

Minutes of the Meeting held on 16th November 2023

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

		Actions
		Actions struck through are complete
2023/147	Welcome: Cllr Brennan (Chair) welcomed everyone to the meeting. The meeting would be recorded for minuting purposes.	
2023/148	Apologies: Received from R. Bash (RB) & G. Ardrey (GA)	
2023/149	Declarations of interest: None.	
2023/150	Minutes of the previous meeting	
	The Minutes for the meeting of Bathampton Parish Council held on the 19 th October 2023 had been circulated prior to the meeting. The Minutes were unanimously APPROVED and would be signed by the Chair at the end of the meeting.	
2023/151	Public Participation	
	There were no members of public present.	
2023/152	Review of actions carried forward from previous meetings	
	<p>The actions carried forward were reviewed.</p> <p>The Clerk reported that she had conducted a review to determine the policies Bathampton Parish Council should have or should consider having and the list would be brought back to the December Parish Council meeting for consideration.</p> <p>Regarding higher interest accounts, the Clerk was asked to obtain options for instant access business savings accounts or options fixed for no longer than 6 months with no account charges applied.</p> <p>Cllr Purpuri reported that the Police are reassessing how they use the Police Community Trust funds and are suspending all funding until decisions are made. It was therefore looking unlikely that the Parish would receive funding for the traffic calming equipment soon.</p> <p>Cllr Purpuri further reported that he had met with BANES to discuss temporary and longer-term solutions to improve the pedestrian safety across the canal bridge, including raising the height of the pavement. Cllr Purpuri highlighted that BANES would review what needs to be done to start the design process and he would follow up with BANES over the next month.</p> <p>The Clerk was asked to forward the email received from Bath Urban Treescape to Joanna at the National Trust (NT) to find out if they would be interested in contacting Bath Urban Treescape about creating a trail during 2024 for Bathampton Meadows.</p> <p>The Clerk noted that Bathampton Parish Council don't appear to have an Expenses Policy, but it would be good practice to have one in place. The Clerk was asked to find a suitable template.</p> <p>It was agreed by the Council that it was worthwhile looking into an Emergency Plan for Bathampton village but that in addition to just flooding it would be worthwhile identifying additional hazards created because of heavy rainfall e.g., debris that gets washed down onto the roads from the bridleways and footpaths. Cllr Beard offered to review the template over the Christmas holidays and draft something up for Council review in early 2024.</p> <p>Cllr Beard agreed to ask BANES if they have an emergency plan in place for Bath.</p> <p>Cllr Beard additionally agreed to follow up with BANES regarding a previous discussion whereby BANES had identified the need to improve the surface of the Bridleway and to have</p>	<p align="right">Clerk</p> <p align="right">Clerk</p> <p align="right">DB</p>

	<p>proper drainage channels in place but insufficient funds at that time had prevented any improvement work from taking place.</p> <p>The Clerk was asked to raise the issue of debris at the bottom of both Bridleways (by the Scouts hut and St George’s hill) to the Clean and Green team to place onto their priority cleansing list for work in Bathavon during December.</p> <p>Cllr Beard reported that 21 responses had been received from the road safety consultation and highlighted that he had provisionally run the qualitative data through software to pick out key points. Work on the data was still being carried out.</p> <p>Regarding the missing Parish Council Scythe, it was agreed that Cllr Beard would speak to Keith and find out if the Scythe is still missing. Cllr Helps noted that if it’s still missing its most likely due to it being taken off site by the volunteer group OrchardShare and they would need to look at replacing it. It was agreed to keep the remaining scythe at Dry Arch for the time being rather than moving it into the Parish Council garage.</p>	<div>DB</div> <div>DB</div> <div>Clerk</div>																								
2023/153	Finance																									
	a) <u>Financial Report for November 2023</u>																									
	This had been circulated previously.																									
	<u>Table 1</u>																									
	<p>The Clerk referred to the Clerk’s report which had been circulated prior to the meeting which reported a cash movement of £12,987.67 during October and £13,766.48. for the year to date.</p> <p>The Clerk noted that this movement was primarily due to the receipt of the second instalment of Precept at £14,250.</p> <p>The Clerk was asked to move the £22 under the receipt heading ‘other’ and put under receipt heading ‘Playground donations’ as it had been incorrectly assigned.</p>	<div>Clerk</div>																								
	<u>Table 2</u>																									
	<p>Transactions from the 1st October up to the 31st October were noted.</p> <p>The Clerk highlighted that the EDF invoice had not been received for October and this had been requested.</p>																									
	<u>Table 3</u>																									
	<p>The Clerk referred to the back dated pay to April 2023 calculations following receipt of the 2023 Local Government Pay agreement. Due to the removal of pay scale SCP1 on which the Handyman’s salary was previously calculated, the Council agreed to move him onto pay scale SCP2.</p> <p>The Clerk referred to the items of expenditure requiring approval for November. The expenditure on the report totalling £210 plus the Clerk and Handyman salaries totalling £1,799.33 (including back dated pay rise from April) were approved for payment.</p> <p>The Clerk additionally referred to two invoices received following circulation of the report being an invoice for the SLCC 2024 Membership at a total cost of £148 and an invoice from BANES for the 2023 playground inspections at a total cost of £433.20 (inclusive of VAT). Both invoices 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>16.11.2023</td><td>Fine Pines</td><td>Parish Christmas tree</td><td>£175.00</td><td>£35.00</td><td>£210.00</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td>Sub Total</td><td></td><td></td><td>£210.00</td></tr></table>	Date	Payee	Details	Net	VAT	Gross	16.11.2023	Fine Pines	Parish Christmas tree	£175.00	£35.00	£210.00									Sub Total			£210.00	
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	b) <u>Clerk’s Report</u>																									
	The Clerk referred to the Clerk’s report covering everything from the previous meeting (19 th October 2023), circulated prior to this meeting.																									

