

Minutes of the Meeting held on 19th October 2023

Present: L. King - Chair (LK), T. Purpuri (TP), R. Bash (RB), D. Beard (DB) & Liz Daly (Clerk).

		Actions
		Actions struck through are complete
2023/128	Welcome: Vice-Chair, Cllr King chaired the meeting in the absence of the Chair. The Chair welcomed everyone to the meeting. The meeting would be recorded for minuting purposes.	
2023/129	Apologies: Received from M. Brennan (MB), J. Helps (JH) & G. Ardrey (GA)	
2023/130	Declarations of interest: None.	
2023/131	Minutes of the previous meeting	
	The Minutes for the meeting of Bathampton Parish Council held on the 21 st September 2023 had been circulated prior to the meeting. A spelling mistake was highlighted prior to the meeting by Cllr Ardrey which was amended and initialled by the Chair during the meeting. The Minutes were unanimously APPROVED and would be signed by the Chair at the end of the meeting.	
2023/132	Public Participation	
	There were no members of public present.	
2023/133	Review of actions carried forward from previous meetings	
	The actions carried forward were reviewed. Cllr Bash reported that he should be hearing back shortly from the Police Community Trust regarding the Parish Council's application for traffic calming equipment. Cllr Bash additionally noted that he was still following up with the Canal & River Trust (CRT) regarding the maintenance of Jubilee Gardens.	
2023/134	Finance	
	a) <u>Financial Report for October 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 -£1,208.58 during September and £778.81 for the year to date.	
	<u>Table 2</u>	
	Transactions from the 1 st September up to the 30 th September were noted.	
	<u>Table 3</u>	
	The Clerk referred to the items of expenditure requiring approval for October. The expenditure on the report totalling £220 plus the Clerk and Handyman salaries totalling £1,090.60 were approved for payment.	

	<p>The Clerk referred to the expenses request received from the Handyman for March – September 2023 following circulation of the Financial Report. The expenses totalling £338.32 were additionally 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>19.10.2023</td><td>Minuteman Press</td><td>November Parish Newsletter</td><td>£220.00</td><td>£0.00</td><td>£220.00</td></tr><tr><td></td><td></td><td>Sub Total</td><td></td><td></td><td>£220.00</td></tr></table>	Date	Payee	Details	Net	VAT	Gross	19.10.2023	Minuteman Press	November Parish Newsletter	£220.00	£0.00	£220.00			Sub Total			£220.00	
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	b) <u>Clerk’s Report</u>																			
	<p>The Clerk referred to the Clerk’s report covering everything from the previous meeting (21st September 2023), circulated prior to this meeting.</p> <p>The Clerk reported that Cllr Ardrey had completed and verified the quarterly review for July – September 2023.</p> <p>The Clerk referred to the information included within her report, detailing the surplus funds for 31st March 2023 totalling £4,968.22. The Clerk highlighted that these funds had now been transferred into the Playground Project account as agreed during last month’s meeting.</p> <p>The Clerk highlighted that all allotment rent request letters for 2024 had now been sent out and that 11 plots had already been paid for.</p> <p>The Clerk referred to an email received from a resident of Holcombe Close regarding the moving of Parish Council owned lamp post to enable the resident to fulfil their planning conditions with BANES of having a double driveway. It was agreed to wait until the Clerk received information from BANES regarding the proposed options for its movement and associated costs. It was agreed to include this onto the November Parsh Council Agenda to be discussed and for a decision on its movement to be agreed.</p> <p>Regarding the email circulated by the Clerk regarding Urban Treescape maps, it was agreed that Cllr Helps and the Clerk should review and bring back to the November meeting for discussion.</p> <p>Regarding the Green open homes email circulated by the Clerk, it was agreed to include a write up in the November Parish Council newsletter. The Clerk additionally highlighted that she had put a post regarding this on Facebook.</p> <p>The Clerk referred to correspondence received as noted in the Clerk’s Report. No further action was required.</p>	<p>Clerk</p> <p>Clerk / JH</p> <p>Clerk / JH</p>																		
2023/135	Handyman Employment Contract																			
	<p>The Clerk referred to the proposed Handyman contract which had been circulated ahead of the meeting. Following a discussion, it was agreed to look at putting a spending limit on expenditure made by the Handyman without Parish Council authorisation. A £50 limit was proposed. The Clerk was asked to speak with Cllr Brennan to get her thoughts.</p> <p>It was additionally agreed that it needs to be clear within the expenses Policy that if expenses are submitted without corresponding receipts, payment will be made by Council discretion. It was further agreed that it should be detailed in the Policy that a specific form to claim mileage will be required. The Clerk was asked to find and review the Expenses Policy.</p>	<p>Clerk</p> <p>Clerk</p>																		
2023/136	Data Protection Policy																			
	<p>The Clerk referred to the Parish Council Data Protection Policy which had been circulated ahead of the meeting for review. Following a discussion, it was agreed to include more detailed information to reflect modern IT protection requirements.</p>																			

