

Minutes of the Meeting held on 18th May 2023

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

No members of public in attendance.

		Actions
		Actions struck through are complete
2023/070	Welcome: The Chair welcomed everyone to the meeting. The meeting would be recorded for minuting purposes.	
2023/071	Apologies: J. Helps (JH)	
2023/072	Declarations of interest	
	CLlr Beard registered a declaration of interest, regarding Agenda Item 6. CLlr King noted an interest in planning application 23/01593/FUL under Agenda item 8a.	
2023/073	Minutes of the previous meeting	
	The Minutes for the meeting of Bathampton Parish Council held on the 20 th April 2023 had been circulated prior to the meeting. The Minutes were unanimously APPROVED and signed by the Chair.	
2023/074	Review of actions carried forward from previous meetings	
	The actions carried forward were reviewed. Following a brief discussion, the council agreed with CLlr Bash applying to the Police Community Trust to try and obtain a Speed Watch camera and several speed watch signs to use within the Village. CLlr Beard noted that the drainage work from St George's Hill to Limpley Stoke had been postponed until September 2023.	RB
2023/075	Finance	
	a) <u>Financial Report for May 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 £11,449.41 during April and £11,449.41 for the year to date. It was noted by the Clerk that the first instalment of Precept totalling £14,250, the Parish Agency grant and VAT reclaim for 2022-23 had all been received during April.	
	<u>Table 2</u>	
	Transactions from the 1 st April up to the 30 th April were noted.	
	<u>Table 3</u>	
	The Chair referred to the items of expenditure requiring approval. The expenditure listed on the report and totalling £734.34 and the Clerk and Handyman salaries totalling £1,090.60 were approved for payment. The Clerk additionally noted that an invoice for £325 had been received from the Internal Auditor following circulation of the Financial Report. An invoice for	

	<p>planting at the churchyard for the Kings Coronation totalling £60 had also been received. The Clerk highlighted that this cost had exceeded budget by £20.</p> <p>Both additional invoices were approved for payment by the council, but it was agreed that the contribution towards planting for the Kings Coronation was a one-off cost and no further budget would be allocated by the Parish Council and that the maintenance of the planters going forward would be the responsibility of the Church.</p> <table><tr><th>Date</th><th>Payee</th><th>Details</th><th>Net</th><th>VAT</th><th>Gross</th></tr><tr><td>18.05.2023</td><td>Zurich</td><td>Insurance - 01.06.2023 - 31.05.2023</td><td>£655.67</td><td>£78.67</td><td>£734.34</td></tr><tr><td></td><td></td><td>Sub Total</td><td></td><td></td><td>£734.34</td></tr></table>	Date	Payee	Details	Net	VAT	Gross	18.05.2023	Zurich	Insurance - 01.06.2023 - 31.05.2023	£655.67	£78.67	£734.34			Sub Total			£734.34	
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	The above invoices were checked, the report was approved by the Council and signed by the Chair.																			
	b) To note any conflicts of interest with BDO LLP																			
	No conflicts of interest were noted, and the form was completed and signed by the Clerk and Chair.																			
	c) Dates for the period for the exercise of public rights																			
	The Clerk noted the dates for the period for the exercise of public rights commencing on Monday 5th June 2023 and ending on Friday 14th July 2023. The Clerk intended to publish the notice and accounts on Friday 2 nd June 2023.	Clerk																		
	d) Annual Internal Audit Report																			
	<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.</p> <p>The internal auditor noted that it would be beneficial for the Handyman to have a formal employment contract in place rather than a Job Specification. It was however thought that the Handyman does have a hard copy contract based on a draft copy recently located by the Clerk. The Chair suggested that the Clerk ask the Handyman to find out if he has a hard copy of his contract to hand.</p>	Clerk																		
	e) Annual Governance Statement																			
	The Clerk referred to the Annual Governance statement 2022/23 – 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 Chair and Clerk.																			
	f) Accounting Statements																			
	The Clerk referred to the Accounting Statements 2022/23 – Section 2, which has been circulated prior to the meeting. After consideration of the document the Accounting Statements for 2022/23 were AGREED and APPROVED. The document was signed by the Chair.																			
	g) Annual Accounts																			
	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.																			
	h) <u>Clerks’ Report</u>																			

	<p>The Clerk referred to the Clerk's report covering everything from the previous meeting (20th April 2023) which had been circulated prior to this meeting.</p> <p>The Clerk noted that £20 had been given to her by a member of the public to put towards the Playground Project. The Clerk highlighted that this money had now been paid into the Playground Project account.</p> <p>Regarding the replacement of the Parish Council garage door, the Clerk referred to three quotes which she had circulated prior to the meeting. The Council agreed to proceed with Acredale at a cost of £660 + VAT.</p> <p>The Clerk would make the necessary arrangements with Acredale to carry out the works.</p> <p>The Clerk referred to correspondence received. No further action was required.</p>	Clerk
2023/076	Allotment Hut	
	<p>Cllr Beard declared an interest in the agenda item due to being on the Village Show Committee. Cllr Beard was not asked to leave the meeting as he was the only one who knew the information required by the Parish Council to help make an informed decision on the matter.</p> <p>A draft agreement between Bathampton Parish and the Village Show Committee whereby the Parish Council agrees to let the land on which the Village Show Committee Hut is situated, had been circulated for review by the Chair prior to the meeting.</p> <p>Following a discussion, the Parish Council agreed to sign the agreement.</p> <p>Cllr Beard would speak to the Village Show Committee regarding the signing of the agreement.</p>	Clerk, MB.DB
2023/077	Ongoing Items	
	<p><u>Climate Emergency</u></p> <p>There was nothing further to report.</p> <p><u>Safer routes to school</u></p> <p>Cllr Purpuri reported that meetings had been arranged with Volunteers from the village to move forward on the next steps and progress the Liveable Neighbourhoods project forward.</p>	
2023/078	Group Reports	
	<p><u>Planning & Conservation</u></p> <p>Cllr King referred to the report from the planning group which had been circulated prior to the meeting.</p> <p>Cllr King referred to application (23/01508/TPO) for tree works at Columbus House. A 'No Objection' response was proposed.</p> <p>Cllr King declared an interest in planning application 23/01593/FUL for 8 Down Lane due to it bordering her property. Cllr King didn't leave the meeting as she was reporting back the views of the Parish Council planning group. Cllr King did not express her personal views when the application was discussed by the full council.</p> <p>The application for the erection of ground floor single-storey rear extension and granny annex to the main dwelling house received a 'No Objection' proposed response in principle by the planning group but to note whether a simple duo-pitched roof with rooflight would be better. Also, to question whether it's a granny annex or an office/gym as per noted on the drawings.</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>It was noted that BANES had not notified the Parish Council of several planning applications which had been permitted which the Clerk would follow up on.</p> <p>Cllr King noted that she wouldn't be at the June Parish Council meeting. Cllr Ardrey agreed to report back on planning applications in Cllr King's absence.</p> <p>Due to the Chair and Vice Chair not being able to attend the June Parish Council meeting on the 15th June, the 22nd June was proposed as another possible date. The Clerk was asked by the Chair to email all councillors to obtain confirmation of attendance for both dates to decide which one to proceed with.</p> <p>The Chair would check Village Hall availability for the 22nd June. The Chair would additionally check Hall availability for the 19th June to hold a Liveable Neighbourhoods meeting.</p> <p><u>Highways</u></p> <p>There was nothing further to report.</p> <p><u>Footpaths</u></p> <p>Regarding the improper disposal of dog waste bags, Cllr Beard noted that he contacted BANES, and he was being sent signage which could be put up in the problem areas. Cllr Bash agreed to speak with the Canal & River Trust (CRT) regarding the placement of these signs around Jubilee Gardens and the Canal Café.</p> <p>Cllr Beard referred to the poor maintenance of Jubilee Gardens and noted that several residents had made complaint.</p> <p>Regarding the equipment for maintaining the footpaths, the Clerk would look to get an additional key for the garage to allow Cllr Beard to put and access the equipment from the Parish Council Garage rather than storing it at Dry Arch. In view of the lack of volunteers to help maintain the footpaths, Cllr Beard would speak with the Cotswold Wardens.</p> <p>It was suggested that Cllr Beard liaise with the handyman to look at getting sections of footpaths trimmed.</p> <p><u>Leisure & Amenities</u></p> <p>There was nothing further to report.</p> <p><u>Policy & Finance</u></p> <p>The Chair referred to the Bathavon Area Forum meeting to take place via Zoom. In the absence of both the Chair and Vice Chair, Cllr Purpuri and Cllr Ardrey noted that they would check the confirmed date for the meeting and one of them would attend to represent Bathampton Parish Council.</p> <p><u>BPC's Digital Presence</u></p> <p>There was nothing further to report.</p> <p><u>Canals</u></p> <p>Cllr Bash reported that he was following up the issues with the CRT, but no communication had been received from them.</p>	<p>Clerk</p> <p>Clerk</p> <p>GA</p> <p>Clerk</p> <p>MB</p> <p>RB</p> <p>Clerk DB</p> <p>DB</p> <p>GA/AP</p>
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Bathampton Parish Council**Minutes from 18.05.23**

2023/079	Open Forum The council discussed the new Lidl on London Road. The council agreed that they had no objections to the plans.	
	There was nothing further to report.	
2023/080	Date of next meetings. Thursday 15 th June 7.30pm. Thursday 20 th July 7.30pm	
	There being no further business the meeting closed at 21.00 pm	

Signed:**Chair:****Date:**