	<p>The Clerk referred to correspondence from IONOS regarding the contract agreement. The Clerk highlighted that the contracted price, commencing 2024 would be £6.00 per month against the current contracted rate of £4.80 (including VAT). The Council agreed to remain with IONOS, and the Clerk would account for this price increase in the 2024/25 draft budget.</p> <p>The Clerk reported that the Clean and Green team would be visiting Bathavon North during the week of 4th – 8th December and they had asked for a list of priority areas for cleansing. In addition to the debris on the bridleways referred to under agenda item (2023/152) the Council agreed to put forward the need for weeding around the approach to the canal bridge and the section of pavement from the George Inn to the railway bridge. The Clerk would email the list to BANES after the meeting.</p>	<p align="right">Clerk</p> <p align="right">Clerk</p>
2023/154	Handyman Employment Contract	
	The Chair highlighted that the employment contract for the Handyman now included additional information on expenses. Subject to the Clerk updating the contract to reflect the new pay scale of SCP2, the contract was approved.	Clerk
2023/155	Data Protection Policy	
	The Chair referred to the Parish Council Data Protection Policy which had been updated as agreed at the October Parish Council meeting and circulated ahead of the meeting for review. Subject to a spell check as a couple of spelling mistakes were highlighted by the Chair, the Policy was adopted.	Clerk
2023/156	Data Breach Policy	
	The Clerk referred to the Parish Council Data Breach Policy which had been updated as agreed at the October Parish Council meeting and circulated ahead of the meeting for review. The Council agreed to adopt the policy.	
2023/157	Parish Council Meeting dates	
	The Council agreed that the 2024 Parish Council meetings (excluding August when no meeting is held) would continue to be held on the third Thursday of each month. This would also apply to the December Parish Council meeting which would take place on the 19 th December.	
2023/158	Bathampton Parish Council lamp post no.3).	
	<p>The Chair referred to a request made by the owner of 111 Holcombe Close, to move the Bathampton Parish Council owned lamp post (C3) to enable them to fulfil their planning application conditions of having a double driveway.</p> <p>Following a discussion, the Council asked the Clerk to find out why BANES don't own and maintain the lampposts along Holcombe Close in view that they are on a highway and not on a private road. The Council agreed that consultation with residents would be needed before a decision on the lampposts relocation or removal is made but a relocation was initially preferred.</p> <p>The Clerk was asked to email the owner of 111 Holcombe Close and update them on the current situation.</p>	<p align="right">Clerk</p> <p align="right">Clerk</p>
2023/159	Request to install steps into the sloping bank between the playing field and the allotments.	
	The request received from the Village Show Committee (VSC) to install steps into the bank between the allotments and the playing field was referred to by the Chair. Cllr Beard highlighted that the installation of the steps would be to improve safety for those carrying equipment from the allotment shed to the marquee when the Village Show takes place. The Parish Council thought it was a good idea and on the condition that the VSC incur the costs to install and maintain the steps, the steps were approved.	

	Cllr Beard would represent the Parish Council on their views regarding the steps design when liaising with the VSC.	
2023/160	Graffiti	
	The Council had a discussion regarding the recent bouts of graffiti within the village. Keeping the Parish aware and vigilant regarding the vandalism was noted as being important. The Clerk was asked to draft a Facebook post.	Clerk
2023/161	Planters at the Churchyard	
	The Parish Council discussed the suggestion received from St Nicholas Church whereby the Church would officially take responsibility for the memorial planters and for their grant to increase in view with this. The Council agreed that they would increase the Church's grant by £50 and the Church could then use this money towards maintaining the planters. It was agreed that no further budget for planting would be allocated.	
2023/162	Community Infrastructure Levy (CIL)	
	The Clerk referred to the Community Infrastructure Levy statement which has been included within her Clerk's report. The Council approved the statement.	
2023/163	Ongoing Items	
	<p><u>Climate Emergency</u> The Chair noted that the Green Open Homes case studies on their website were worth looking at.</p> <p>Cllr Helps noted that she would obtain a thermal camera from Bath Share & Repair to test at home and would let other Councillors know once received should others wish to try it out. If successful, the Parish Council could then consider offering it out to the Bathampton community.</p> <p><u>Safer routes to school</u> There was nothing further to report.</p>	
2023/164	Group Reports	
	<p><u>Planning & Conservation</u> Cllr King referred to the planning Report circulated prior to the meeting.</p> <p>Regarding application (23/03737/FUL) at York House for paint removal to front elevation and replacement of felt roofs, the planning group proposed a 'No Objection' response which would be the same as the response given for its listed building application which the Council had previously responded to.</p> <p>A 'No Objection in principle' response was proposed for tree works at Woodcote, Bathampton Lane, application (23/03929/TCA). The Parish Council planning group suggested that replacement trees should be planted and due to the number of trees to be felled, a BANES horticulturalist should carry out a site visit to check for any trees of importance or any that could be saved.</p> <p>A 'No Objection' response was also proposed for tree works at 2 High Street, Bathampton, application (23/04045/TCA) being the reduction in Crown and branch removal of an apple tree.</p> <p>The planning group additionally noted that application 23/0350/FUL had been withdrawn.</p> <p><u>Highways</u> Cllr Purpuri referred to the issue of TIER scooters being abandoned within the village and issues with Improper parking of the scooters primarily in front of the doctor's surgery where they repeatedly obstruct the pavement. Cllr Purpuri highlighted that he was following up with BANES to look at initiatives to help improve this.</p>	

	<p>The Council agreed that they were not supportive of extending Tier vehicle access along the canal which BANES were intending to explore. The Clerk was asked to feed this back to Cllr Sarah Warren.</p> <p><u>Footpaths</u> Cllr Beard reported that the Parish Council's Definitive Map Modification Orders (DMMO) applications were now in line to be considered and that the Candy Bridge application was now on the Public Rights of Way website as being considered.</p> <p>Regarding the footpath leading from the canal to Grosvener Bridge and concerns on their safety when icy, Cllr Beard reported that the Cotswold Warden volunteers had identified a new spring, but the steps would need to be dismantled to fix it. Cllr Beard noted that BANES had highlighted that there was currently no available funding to do this, but it was highlighted as a priority. Cllr Beard noted that he would provide and update as and when further information was received.</p> <p>Cllr Beard referred to the pathway leading from the bottom end of the playing field down to the Normans, which was eroded and had become more slippery and uneven. Cllr Beard highlighted a recent incident on the pathway whereby someone fell over and broke their ankle which had also been reported to BANES. Cllr Beard noted that BANES are considering installing grass matting to improve the pathways safety, but there were no confirmed timings for this.</p> <p>The Chair highlighted that signage for the forthcoming roadworks along the A36 had gone up. Cllr Beard reported that work would commence Dec-2023 / Jan-2024 and whilst the road wouldn't be closed during the day, it would have two points of traffic light control at either side of the works where one carriageway would be closed. It was noted that to avoid resident disruption, no nighttime works would take place.</p> <p><u>Leisure & Amenities</u> There was nothing further to report.</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 running an up-to-date accessibility test for the Bathampton Parish Council website.</p> <p><u>Canals</u> The Chair referred to Cllr Bash's email update circulated ahead of the meeting. It was noted that Cllr Bash was still trying to follow up with the Canal & River Trust (CRT) on a few items, but they still weren't responding.</p>	Clerk
2023/165	<p><u>Open Forum</u> Cllr Helps referred to correspondence received from a resident on Devonshire Road. Cllr Helps agreed to reply to the resident and the Council agreed to note that BANES have put a request in for the white lines to be repainted, but the timings for this work are currently unknown. Highlighting that all planning permission requires houses on the road to have two parking spaces off road was suggested. There was nothing further to report.</p>	JH
2023/166	Date of next meetings. Thursday 14 th December 2023.	
	There being no further business the meeting closed at 21.15 pm	

Signed:

Chair:

Date: