

Minutes of the Meeting held on 21st September 2023

Present: M.Brennan - Chair (MB), J. Helps (JH) , T. Purpuri (TP), & Liz Daly (Clerk). The Clerk dialled into the meeting as she was unable to attend.

		Actions
		Actions struck through are complete
2023/113	Welcome: The Chair welcomed everyone to the meeting. The meeting would be recorded for minuting purposes.	
2023/114	Apologies: L. King (LK), R. Bash (RB), D. Beard (DB) & G. Ardrey (GA)	
2023/115	Declarations of interest: None.	
2023/116	Minutes of the previous meeting	
	The Minutes for the meeting of Bathampton Parish Council held on the 20 th July 2023 had been circulated prior to the meeting. The Minutes were unanimously APPROVED and would be signed by the Chair after the meeting.	
2023/117	Public Participation	
	There were no members of public present.	
2023/118	Review of actions carried forward from previous meetings	
	The actions carried forward were reviewed. Regarding the information on the auto speed watch camera, Cllr Purpuri highlighted that he had this information, and he would discuss with Cllr Bash so that they can proceed in putting in the application. The Clerk was asked to amend action h regarding the request to BANES to raise the height of the pavement. The change, requested by Cllr Purpuri was to focus the action on the Canal Bridge and the narrowing of the road by Mulberry Kidz, rather than being just High Street specific. Regarding the employment contract for the Handyman, the Clerk would add in further detail regarding the process for claiming expenses and include information that asks for an expenses form to be used, and for expenses to be submitted monthly along with receipts and mileage detail. Regarding the maintenance of Jubilee Gardens, it was agreed that the Parish Council can't proceed in taking over the maintenance from the Canal & River Trust (CRT) until the memorandum of understanding is in place and the CRT are happy with the Parish Council's third-party liability insurance. It was further agreed that when the Handyman maintains the grass, he can dispose of the grass cuttings in an appropriate manner, as he sees fit.	<p align="center">TP/RB</p> <p align="center">Clerk</p> <p align="center">Clerk</p>
2023/119	Finance	
	a) <u>Financial Report for September 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 -£1,090.60 during August and £1,987.39 for the year to date.	

	<u>Table 2</u>																																											
	Transactions from the 1 st July up to the 31 st August were noted.																																											
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	<p>The Clerk referred to the items of expenditure requiring approval. The expenditure list on the report totalling £603.78 plus the Clerk and Handyman salaries totalling £1,090.60 were approved for payment.</p> <p>Following a query from the Chair regarding payment to IONOS to be made by annual or Direct Debit for the web hosting, the Clerk noted that this wasn't possible due to the payment terms offered by IONOS and their process regarding Direct Debit payments that isn't possible with additional signatures/authorisation on the Parish Council account. The Clerk noted that she would re-look into getting a Parish Council Debit Card.</p> <table><tr><th>Date</th><th>Payee</th><th>Details</th><th>Net</th><th>VAT</th><th>Gross</th></tr><tr><td>21.09.2023</td><td>ICO</td><td>Annual Data Protection Fee</td><td>£35.00</td><td>£0.00</td><td>£35.00</td></tr><tr><td>21.09.2023</td><td>HMRC</td><td>Qtr 2 (July - September 2023)</td><td>£273.60</td><td>0.00</td><td>273.60</td></tr><tr><td>21.09.2023</td><td>BDO</td><td>External Audit</td><td>£252.00</td><td>0.00</td><td>252.00</td></tr><tr><td>21.09.2023</td><td>Clerk expenses</td><td>IONOS (July, August, September 2023)</td><td>£12.00</td><td>2.40</td><td>14.40</td></tr><tr><td>21.09.2023</td><td>Clerk Expenses</td><td>123 Reg (Domain)</td><td>23.98</td><td>4.80</td><td>£28.78</td></tr><tr><td></td><td></td><td>Sub Total</td><td></td><td></td><td>£603.78</td></tr></table>	Date	Payee	Details	Net	VAT	Gross	21.09.2023	ICO	Annual Data Protection Fee	£35.00	£0.00	£35.00	21.09.2023	HMRC	Qtr 2 (July - September 2023)	£273.60	0.00	273.60	21.09.2023	BDO	External Audit	£252.00	0.00	252.00	21.09.2023	Clerk expenses	IONOS (July, August, September 2023)	£12.00	2.40	14.40	21.09.2023	Clerk Expenses	123 Reg (Domain)	23.98	4.80	£28.78			Sub Total			£603.78	<div>Clerk</div>
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	b) <u>External Auditors Report</u>																																											
	The Clerk referred to the External Auditors report which had been circulated prior to the meeting. No concerns had been raised by the auditor and the Council had no queries.																																											
	c) <u>Clerk's Report</u>																																											
	<p>The Clerk referred to the Clerk's report covering everything from the previous meeting (20th July 2023) which had been circulated prior to this meeting.</p> <p>The Clerk reported that as she was unable to attend the Parish Council meeting in person, the information required from Cllr Ardrey and Cllr Brennan to complete the Barclays form on the Councils organisation details would need to be completed at some point after the meeting. The Clerk would be in touch individually to arrange.</p> <p>Information regarding the allotments costs was discussed and the council agreed to the proposed allotment rate of £0.44p per square meter for 2025.</p> <p>Regarding the arrival of the TIER e-bikes and e-scooters to the village, Cllr Purpuri agreed to speak with BANES regarding the e-bikes taking up the pedal bike spaces on the cycle rack outside of the Bathampton surgery and the quantity of bikes allowed in that designated parking space.</p> <p>Regarding the sweeping of the road by St George's Hill the Clerk was asked to contact BANES to get some clarification on who sweeps that section of road if it's not BANES's responsibility.</p> <p>The Clerk referred to an email which the Parish Council had been copied into by BANES regarding a resident's complaint about an Oak tree located opposite St George's Hill. The resident had reported that branches from the tree were snapping off and falling into their courtyard.</p> <p>It was highlighted that the tree is on private land and a BANES tree inspector had visited the site and reported that there were no external indicators from the roadside that the tree poses an imminent danger to users of the highway and that it was not appropriate to serve notice to the landowner at this time. In view of the</p>	<div>Clerk</div> <div>TP</div> <div>Clerk</div>																																										

	<p>above information, the Parish council agreed that no further action was needed at this time.</p> <p>The Clerk referred to correspondence received as noted in the Clerk's Report. No further action was required.</p>	
2023/120	Publication Scheme	
	The Clerk referred to the Publication Scheme which had been circulated ahead of the meeting. The Council approved and agreed to adopt the Policy.	
2023/121	General reserves Policy	
	The Clerk referred to the Parish Council's General reserves Policy which had been circulated ahead of the meeting for review. No updates were proposed.	
2023/122	Allocation of Reserves	
	<p>The Chair referred to information circulated ahead of the meeting which is what the Council had previously agreed to regarding reserves. It was agreed to keep general reserves at £25k + the remaining CIL at £2,672.26.</p> <p>It was further agreed that once the general reserves had been removed from the net balance of £70,336.70 (as of 31st March 2023), any surplus from the previous Financial Year would be allocated towards the Playground Project. The Clerk agreed to put the detail and amount to be transferred into the October Clerk's report for Councillor reference.</p>	Clerk
2023/123	Jubilee Gardens	
	As noted under agenda item 2023/119, it was agreed that the Parish Council were not able to carry out any maintenance work at Jubilee Gardens until the CRT have been in touch regarding the memorandum of understanding and to confirm that they are happy with the Parish Councils insurance Policy.	
2023/124	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 the next steps would be to arrange a meeting with BANES to look at priorities and available funding.</p> <p>Cllr Purpuri agreed to liaise with Cllr Beard so that all forms received from residents regarding the consultation could be collated together into one place.</p>	
2023/125	Group Reports	
	<p><u>Planning & Conservation</u></p> <p>The Chair referred to the report received from the planning group which had been circulated prior to the meeting.</p> <p>Regarding application (23/03080/TCA) for tree works at Cherry Cottage, High Street, a 'No Objection' was proposed by the planning group.</p> <p>The Council were unanimously in support of the planning groups proposed response.</p> <p><u>Highways</u></p> <p>There was nothing further to report.</p> <p><u>Footpaths</u></p> <p>The Chair referred to Cllr Beard's footpath update which had been emailed prior to the meeting.</p>	

	<p>Regarding the gully grill that regularly becomes blocked and causes flooding at the junction of Dark Lane and The High Street, the Clerk agreed to speak with King Edwards School to ask that their groundsman clear the hedge bank at this point to help prevent the Gully grill from blocking up again following recent clearance work having taken place.</p> <p>The Council additionally suggested that over the winter months the Parish Council should be pushing for safety improvements rather than looking to close the footpath near BA1/01 leading from the Canal towpath to the bottom of the steps leading to Grosvenor Bridge. The Clerk was asked to include this onto the agenda for October so that a more detailed discussion on the matter could take place.</p> <p><u>Leisure & Amenities</u> Cllr Helps noted that she would be visiting the allotments over the next week to check on a few plots following correspondence having been sent to several allotment tenants asking that they tidy up their plots and maintain them better.</p> <p>The Clerk reported that she had sent an email to obtain a quote for a Christmas tree based on the same specification as last year.</p> <p>The Chair asked the Clerk to include the newsletter onto next month's agenda.</p> <p><u>Policy & Finance</u> There was nothing further to report.</p> <p><u>BPC's Digital Presence</u> There was nothing further to report.</p> <p><u>Canals</u> There was nothing further to report.</p>	<p align="right">Clerk</p> <p align="right">Clerk</p> <p align="right">Clerk</p>
2023/126	<p>Open Forum There was a brief discussion regarding recent burglaries in the village.</p> <p>The Clerk noted that she would be depositing minutes dating from April 2009 to December 2017 with Bath record Office. The Clerk highlighted that she would be completing a deposit agreement and any other necessary paperwork as required by BANES.</p>	
	There was nothing further to report.	
2023/127	Date of next meetings. Thursday 19 th October 2023.	
	There being no further business the meeting closed at 20.17 pm	

Signed:

Chair:

Date: