</p> <p>The Clerk referred to an update made by the Avon Local Councils Association (ALCA) to the Model standing orders regarding procurement and financial controls. The Chair thought this may not apply to Bathampton Parish Council as the revised information on procurement was unlikely to have been included. It was agreed to wait until the ALCA fully review the Standing Orders later in the year and then update accordingly.</p> <p>The Clerk referred to the costs to undertake the Certificate in Local Administration Qualification (CILCA) qualification. The additional cost of £250 + VAT to undertake the training 'Building your CILCA Portfolio Course' was approved. The Clerk noted that she would enrol on the course to commence during September 2022.</p> <p>The council were happy with Curo's plans for the grass cutting of the Vale.</p> <p>Regarding the Parish Council's inventory, the Clerk would circulate the current Insurance Policy that includes cover for replacing the playground equipment. The Council were interested in knowing approximate costs to replace all the playground equipment if required.</p> <p>It was suggested that the information regarding the use of mirrors at junctions should be included into the next Parish Council newsletter.</p> <p>The Clerk referred to the correspondence received.</p>	<div>Clerk</div> <div>Clerk</div>																																				
2022/088	Allocation of 2022 Surplus Funds																																					
	<p>The Chair referred to her proposal for the Surplus Funds which had been circulated prior to the meeting. It was unanimously agreed that due to budget being set aside for the allotments and tree works there was no need to increase General Reserves beyond £25k.</p> <p>It was also agreed that the unspent Community Infrastructure Levy (CIL) of £2,672 would remain in General Reserves and not Earmarked for the playground to follow best practice regarding how CIL money is spent but on the agreement that it would be allocated towards Playground repairs or the Playground Project, whichever comes first. The remaining surplus as of March 2022 would be transferred into the Playground Project account bringing total funds for the Playground to £37,328.</p>																																					

	<p>The General Reserves, including the CIL money would total £27,672.</p> <p>The Clerk was asked to transfer the remaining surplus funds to the Playground Project Account as agreed.</p>	<b>Clerk</b>
<b>2022/089</b>	<b>Ongoing Items</b>	
	<p><b><u>Avon Wildlife, the Meadows, Cycle Track &amp; Weir</u></b></p> <p>The council agreed to remove this item from Ongoing items.</p>	
	<p><b><u>Drainage on the A36</u></b></p> <p>The council agreed to remove drainage from Ongoing items.</p>	
	<p><b><u>Climate Emergency</u></b></p> <p>There was nothing further to report.</p> <p><b><u>Safer routes to school</u></b></p> <p>This had been discussed previously during the meeting (Agenda Item 2022/085). There was nothing further to report.</p>	
<b>2022/090</b>	<b>Group Reports</b>	
	<p><b><u>Planning &amp; Conservation</u></b></p> <p>Cllr King had circulated her planning report prior to the meeting.</p> <p>Cllr King referred to an application (22/01946/FUL) for the erection of a two-storey &amp; single storey extension at the Abbey Rectory, Redwood House. The Planning group proposed a 'No Objection' response to this application.</p> <p>The Planning group additionally proposed a 'No Objection' to the revised application for 87 Holcombe Close (22/00823/FUL).</p> <p>Cllr King finally referred to a Tree Preservation order (TPO) application for various tree works at York House (22/02179/TCA). The Planning group proposed a 'No Objection' response but to ask that a tree to replace the felled Willow is planted in a suitable spot.</p> <p>The Council were in support of the planning groups proposed responses to the applications received and responses would be submitted to BANES following the meeting.</p> <p><b><u>Highways</u></b></p> <p>There was nothing further to report.</p> <p><b><u>Footpaths</u></b></p> <p>The Chair referred to an email circulated by Cllr Beard prior to the meeting which provided an update on footpaths and drainage. The Clerk was asked to contact Cllr Beard to find out if the pathway from Devonshire Road down to Bathampton Lane had been cut as images circulated by Cllr Purpuri suggested it was looking a little overgrown.</p> <p>The Chair agreed to forward Cllr Purpuri's email that was sent to the Chair and Clerk prior to the meeting and referenced a new service that people can use to upload DashCam videos of dangerous driving etc for potential enforcement. Cllr Purpuri also suggested promoting this in the next newsletter.</p> <p><b><u>Leisure &amp; Amenities</u></b></p> <p>There was nothing further to report.</p>	<p align="right"><b>Clerk</b></p> <p align="right"><b>JH/MB</b></p>

## Bathampton Parish Council

Minutes from 16.06.22

	<p><b><u>Policy &amp; Finance</u></b> There was nothing further to report.</p> <p><b><u>BPC's Digital Presence</u></b> There was nothing further to report.</p>	
<b>2022/091</b>	<b>Open Forum</b>	
	<p>The Clerk was asked to follow up on the list of works forwarded to Cllr Sarah Warren as part of their clean and green initiative to find out if the items listed were going to be actioned.</p> <p>Cllr King referenced an email circulated by Cllr's Beard's prior to the meeting asking that the council discuss the possibility of continuing the Nitrogen Dioxide (NO2) monitoring at multiple sites in the village post end of June. After a discussion, the Council agreed that they do not feel strongly either way and it was felt that given the data received to date, the permanent sensor was providing reliable data should the Parish Council wish to use it to raise the issue of air quality as part of the Liveable Neighbourhood Plan.</p> <p>It was additionally highlighted that the data achieved by the monitors were all within the current safety limits and the additional monitors were unlikely to pick up on anything that could not be achieved from having just the one monitor in the village.</p> <p>Cllr King raised the issue regarding the resident's overgrown hedgerow on the A36 which was raised during the May Parish Council meeting (agenda item – 2022/076) Following a brief discussion it was agreed to wait until Cllr Purpuri was able to provide an update on the matter and had spoken to the resident who had initially raised the issue.</p> <p>Regarding the BANES Pharmaceutical Needs Assessment 2022-2025 consultation forwarded by the Clerk prior to the meeting. The Parish Council agreed to respond noting they are happy to have a pharmacy and would like to keep it.</p> <p>Cllr Bash and Cllr King agreed to attend the Bathavon North Forum and the Clerk would forward the agenda and meeting link on receipt of the email.</p> <p>The Clerk was asked to send an email to all councillors asking for suggestions of items that could go on the clean and improvement list, raised by Cllr Kevin Guy earlier in the meeting (2022/085). The Clerk would compile a list and send to Kevin prior to the Bathavon North meeting.</p> <p>Cllr Bash wished to make the council aware that he was looking to install CCTV camera on his property but would be getting guidance from the PCSO officer regarding this. Cllr Bash agreed to speak with the PCSO to find out whether the damage to the bus stop should be reported directly to WECA.</p> <p>The Chair referred to overgrowth at the top of the Holcombe Close steps raised by a member of the community. The Clerk would investigate and report back.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
<b>2022/092</b>	<b>Date of next meeting. Thursday 21<sup>st</sup> July 7.30pm.</b>	
	There being no further business the meeting closed at 20.53 pm	

**Signed:** .....

**Chair:**

**Date:** .....