

**Minutes of the Meeting held on 15th February 2024.  
Bathampton Village Hall, 7.30pm.**

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

**Two members of the public in attendance.**

		<b>Actions</b>
		Actions struck through are complete
<b>2024/017</b>	<b>Welcome:</b> Cllr Brennan (Chair) welcomed everyone to the meeting. The Chair introduced Daniel and Lucy from the BANES Emergency Planning team to the Councillors present. The Chair noted that the meeting would be recorded for minuting purposes.	
<b>2024/018</b>	<b>Apologies:</b> None.	
<b>2024/019</b>	<b>Declarations of interest:</b> None.	
<b>2024/020</b>	<b>Minutes of the previous meeting</b>	
	<p>The Minutes for the meeting of Bathampton Parish Council held on the 18<sup>th</sup> January 2024 had been circulated prior to the meeting.</p> <p>Councillor King highlighted a spelling error within the minutes under minute 2024/014. Subject to this correction, the Minutes were unanimously APPROVED and would be signed by the Chair at the end of the meeting.</p>	<b>MB</b>
<b>2024/021</b>	<b>Public Participation</b>	
	none	
<b>2024/022</b>	<b>Presentation by BANES Emergency Planning team</b>	
	<p>Lucy and Daniel from the BANES emergency planning team introduced themselves.</p> <p>Daniel proceeded in giving an update provided to them from the BANES Flooding and Drainage team, noting their recent improvement work within Bathampton Village.</p> <p>Lucy &amp; Daniel continued to provide guidance to help Bathampton Parish Council complete their own village emergency plan which Cllr Beard would be drafting for Council review and comment.</p> <p>The Council unanimously agreed that the plan should include all potential risks to the village such as surface flooding, river flooding, snow &amp; ice, and power outages. Once a full risk assessment for the village had been completed, the registered venue for safety could be determined.</p> <p>Lucy handed over some Emergency Preparedness posters for the Council to put up within the village should they wish to.</p> <p>Cllr Brennan thanked Lucy and Daniel for their time and with no further questions they left the meeting.</p>	
<b>2024/023</b>	<b>Review of actions carried forward from previous meetings</b>	
	<p>The actions carried forward were reviewed.</p> <p>The Council unanimously agreed that Cllr Bash should resubmit the application to the Police Community Trust regarding funding for speed watch cameras and signs, amending the application to seek the full funding amount that can be requested, being £5k.</p> <p>Cllr Beard reported that he had collated the responses from the road safety consultation, and he would circulate to Councillors an excel spreadsheet document and a document containing key questionnaire findings mapped by location of respondent. Cllr Beard agreed</p>	

	to circulate documents prior to the March Parish Council meeting allowing Councillors sufficient time to review.	
<b>2024/024</b>	<b>Finance</b>	
	a) <u>Financial Report for February 2024</u>	
	This had been circulated previously.	
	<u>Table 1</u>	
	The Clerk referred to the Clerks report which had been circulated prior to the meeting which reported a cash movement of -£1,495.26 during January and £10,041.75 for the year to date.	
	<u>Table 2</u>	
	Transactions from the 1 <sup>st</sup> January up to the 31 <sup>st</sup> January were noted. The Clerk reported that she had accidentally underpaid herself by £52.03 and this shortfall would be added onto the Clerk salary for February. The Council approved.	
	<u>Table 3</u>	
	A £50 extension fee to allow the Clerk three additional months in which to complete her CiLCA qualification was approved. The Clerks salary was approved for payment.	
	b) <u>Clerk's Report</u>	
	<p>The Clerk referred to the Clerk's report covering everything from the previous meeting (18<sup>th</sup> January 2024), circulated prior to this meeting.</p> <p>The Clerk highlighted that the necessary forms to open two bank accounts with Charity Bank had been filled out. The Clerk further highlighted that two Councillors needed to sign the forms to confirm their approval to opening the account and the account terms and conditions. This would be completed by Cllr Brennan and Cllr Ardrey after the meeting.</p> <p>A memorable word for the accounts was agreed.</p> <p>The Clerk reported that the National Lottery application had been submitted but she had in return received a form from the National lottery which required completion. The Council instructed the Clerk to complete the form and then circulate to all Councillors for approval.</p> <p>The receipt of a £3,000 donation from a member of the community towards the Playground Project and £162.50 from the Church following the sale of some pictures was highlighted by the Clerk. The Clerk noted that the donations had been transferred into the Playground Project account.</p> <p>Thanks, from the Maxi Lunch club for grants provided by the Parish Council over the years was reported by the Clerk. It was additionally noted by the Clerk that unused grant of £75 would be returned to the Parish Council, following the Maxi Club no longer running.</p> <p>The Clerk highlighted that she had now received a Complaints procedure Policy template from the Avon Local Councils Association (ALCA) which she would look to review over the next couple of weeks.</p> <p>The Clerk referred to the correspondence received following the last meeting and highlighted the change in date and time for the forthcoming Parish Liaison Meeting.</p>	<b>Clerk</b>
<b>2024/025</b>	<b>Annual Residents meeting</b>	
	It was agreed that a date for the meeting would be agreed by Councillors by email once the availability for the Village Hall was known. The Chair would find out if there was an available Wednesday and whether the Brownies would be willing to finish their session earlier. The Council agreed to add this back onto the agenda for March if a date had not been agreed by then.	

<b>2024/026</b>	<b>Sydney Place / Sydney Road Liveable Neighbourhood Proposal</b>	
	The Parish Council discussed their concerns regarding this forthcoming Liveable Neighbourhood proposal. No further action would be taken.	
<b>2024/027</b>	<b>BANES draft Local Plan</b>	
	<p>A discussion on the BANES draft Local Plan took place. It was unanimously agreed that Bathampton Parish Council are supportive of infill, but it was felt that most of the brown field sites have already been developed. It was additionally agreed that the plan overestimates how connected Bathampton is to Bath and doesn't consider that the only bus service to serve Bathampton Community is subsidised by BANES.</p> <p>The Council agreed that in view of their discussion, Cllr King should draft a Parish Council response to the consultation for Council review and approval.</p> <p>Cllr Helps agreed to contact back the lady who had left a voice message with the Clerk regarding the Bathampton allotments not receiving designated green space status.</p>	<p><b>LK / All</b></p> <p><b>JK</b></p>
<b>2024/028</b>	<b>Handyman Cover</b>	
	<p>Following a conversation the Council unanimously agreed to arrange cover for the Handyman for a minimum of three months. This would allow adequate time for him to recoup properly to get back to good health to resume the role.</p> <p>It was further agreed that once the Handyman felt ready to return to the role, a 'Fit note' to confirm fitness to return to work would be required from a registered medical professional.</p> <p>The Clerk was asked to draft a letter to include the points raised during the discussion and this would be circulated to all Councillors for approval. Once approved, the Clerk was asked to hand deliver the letter along with the Statutory Sick Pay and Employee claim for benefit form.</p> <p>Regarding cover for the Handyman role, the Council unanimously agreed that Cllrs Brennan and Helps would interview potential candidates for the role along with the Clerk. The Clerk was asked to find out candidate availability for interview over the next couple of weeks and their availability to start.</p> <p>The Chair would consider a consistent set of questions for the Interview and asked Cllr Helps and the Clerk to do the same. The Clerk agreed to forward the Handyman job description to Cllr Helps.</p> <p>The Council agreed for the Handyman cover to be paid monthly on the 10 hour a week rate. The Council additionally agreed to ask the person who takes up the role to record hours worked and tasks completed each week to get some insight into the work carried out and to make sure the hours allocated for the week match the tasks required.</p>	<p><del>Clerk</del></p> <p><del>Clerk</del></p> <p><b>JH, Clerk, MB</b></p>
<b>2024/029</b>	<b>Share &amp; Repair Cafe</b>	
	It was agreed that Cllr King would meet with Cllr Beard, who is also on the Village Show Committee after the meeting to talk over some questions regarding the event on the 8 <sup>th</sup> June. It was noted that as previously agreed, teas and coffees for the volunteers would need to be paid for by the Parish Council at cost.	<b>LK / DB</b>
<b>2024/030</b>	<b>Ongoing Items</b>	
	<p><b><u>Climate Emergency</u></b> There was nothing further to report.</p> <p><b><u>Safer routes to school</u></b> There was nothing further to report.</p>	
<b>2024/031</b>	<b>Group Reports</b>	

	<p><b><u>Planning &amp; Conservation</u></b>                  Cllr King referred to the planning report circulated prior to the meeting. The proposed responses to each application were discussed as follows:</p> <p>Application 24/00308/FUL – 20 Holcombe Lane for the erection of a single storey rear extension. A ‘No Objection’ response was proposed.</p> <p>Application 24/00298/FUL – 82 Warminster Road for the erection of an extension to create a lower ground floor entrance and living level with the installation of dormer and erection of detached garage. A ‘No Objection in principle’ response was proposed but to note a need to view a construction plan acceptable to the neighbours as a condition of the consent and to receive assurances that there is sufficient space and length of dropped kerb for vehicles to turn, avoiding the need to reverse vehicles out onto the A36.</p> <p>Application 24/00331/LBA – York House for internal installation of secondary glazing to vertical sliding Sash windows. A ‘No Objection’ response was proposed as the Council are supportive of the proposed changes.</p> <p>Application 24/00446/FUL – The Lake House for the erection of rear single and two storey extensions with associated works. A ‘No Objection’ response was proposed.</p> <p>The Council unanimously agreed with the suggested responses, and these would be sent to BANES by the Clerk following the meeting.</p> <p>Cllr King noted that some surplus funds remaining from the Friends of Bathampton Meadows Riverside may go towards supporting Beavers in the river, but this would be dependent on a consultation.</p> <p><b><u>Highways</u></b>                  There was nothing further to report.</p> <p><b><u>Footpaths</u></b>                  Cllr Beard reported that he was looking at trimmers to purchase for the footpath volunteers following the receipt of the £300 funding from BANES into the Parish Council bank account. The Chair reported that the Clean &amp; Green team had done a good job regarding the removal of debris at the bottom of the bridleway.</p> <p><b><u>Leisure &amp; Amenities</u></b>                  There was nothing further to report.</p> <p><b><u>Policy &amp; Finance</u></b>                  There was nothing further to report.</p> <p><b><u>BPC’s Digital Presence</u></b>                  There was nothing further to report.</p> <p><b><u>Canals</u></b>                  Cllr Bash reported that he had received no update from the Canal &amp; River Trust (CRT) and would continue to follow up outstanding issues with them. Cllr King noted that she had a contact at the CRT which may be helpful, and she would forward this to Cllr Bash after the meeting.</p>	<p><b>Clerk</b></p> <p><b>DB</b></p> <p><b>LK</b></p>
<p><b>2024/032</b></p>	<p><b><u>Open Forum</u></b>                  There was nothing further to report.</p>	
<p><b>2024/033</b></p>	<p><b><u>Date of next meetings.</u></b> Thursday 21<sup>st</sup> March 2024.</p>	
	<p>There being no further business the meeting closed at 21.22 pm</p>	

**Signed:** .....

**Chair**

**Date:** .....