Bathampton Parish Council

Minutes from 19.10.23

	<p>Cllr Purpuri agreed to provide text to the Clerk for inclusion into the Policy. The Clerk was asked to amend and bring the Policy back to the November meeting for adoption. Cllr King suggested that it would be useful to send this information to the Avon Local Councils' Administration (ALCA) to bring their own template up to date.</p>	<p style="text-align: right;">TP Clerk</p>
2023/137	Data Breach Policy	
	<p>The Clerk referred to the Data Breach Policy which had been circulated ahead of the meeting for review. The Council agreed that there should be a named individual within the Council who should be contacted should a Data Breach occur, instead of the Policy referring to a Data Protection Officer.</p> <p>The Clerk was asked to get guidance from ALCA to find out if including the role of Clerk would suffice or whether the Clerk's full name should be included.</p> <p>The Clerk was asked to amend as required and bring back to the November Parish Council meeting for adopting.</p>	<p style="text-align: right;">Clerk Clerk</p>
2023/138	Parish Council Newsletter	
	<p>The Newsletter timings and content were discussed and agreed. Cllrs were asked to submit content for inclusion to Cllr Helps no later than the 27th October.</p>	All
2023/139	Footpath nr BA1/01 – Canal Footpath leading down steps to Grosvenor Bridge	
	<p>Cllr Beard reported that the Cotswold Wardens were unable to identify the cause of the water on the steps that results in slippery conditions during the winter months. Following a brief discussion, it was agreed to keep this as an action carried forward whilst Cllr Beard awaits further information from BANES Public Rights of Way.</p>	DB
2023/140	Boundary Maintenance – wall between No 2 Holcombe Lane and Down Lane	
	<p>Cllr Purpuri agreed to speak with the owners of Number 2, Holcombe Lane to ask that they cut back the creeper plant along their wall as it was narrowing the pavement on Down Lane and resulting in complaint from Bathampton residents. Cllr Purpuri would also offer the service of the Handyman to cut it back should the owners be unable to.</p>	TP
2023/141	Christmas Tree	
	<p>The Clerk noted that £161 had been budgeted for this year's Christmas Tree which was £14 over budget. The Quote of £175 for the Christmas Tree was approved by the Council.</p> <p>Cllr Bash and Cllr Purpuri offered to liaise with Cllr Helps to arrange to put up the lights and WI decorations in her absence.</p>	TP / RB
2023/142	Rural Facilities Audit - 2023	
	<p>The Clerk went over question 15 and 16 of the survey and the Parish Council agreed as to what facilities on the list should be defined as essential or desirable. Regarding question 17 relating to what other services and facilities should be added to essential or desirable list, The Parish Council agreed to include EV Charging points.</p> <p>The Clerk would complete the Survey following the meeting.</p> <p>The Chair referred to the Parish Survey 2023 which looks to obtain information about Bathampton Parish Council to help facilitate a working partnership with BANES. The Clerk was asked to complete the questions that she can easily answer and then highlight the questions that need Parish Council response on and then target questions to Councillors depending on their areas of responsibility. Any</p>	<p style="text-align: right;">Clerk Clerk</p>

	remaining questions which don't fall under a Councillor's areas of responsibility would be circulated to all Councillors by email for an agreed response.	
2023/143	Ongoing Items	
	<p><u>Climate Emergency</u></p> <p>Cllr Beard reported back on the BANES Resilience meeting which he attended on the 28th September in Keynsham. It was agreed that an emergency plan for the Village in view of the risks of flooding should be considered and Cllr Beard was asked to review the information and bring back suggestions to a forthcoming meeting.</p> <p><u>Safer routes to school</u></p> <p>Cllr Beard agreed to collate all survey responses received for later analysis. Cllr Purpuri reported that he was meeting with BANES to discuss safety measures on the humpback bridge due to there being no school crossing patrol and no interest in the role to date. Parents had raised concern about the safety of the children whilst crossing the bridge.</p> <p>The Clerk referred to the email received from a resident citing concerns about the volume of traffic going over the Toll bridge. The Clerk was asked to email the resident back noting that the Parish Council are monitoring traffic with cameras positioned around the village and additional data has just been requested from BANES to review traffic patterns and trends.</p>	<p align="right">DB</p> <p align="right">DB</p> <p align="right">Clerk</p>
2023/144	Group Reports	
	<p><u>Planning & Conservation</u></p> <p>The Chair referred to the planning Report circulated prior to the meeting.</p> <p>Regarding planning application (23/03501/FUL) for 7 Warminster Road being the erection of a ground floor rear extension with loft conversion, a 'No Objection' response was proposed.</p> <p>A 'No Objection' response was suggested for (23/03505/FUL), 8 Warminster Road, being the conversion of existing roof hip into gable with rear window dormer.</p> <p>A listed building application at Woodhill regarding external alterations to install solar panels (23/03557/LBA) had been received. And an application for paint removal to front elevation and the replacement of felt roofs to main building (23/03738/LBA) at York House. Both were noted as being acceptable and of no concern by the planning group and 'No Objection' responses were proposed.</p> <p>For tree works at Station House (23/03591/TCA) to remove T1 Eucalyptus and T2 Fir Tree, the Planning group suggested a 'No Objection' response to the Fir Tree but to note an objection to the removal of the Eucalyptus as they felt that it would not cast too much shadow when the applicant installs Solar panels.</p> <p>A couple of additional applications were referred to having been received following circulation of the Planning Report. The First being for the removal of an Ash Tree due to Ash die back at The Banks, Bathampton (23/03876/TCA) and various tree works at St Nicholas House (23/037831/TCA). A 'No Objection' response was proposed for both applications.</p> <p>The Council were unanimously in support of the planning groups proposed responses.</p> <p>Cllr King reported that BANES have not been informing the Parish Council of all decision outcomes and they had informed the Clerk that the Parish Council should be checking for these on the planning website. Cllr King agreed to contact BANES</p>	<p align="right">Clerk</p>

	<p>regarding this matter as it was not possible to keep checking multiple applications on an on-going basis and the Parish Council required notification once decisions on applications had been made.</p> <p><u>Highways</u></p> <p>Cllr Purpuri referred to flooding on the A36 and Cllr Beard agreed to raise again with Highways England (HE) but highlighted that this was on their list of scheduled works.</p> <p>Cllr Purpuri raised the issue of the TIER scooters being parked inconsiderably outside of the Bathampton Surgery and causing obstruction on the pavement. Cllr Purpuri highlighted that the designated parking site outside of the surgery was limited to 5 scooters or bikes but initiatives to improve parking were being considered e.g., painted areas on the pavement to mark out the parking bay. Cllr Purpuri noted that he would speak with Jess at BANES and provide an update.</p> <p>Regarding the designated parking site which had been reactivated by TIER outside St Georges' Garden House on Bathampton Lane, Cllr Purpuri reported that BANES had requested that TIER switch off this site. The Clerk would speak to the resident of St George's House to provide an update.</p> <p><u>Footpaths</u></p> <p>Cllr Beard reported that one of the Parish Council scythes (number 1) had gone missing. It was agreed to move the other scythe to the Parish Council garage for storage.</p> <p><u>Leisure & Amenities</u></p> <p>There was nothing further to report.</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><u>Canals</u></p> <p>There was nothing further to report.</p>	<p align="right"><u>LP</u></p> <p align="right"><u>TP</u></p> <p align="right"><u>Clerk</u></p> <p align="right"><u>DB</u></p>
2023/145	<p><u>Open Forum</u></p> <p>Cllr Beard referred to a request by the Village Show Committee (VSC) to install steps, with costs to be incurred by the VSC, into the bank between the playing field and the allotment entrance. This would be to improve safety for people carrying equipment between the allotment hut and the Village Show tent. It was agreed to include this onto the November Agenda for Council discussion and agreement.</p>	<u>Clerk</u>
	There was nothing further to report.	
2023/146	Date of next meetings. Thursday 16 th November 2023.	
	There being no further business the meeting closed at 21.15 pm	

Signed:

Chair:

Date: