

Minutes of the Meeting held on 20th July 2023

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

		Actions
		Actions struck through are complete
2023/096	Welcome: The Chair welcomed everyone to the meeting. The meeting would be recorded for minuting purposes.	
2023/097	Apologies: None	
2023/098	Declarations of interest: None.	
2023/099	Minutes of the previous meeting	
	<p>The Minutes for the meeting of Bathampton Parish Council held on the 15th June 2023 had been circulated prior to the meeting.</p> <p>Cllr Ardrey proposed an amendment under 2023/093, noting BANES 'are considering' and not 'are recommending' that the University of Bath application for a pitch and additional lighting is granted permission subject to several conditions.</p> <p>Subject to this change by the Clerk, the Minutes were unanimously APPROVED and signed by the Chair.</p>	Clerk
2023/100	Public Participation	
	There were no members of public present.	
2023/101	Review of actions carried forward from previous meetings	
	<p>The actions carried forward were reviewed.</p> <p>The Chair asked the Clerk to contact BANES's road sweeping department to inform them that National Highways (NH) have removed the leaf Mold from the bottom of St George's Hill and request that BANES ensure that the area is swept when they sweep the Warminster Road to stop the leaf mold building up again..</p> <p>Cllr King would ask the Repair Café about their availability for the Village Show.</p> <p>The Clerk noted that she would create a new up to date employment contract for the Handyman.</p> <p>Following a brief conversation, the Council unanimously agreed that they would not propose Dry Arch as a potential designated green space.</p> <p>Regarding a request received, to put forward the Bathampton Parish Council allotments as a designated green space, Cllr Helps agreed to find the email sent by the individual who had requested information for the BANES submission.</p> <p>Cllr Ardrey reported that there had been no Tree Preservation Order's (TPO's) submitted to BANES from Bathampton Manor, Mill Lane but that the clearance of the undergrowth undertaken was only good management and no concerns were raised. No further action was required.</p> <p>The Parish Council agreed to proceed in having a stand at the September 2023 Village Show. This would be used to distribute flyers for the Playground Project, which Cllr Purpuri agreed to bring along, as well as an opportunity to collect responses to survey questions on traffic issues within the village as part of the Bathampton Liveable Neighbourhood Survey.</p>	Clerk LK Clerk JH TP

	<p>It was suggested that survey questions could also be included in the August Parish Council newsletter along with an email address to which responses could be sent.</p> <p>Cllr Beard asked the Parish Council to make him aware of any Parish Council printing requirements for the show and timings.</p> <p>Cllr Beard additionally highlighted that after the 24th July he would know if the Village Show had any surplus gazebo's that the Parish Council could use. Cllr Purpuri agreed to collect the Gazebo from Cllr Helps should one be needed.</p>	<p>DB, JH, TP, MB</p> <p>ALL</p> <p>DB, TP, JH</p>																																				
2023/102	Finance																																					
	a) <u>Financial Report for July 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 -£1,912.90 during June and £7,346.57 for the year to date.																																					
	<u>Table 2</u>																																					
	Transactions from the 1 st June up to the 30 th June were noted.																																					
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	<p>The Clerk referred to the items of expenditure requiring approval.</p> <p>The expenditure listed on the report and totalling £2,669.38 and the Clerk and Handyman salaries totalling £1,090.60 were approved for payment.</p> <p>The Clerk additionally referred to two additional invoices, received following circulation of the Financial Report. The Council further approved an invoice from Minuteman Press for the printing of the august newsletter at £220 (£80 of which will be paid for by the Village Show Committee) and £15 for a digital membership with the Bath Preservation Trust (BPT) which had been reduced from £20 due to a £5, due to an overpayment on the membership from the previous year.</p> <table><tr><th>Date</th><th>Payee</th><th>Details</th><th>Net</th><th>VAT</th><th>Gross</th></tr><tr><td>20.07.2023</td><td>EDF Energy</td><td>Electricity (01.04.2023 - 30.06.2023)</td><td>£136.85</td><td>£6.84</td><td>£143.69</td></tr><tr><td>20.07.2024</td><td>BANES grass cutting</td><td>Grass cutting - 2023 season</td><td>£2,076.49</td><td>415.30</td><td>2,491.79</td></tr><tr><td>20.07.2025</td><td>Clerk expenses</td><td>IONOS (April, May, June 2023)</td><td>£12.00</td><td>2.40</td><td>14.40</td></tr><tr><td>20.07.2026</td><td>Clerk expenses</td><td>Stationary (stamps), garage door keys</td><td>£17.25</td><td>2.25</td><td>19.50</td></tr><tr><td></td><td></td><td>Sub Total</td><td></td><td></td><td>£2,669.38</td></tr></table>	Date	Payee	Details	Net	VAT	Gross	20.07.2023	EDF Energy	Electricity (01.04.2023 - 30.06.2023)	£136.85	£6.84	£143.69	20.07.2024	BANES grass cutting	Grass cutting - 2023 season	£2,076.49	415.30	2,491.79	20.07.2025	Clerk expenses	IONOS (April, May, June 2023)	£12.00	2.40	14.40	20.07.2026	Clerk expenses	Stationary (stamps), garage door keys	£17.25	2.25	19.50			Sub Total			£2,669.38	
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	b) <u>Clerks' Report</u>																																					
	<p>The Clerk referred to the Clerk's report covering everything from the previous meeting (15th June 2023) which had been circulated prior to this meeting.</p> <p>It was reported by the Clerk that Cllr Ardrey had verified and signed the accounts for April – June 2023.</p> <p>The Clerk referred to the Parish Council's Risk Register. The Clerk highlighted that the assessor of her Certificate in Local Council Administration (CILCA) coursework had suggested taking out the play area and including it on the Risk Register as a separate category due to it being a high-risk area. It was agreed by the Council that this would be amended when the Risk Register is next reviewed.</p> <p>The Clerk referred to correspondence received. No further action was required.</p>	<p>Clerk</p>																																				
	c) <u>To review and agree to enter a new contract with EDF for 2023-24.</u>																																					

Bathampton Parish Council

Minutes from 20.07.23

	The Clerk referred to the quote provided by EDF, circulated by the Clerk prior to the meeting. The Clerk highlighted that the quotes need to be accepted on the same day they are received so the agreed quote price may differ slightly to the one provided. The Council gave the Clerk authority to enter a new contract with EDF.	Clerk
2023/103	Maintenance of Jubilee Gardens	
	<p>Cllr Bash reported that the Canal & River Trust (CRT) have no issues with the Parish Council taking over the grass cutting maintenance of Jubilee Garden's nor had any objections to a waste bin being installed on their land to reduce littering.</p> <p>Cllr Bash noted that the Parish Council would need to demonstrate 3rd Party liability insurance and sign a memorandum of understanding with the CRT beforehand.</p> <p>It was further noted by Cllr Bash that his contact at the CRT was trying to obtain details as to who at the CRT would be carrying this forward and he was currently awaiting further details.</p> <p>Cllr Beard reported that the George Inn had three bins that could be gifted to the CRT. Regarding the emptying of the bins, a letter had been received by the Clerk with the George's offer to dispose of the rubbish once the Handyman puts the waste into their bin.</p> <p>Cllr Bash agreed to contact the CRT to obtain a key for the gate onto Jubilee Gardens to allow vehicle access for the Handyman.</p>	RB
2023/104	Dignity at Work Policy	
	The Clerk referred to the Dignity at Work Policy which had been circulated ahead of the meeting. The Council unanimously agreed to adopt the Dignity at work Policy.	
2023/105	Training and Development Policy	
	The Clerk referred to the Training and Development Policy which had been circulated ahead of the meeting. The Council agreed to adopt the Training and Development Policy.	
2023/106	Privacy Policy	
	The Clerk referred to the Privacy Policy which had been circulated ahead of the meeting. Subject to the Clerk removing her mobile number from the Policy the Council unanimously agreed to adopt the Privacy Policy.	
2023/107	Publication Scheme	
	<p>The Clerk was asked to find out whether hard copies of the information need to be offered when the information is already available online and to find out if a disclosure log can be included on the Parish Council website, should a request for information be made.</p> <p>Regarding services offered, the Clerk was asked to change community centres and village halls and bus shelters to N/A.</p> <p>Regarding the request for information, the Clerk was asked to adjust the text to say, 'The request must include details of the applicant's address and the information sought', removing the mention of the address being in the parish.</p> <p>The Policy would be brought back to the next meeting to be reviewed.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
2023/108	Bathampton Parish Council Newsletter	
	The newsletter timings and the content for inclusion was agreed.	All

	<p>Regarding the inclusion of information on the CRT compound bin, Cllr Bash would ask BANES to check over the newsletter write up in view of recent developments.</p> <p>It was agreed to include survey questions on road safety with an email where replies could be sent to.</p> <p>The Clerk was asked to find out what the clean and green team had actioned and to let Cllr Helps know.</p> <p>Cllr Helps would update the What's On page for inclusion.</p>	<p align="right">RB</p> <p align="right">DB, JH, MB</p> <p align="right">Clerk/JH</p> <p align="right">JH</p>
2023/109	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>There was nothing further to report.</p>	
2023/110	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>It was noted that the Clerk had recorded the application for 7 Hantone Hill (23/02376/FUL) but had missed to forward it onto the planning group for comment. The Clerk noted that she had requested an extension from BANES for comment. The planning group would review after the meeting and circulate a suggested response to the Council for approval.</p> <p>Cllr Beard noted that that the surrounding area around 5 Valleys, Warminster Road was much tidier and the rubble along the footpath had been removed.</p> <p>Regarding application 23/02298/FUL at 7 Devonshire Road for the erection of a two-storey rear extension, basement excavation, solar array, and garden office, a 'No Objection' response was suggested by the Planning group.</p> <p>A 'No Objection' response was also proposed by the planning group for application 23/02553/CLPU at 74A Warminster Road being the construction of a small single storey kitchen extension, roof dormer and internal alterations.</p> <p>The Council were unanimously in support of the planning groups proposed responses.</p> <p><u>Highways</u></p> <p>Regarding the issue of service vans parking outside of Holburne Park and obstructing the safe passing of larger vehicles, Cllr Purpuri noted that bollards were being used to help prevent this issue and whilst the situation looks to have improved, he would continue to monitor.</p> <p>Cllr Brennan reported back on her meeting with National Highways (NH) and neighbouring Parishes regarding the Severance Study. Cllr Brennan noted a positive meeting, with NH keen to progress the 2 crossings along the A36. It was highlighted that NH were in favour of a signal-controlled crossing in replace of the island and a box junction at the top of Down Lane.</p> <p>Moving the bus stop from the West to the East side of the A36, on the Bathampton Village side and a review of the gradient from the A36 down to Bathampton Lane for wheelchair and pushchair access was additionally noted.</p> <p>Cllr Purpuri agreed to speak with Fiona Powell regarding the volume of school children who are likely to use that crossing.</p>	<p align="right">TP</p>

	<p>The Council also suggested looking at the number of Scout Hut users, Secondary School children and walkers.</p> <p><u>Footpaths</u> Cllr Beard reported back on footpath maintenance work that has recently been undertaken. Cllr Beard agreed to speak with the owner of New Leaf farm regarding the cutting back of the hedgerows. Cllr Brennan would pass the details onto Cllr Beard.</p> <p>It was reported by Cllr Beard that the Handyman had spoken to him and noted an issue with the stonework on the retaining wall of the allotments that borders Down Lane following work to cut back the Ivy. Cllr Helps highlighted that she had inspected the wall recently with the Clerk and no issue could be found but she would arrange to take another look.</p> <p><u>Leisure & Amenities</u> Cllr Helps referred to email correspondence received regarding the allotment plots.</p> <p><u>Policy & Finance</u> There was nothing further to report.</p> <p><u>BPC's Digital Presence</u> Cllr Purpuri reported that he would be putting up a social media post on behalf of the school to help acquire new governors following three resignations.</p> <p><u>Canals</u> The Clerk referred to correspondence received earlier in the day regarding the CRT compound Bin and the rat issue. Cllr Bash agreed to send a response.</p>	<p align="center">MB/DB</p> <p align="center">JH</p> <p align="center">RB</p>
2023/111	<p><u>Open Forum</u> The Council referred to the email received from The West of England Combined Authority (WECA) regarding EV charging in rural areas whereby Bathampton was identified by WECA as a priority area and the Methodist Church as a potential option to host a community hub.</p> <p>Cllr King additionally highlighted that at the Parish Annual meeting, a member of the Methodist Church had mentioned to her that the Methodist Church had agreed to put EV chargers in and following contact with BANES had noted the need for Parish Council support. The Parish Council agreed that they are broadly supportive of these plans and were happy to put WECA and the Methodist Church in direct contact with one another. The Chair asked the Clerk to contact WECA to find out why the Methodist Church had been identified as a potential site and to find out if WECA were already aware of the Methodist's church's expressed interest in having EV chargers. Cllr Brennan agreed to contact the Methodist Church to confirm the Methodist Church Committees decision on the matter.</p> <p>Cllr King provided an update on the Bathampton Meadows Alliance and reported that most people who were contacted were in favour of the Bathampton Alliance funds being transferred to the National Trust to be used on Bathampton Meadows.</p>	Clerk / MB
	There was nothing further to report.	
2023/112	Date of next meetings. Thursday 21 st September 2023.	
	There being no further business the meeting closed at 21.21 pm	

Signed:

Chair:

Date: