

Minutes of the Meeting held on 20th April 2023

Present: M. Brennan (MB) (Chair), L. King (LK) (Vice Chair), J. Helps (JH), D. Beard (DB), T. Purpuri (TP), G. Ardrey (GA) & Liz Daly (Clerk).

No members of public in attendance.

		Actions
		Actions struck through are complete
2023/039	Welcome: The Chair welcomed everyone to the meeting. The meeting would be recorded for minuting purposes.	
2023/040	Apologies: R. Bash (RB)	
2023/041	Declarations of interest	
	Cllr Beard registered a declaration of interest, regarding Agenda Item 10.	
2023/042	Minutes of the previous meeting	
	The Minutes for the meeting of Bathampton Parish Council held on the 16 th March 2023 had been circulated prior to the meeting. The Minutes were unanimously AGREED, APPROVED, and signed by the Chair.	
2023/043	Review of actions carried forward from previous meetings	
	<p>The actions carried forward were reviewed.</p> <p>Once the results of the Local election have been announced the Clerk was asked to contact the Ward Councillors to let them know the date of the Annual Residents meeting.</p> <p>Regarding volunteers for the Safer routes to school Project, the Clerk was asked to pass on contact details for a member of the parish who may be interested in becoming involved to Cllr King.</p> <p>Regarding the Noticeboard on the High Street, Cllr Beard noted that the owner of the land on which the noticeboard is currently situated has a fencing contractor coming at the end of April at which time the noticeboard would need to be removed. Repositioning the noticeboard to the lower level wall to the right of the entrance to the carpark was considered and the Clerk was asked to contact Curo who own the wall to seek permission.</p> <p>Cllr Beard noted that he would be happy to use his maintenance team to carry out the work to reinstall it.</p> <p>Regarding the Liveable Neighbourhood application, it was agreed to include a write up in the Parish Newsletter with a request for volunteers to assist on specific areas of the village. Cllr Purpuri agreed to put together the write up for this.</p>	<p align="center">Clerk</p> <p align="center">Clerk</p> <p align="center">Clerk</p> <p align="center">DB</p> <p align="center">TP</p>
2023/044	Finance	
	a) <u>Financial Report for April 2023</u>	
	This had been circulated previously.	
	<u>Table 1</u>	
	The Clerk referred to the Clerk's report which had been circulated prior to the meeting which reported a cash movement of -1,175.82 during March and £5,335.84 for the year to date.	

	It was noted by the Chair that a surplus had been received for the Financial Year. A decision on how much to allocate towards the Playground Project would be agreed following completion of the Audit.																																																	
	<u>Table 2</u>																																																	
	Transactions from the 1 st March up to the 31 st March were noted.																																																	
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	<p>The Chair referred to the items of expenditure requiring approval.</p> <p>The expenditure listed totalling £3,015.88 and the Clerk and Handyman salaries totalling £1,090.60 were approved for payment.</p> <table><tr><th>Date</th><th>Payee</th><th>Details</th><th>Net</th><th>VAT</th><th>Gross</th></tr><tr><td>20.04.2023</td><td>EDF</td><td>Electricity (01.01.23 - 31.03.23)</td><td>£95.38</td><td>£4.77</td><td>£100.15</td></tr><tr><td>20.04.2023</td><td>Minuteman</td><td>May PC Newsletter</td><td>220.00</td><td>0.00</td><td>£220.00</td></tr><tr><td>20.04.2023</td><td>Clerk's expenses</td><td>Kings Coronation Plaque</td><td>133.33</td><td>26.67</td><td>£160.00</td></tr><tr><td>20.04.2023</td><td>Clerk's expenses</td><td>Printer toner Cartridges</td><td>37.78</td><td>7.56</td><td>£45.34</td></tr><tr><td>20.04.2023</td><td>ALCA</td><td>2023-24 Annual Subscription</td><td>415.39</td><td>0.00</td><td>£415.39</td></tr><tr><td>20.04.2023</td><td>Various</td><td>Grants to local Organisations</td><td>2,075.00</td><td>0.00</td><td>£2,075.00</td></tr><tr><td></td><td></td><td>Sub Total</td><td></td><td></td><td>£3,015.88</td></tr></table>	Date	Payee	Details	Net	VAT	Gross	20.04.2023	EDF	Electricity (01.01.23 - 31.03.23)	£95.38	£4.77	£100.15	20.04.2023	Minuteman	May PC Newsletter	220.00	0.00	£220.00	20.04.2023	Clerk's expenses	Kings Coronation Plaque	133.33	26.67	£160.00	20.04.2023	Clerk's expenses	Printer toner Cartridges	37.78	7.56	£45.34	20.04.2023	ALCA	2023-24 Annual Subscription	415.39	0.00	£415.39	20.04.2023	Various	Grants to local Organisations	2,075.00	0.00	£2,075.00			Sub Total			£3,015.88	
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	The above invoices were checked, the report was approved by the Council and signed by the Chair.																																																	
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	<p>The Clerk referred to the Clerk's report covering everything from the previous meeting (16th March 2023) which had been circulated prior to this meeting.</p> <p>The Clerk reported that the first payment of precept for £14,250 had been received on the 3rd April 2023.</p> <p>The Clerk further reported that Cllr Ardrey has completed the internal financial review for January – March 2023 and the documents had been verified and signed.</p> <p>The Clerk referred to her report regarding renewal of the Parish Councils insurance and highlighted that the Zurich 3-year LTA premium quote was only valid until the 19th May which predated the May Parish Council meeting. Quotes from Gallagher and BHIB had additionally been received for comparison purposes, but they were more expensive at £1,357 & £1,088 respectively. The Council unanimously agreed to proceed with the 3-year LTA premium of £734.34 with Zurich.</p> <p>The Clerk noted that she would circulate the Register of Interests form following the meeting so that Councillor's would have them in readiness for their completion.</p> <p>Following a discussion on the Civility & Respect Pledge, the Clerk was asked to include it on the Agenda for the May Annual meeting for review and adoption.</p> <p>The Council agreed that at the May Annual meeting, they would agree to putting together a Dignity at work policy to satisfy Statement 4 on the pledge and the Training and Development Policy would be a policy the Clerk would need to create as part of her Certificate in Local Council Administration (CiLCA) portfolio of work which would satisfy Statement 2 of the Pledge.</p> <p>Regarding the WEST Local funding from WECA, helping communities design and then run their own version of new transport within the area, the Council agreed to include a mention in the May newsletter and invite the Community to bring any ideas forward to the Annual Residents meeting on the 31st May. Cllr Helps agreed to put a write up together for this.</p>	<div>Clerk</div> <div>Clerk</div> <div>JH</div>																																																

2023/045	Risk Assessment & Management Statement	
	<p>The Risk and Assessment Statement and been circulated prior to the meeting for review. No new risks were identified by the Council.</p> <p>Subject to removing the risks regarding the trees on Jubilee Garden which would now fall under the responsibility of the Canal & River Trust (CRT) following Bathampton Parish Council giving up their lease on this land, the Risk Assessment Statement was approved.</p>	
2023/046	Inventory	
	<p>Following a discussion, it was agreed to remove the old laptop and printer from the Inventory which were currently in storage and unused. Cllr Brennan agreed to check the laptop for content.</p> <p>Subject to the removal of these two items, the Inventory was approved.</p>	<p>Clerk</p> <p>MB</p>
2023/047	Annual Residents Meeting	
	This was discussed under agenda item 2023/044b.	
2023/048	Allotment Hut	
	<p>Cllr Beard updated the Council regarding the Village Show Committee's wish to have a formal tenancy agreement in place with the Parish Council for the hut situated at the allotments on Parish Council owned land, which the Village Show have been using on a long-term basis.</p> <p>Following an in-depth discussion, it was agreed by the Council that Cllr Brennan would put together a tenancy agreement between the Parish Council and the Village Show Committee for review and which could then be brought back to the next Parish Council meeting for approval.</p> <p>The Clerk was asked by Cllr Brennan to email her a copy of an allotment agreement.</p>	<p>MB</p> <p>Clerk</p>
2023/049	Upgrade to existing radio base station at Jewson Timber, Tynning Road.	
	The pre application letter and proposed plans had been circulated to Councillors prior to the meeting. The Councillors discussed and unanimously agreed that the upgrade to 5G would be positive for the village and no further action was required.	
2023/050	Parish Council Newsletter	
	The timings for the Newsletter and content to be included was agreed.	All
2023/051	Councillor Code of Conduct	
	The Bathampton Parish Councillor Code of Conduct had been circulated prior to the meeting. The Council unanimously agreed to adopt the policy.	
2023/052	Ongoing Items	
	<p><u>Climate Emergency</u></p> <p>Cllr Helps noted that she had attended an online Carbon Literacy project meeting and highlighted that she was trying to liaise with the Share & Repair Café regarding using one of their Thermal Imaging Cameras.</p> <p><u>Safer routes to school</u></p> <p>There was nothing further to report.</p>	

2023/053	Group Reports	
	<p><u>Planning & Conservation</u></p> <p>Cllr King referred to her report from the planning group which had been circulated prior to the meeting.</p> <p>Cllr King referred to applications (23/01150/FUL & 23/01165/LBA) for Bathampton Manor for the erection of a new Bath stone conservatory following demolition of existing conservatory. A 'No Objection' response was proposed.</p> <p>Regarding application (23/01028/FUL) for 61 Warminster Road for the erection of a first-floor extension. A 'No Objection' response was proposed.</p> <p>Regarding application (23/01323/FUL) for Flat 2, Hampton Hall for the erection of a garden office, a 'No Objection' response was proposed.</p> <p>Application (23/01151/TCA) for various tree works at the Old Rectory was noted and a 'No Objection' response was suggested by the planning group but with the view that the Parish Council would like to see other trees planted in compensation for the three Cherry trees being removed.</p> <p>The Council were unanimously in support of the planning groups proposed responses to the applications received and responses would be submitted to BANES by the Clerk following the meeting.</p> <p><u>Highways</u></p> <p>Following a discussion regarding potholes along Bathampton Lane and a number of other areas identified within the village and the poor repair work carried out when they are reported, Cllr Purpuri agreed to send an email to Ward Councillors Sarah Warren and Kevin Guy.</p> <p><u>Footpaths</u></p> <p>Cllr Beard reported that he had walked the footpaths and had identified some issues which required repair which he had subsequently reported to BANES and the Cotswold Wardens.</p> <p>Cllr Beard further reported that he had received approval from BANES to dig out the brambles situated on boundary of the triangular field as they were presently causing a trip hazard to pathway users. As the brambles need to remain on the land once removed, Cllr Beard agreed to make sure that they are not left near the stream to avoid any possible blockages.</p> <p><u>Leisure & Amenities</u></p> <p>Cllr Helps received permission to purchase a coded padlock for the gate on Down Lane gate that accesses the allotments.</p> <p>The Clerk would check with BANES on the grass cutting and to ask them to cut the grass on the Playing Field no later than the 3rd May to avoid grass cuttings being present at the Coronation event taking place on the field on the 8th May</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">TP</p> <p align="right">DB</p> <p align="right">Clerk</p>

	<u>Canals</u> There was nothing further to report.	
2023/054	Open Forum Regarding a Share & Repair event, Cllr Beard agreed to ask the Village Show Committee whether they would be happy for the Repair & Share Café to run in the small meeting room of the Village Hall on the same day as the Village show. Cllr King agreed to check this date with the Share & Repair Café. Cllr Helps raised the issue of long term and increased leaf mold accumulating outside the front of St George's Hill and the lack of road marking at the bottom of the A36 by the traffic lights. Following a discussion Cllr Beard agreed to raise the issue of leaf mold with National Highways. Cllr Helps agreed to log the issue of the lack of road marking on FiXMYSTREET, with the full support of Bathampton Parish Council. Cllr Helps noted her apologies for the May Parish Council meeting. Cllrs Brennan and King noted their apologies for the June Parish Council Meeting.	DB/LK DB JH Clerk
	There was nothing further to report.	
2023/055	Date of next meetings. Thursday 18 th May 7.30pm (Annual Meeting of the Parish Council) 7.45pm (Parish Council Meeting). Wednesday 31 st May 2023 – Annual Residents meeting, 7.30pm.	
	There being no further business the meeting closed at 21.20 pm	

Signed:

Chair:

Date: