

**Minutes of the Meeting held on 18<sup>th</sup> April 2024.  
Bathampton Village Hall, 7.30pm.**

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

**Two members of the public in attendance (one being Douglas Hunter the new Handyman cover).**

**The meeting started at 7.30pm.**

		<b>Actions</b>
		Actions struck through are complete
<b>2024/053</b>	<b>Welcome:</b> Cllr Brennan (Chair) welcomed everyone to the meeting. The Chair noted that the meeting would be recorded for minuting purposes only.	
<b>2024/054</b>	<b>Apologies:</b> D. Beard (DB) citing work commitments. The Council resolved unanimously to accept the reason for absence.	
<b>2024/055</b>	<b>Declarations of interest:</b> None.	
<b>2024/056</b>	<b>Minutes of the previous meeting</b>	
	The Minutes for the meeting of Bathampton Parish Council held on the 21 <sup>st</sup> March 2024 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.	<b>MB</b>
<b>2024/057</b>	<b>Public Participation</b>	
	Cllr Brennan introduced Douglas Hunter (the handyman role cover) to the members of the Council and welcomed him to the team.	
<b>2024/058</b>	<b>Review of actions carried forward from previous meetings</b>	
	The Chair referred to some flyers which had been emailed to her by a member of the public to encourage residents to have their say regarding the new Sydney Place Liveable Neighbourhood trial scheme. The Parish Council viewed the flyer and agreed to display these in the parish noticeboards. The Clerk was asked to action this at her earliest convenience.  The Actions carried forward were reviewed.  The Chair reported that the drain on the Bridleway had been cleared out.  The Chair referred to the action under minute 2024/031 whereby Cllr King was asked to forward the CRT contact details to Cllr Bash. Neither councillor was aware of the action and the Chair asked the Clerk to make sure that the action allocated was allocated correctly.	<b>Clerk</b>       <b>Clerk</b>
<b>2024/059</b>	<b>Finance</b>	
	a) <u>Financial Report for April 2024</u>	
	This had been circulated previously.	
	<u>Table 1</u>	
	The Clerk referred to the financial report which had been circulated prior to the meeting. This reported a cash movement of -£1,151.40 during March and £11,378.25 for the year to date.  The Chair asked the Clerk to report the earmarked funds for the Playground improvements separately, so that the council could see what proportion of the total funds were allocated towards the project.	<b>Clerk</b>

<u>Table 2</u>		
Transactions from the 1 <sup>st</sup> March up to the to the 31 <sup>st</sup> March were noted.		
<u>Table 3</u>		
Expenditure totalling £2,761.08 and the salaries totalling £1,194.19 were approved for payment.		
<b>Date</b>	<b>Payee</b>	<b>Details</b>
18.04.2024	ALCA	ALCA/NALC Subscription 2024-25
18.04.2024	Minuteman	Print of the May Parish Council newsletter
18.04.2024	Various	Grants to local organisations
18.04.2024	EDF	Electricity (01.01.24 - 31.03.24)
		Sub Total
		£2,761.08
b) <u>Clerk's Report</u>		
<p>The Clerk referred to the Clerk's report covering everything from the previous meeting (21<sup>st</sup> March 2024), which had been circulated prior to this meeting.</p> <p>The Clerk reported that Cllr Ardrey had reviewed and verified the accounts for January – March 2024 on the 14<sup>th</sup> April 2024 and no queries had been raised. No further action was required.</p> <p>The Council unanimously agreed to authorise the Clerk to sign the letter from the internal auditor (circulated ahead of the meeting) which provided the scope of the internal auditor services, outlining responsibilities of both the internal auditor and Bathampton Parish Council.</p> <p>The Council agreed to the purchase of a new lock for the small gate into the allotments from Down Lane that would be coded the same as the front gate. Cllr Helps agreed to make the necessary arrangements.</p> <p>The Clerk referred to her report regarding the quote of £100 received from David Mayo to implement a cookie consent banner and carry out recommended improvements to the Bathampton Parish Council website. The Council were happy with the quote received and instructed the Clerk to contact David to proceed in carrying out the work.</p> <p>The Clerk referred to a conversation she had with Cllr Beard regarding the purchase of some safety goggles and leather gloves for the Parish Council volunteers to use whilst operating the strimmer to undertake footpath clearance work. The Council approved the purchase of this safety wear and the Clerk agreed to purchase the items.</p> <p>The Clerk reported that the owner of 111 Holcombe Close had now completed their driveway and no further action would be required regarding the moving of the Parish Council owned lamppost.</p> <p>Regarding the correspondence received regarding the poor state of the road surface along Holcombe Lane, Cllr Purpuri noted that he had taken pictures, and he would report the issue on FIXMYSTREET. Cllr Purpuri noted that he would additionally raise the issue with the Ward Councillors, Kevin Guy and Sarah Warren, and Gary Peacock from BANES, Highways.</p> <p>The Clerk agreed to circulate the email that she was copied in on from Kevin Guy regarding a request from a member of the community to improve the bus stop on Down Lane.</p> <p>The Clerk additionally reported on correspondence received on the morning of the meeting from a resident of the Warminster Road regarding missed bin collections due to on-going road works and noted the residents failed attempts to resolve the issue with BANES.</p> <p>The Clerk was asked to reply and suggest they possibly consider moving their bin to the other side of the road for collection and to additionally put the resident in touch with Kevin Guy and Sarah Warren to help resolve the matter.</p>		<p>JH</p> <p>Clerk</p> <p>Clerk</p> <p>TP</p> <p>Clerk</p> <p>Clerk</p>

	<p>The Chair referred to correspondence received regarding a Community Conversation Steering group meeting, due to be held on the 19<sup>th</sup> April. The Clerk reported that she had received correspondence but had not received a reply when asked to confirm who from the Parish Council should be attending.</p> <p>Due to the deadline for the Bathampton Village newsletter, the council would not be able to attend, and the Chair agreed to email the organiser to let her know.</p>	<b>MB</b>
<b>2024/060</b>	<b>Risk Assessment &amp; Management Statement</b>	
	<p>The Risk Assessment &amp; Management Statement had been circulated ahead of the meeting. The Clerk referred to the proposed changes made and highlighted that she had separated out the Playground and included copy for this.</p> <p>After a discussion, the Council agreed to put the playground as a Med-6 risk level which would fall under ‘unlikely’ as the likelihood of it happening but ‘serious’ regarding the severity if something should happen.</p> <p>The Clerk was asked to remove the information regarding the theft of equipment specifically relating to the Scythes in the Risk Register. In view of these changes the Council approved the revisions.</p> <p>Regarding the risk levels allocated against each possible risk, the Clerk was asked to add in two additional columns to include the severity and likelihood in one and the rationale behind the Council’s decision in the other. The Clerk would amend and agreed to bring the revised statement back to a forthcoming meeting.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
<b>2024/061</b>	<b>Inventory</b>	
	<p>The Clerk reported that the new strimmer had been added to the Inventory and the bin that was meant to be in storage and wasn’t, had been removed. The council unanimously approved the revised 2024 inventory.</p> <p>Regarding old and damaged equipment and items in the garage that were no longer useful, the Council approved for the handyman to gradually remove as part of a clean out of the Parish Council Garage.</p>	
<b>2024/062</b>	<b>Policies</b>	
	<p>The Chair referred to the three policies circulated for review.</p> <p>The Clerk noted that she was not aware of any National Association of Local Councils (NALC) updates to the Equality and Diversity Policy since it had been adopted. The Council agreed that no further changes were required and to re-adopt the existing policy.</p> <p>No changes were proposed for the Privacy Policy and the Council agreed to re-adopt.</p> <p>The Chair asked the Clerk to amend the current level of general reserves to being 12 months of predicted expenditure (£25k) rather than 6-12 months as detailed in the existing General Reserves Policy to accurately reflect the decision previously agreed by the council. Subject to this change, the council agreed to re-adopt the policy.</p>	<b>Clerk</b>
<b>2024/063</b>	<b>Bathampton Parish Council Complaints Policy</b>	
	<p>The Chair referred to the Complaints Policy which had been drafted by the Clerk for Bathampton Parish Council and which had been circulated ahead of the meeting. The Council unanimously agreed to adopt the policy.</p>	
<b>2024/064</b>	<b>Bathampton Parish Council newsletter</b>	
	<p>The Chair referred to the content proposed during the last Parish Council meeting. The content for inclusion was agreed and the Chair reminded Councillors that the deadline for contributions was the day after the meeting – 19<sup>th</sup> April.</p>	<b>All</b>

2024/065	<b>Annual Residents Meeting</b>	
	<p>The council agreed to keep the meeting format as an open forum approach to provide an opportunity for residents to give their opinion on various matters such as the closure of Sydney Road, pedestrian safety, and safer routes to school, bins, work carried out by volunteers to maintain the village amenities, playground improvements, and climate change and local action.</p> <p>The Clerk was asked to use this information to put together the meeting agenda.</p> <p>Cllr King noted that she may arrive late for the meeting.</p> <p>Cllrs were asked by the Chair to arrive by 7pm to help set up the chairs.</p> <p>The Chair agreed to purchase the refreshments for the meeting.</p>	<p><b>Clerk</b></p> <p><b>All MB</b></p>
2024/066	<b>Ongoing Items</b>	
	<p><b><u>Climate Emergency</u></b> Cllr Helps reported that CURO would inspect the new trees on the Vale, and they would look to replace any failed trees during the autumn.</p> <p><b><u>Safer routes to school</u></b> Cllr Purpuri agreed to liaise with Cllr Beard regarding the wording of the Road Safety Consultation Report.</p> <p>Cllr Purpuri reported that along with Cllr King, they had attended a meeting with BANES earlier in the day to discuss pedestrian safety over the Canal bridge. Cllr Purpuri highlighted that BANES had confirmed that they have a decent amount of money allocated towards these pedestrian safety improvements. It was further reported by Cllr Purpuri that BANES were now looking at solutions and designs before carrying out a consultation.</p> <p>Cllr Purpuri agreed to liaise with Sarah Warren regarding what they were allowed to say in the Parish newsletter regarding the money allocated towards these safety improvements.</p>	<p><b>TP</b></p> <p><b>TP</b></p>
2024/067	<p><b>Group Reports</b></p> <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 24/00969/FUL – 5 Hantone Hill for the erection of a first-floor extension above existing single storey incorporating a pitched tiled roof with single dormer window. The planning group suggested a ‘No Objection’ response.</p> <p>Application 24/01098/FUL – 45 Hantone Hill for the erection of a single storey extension (retrospective). The planning group suggested a ‘No Objection’ response.</p> <p>Application 24/01135/FUL – Kennet Lodge, Kennet Park for the reconfiguration and alteration of existing dwelling, including single storey extension and additional storey of first floor bedroom to replace existing pitched roof of chalet bungalow. The planning group proposed a ‘No Objection in principle’ response but to note concerns regarding overdevelopment on the site and the roof design being out of keeping with the surrounding properties.</p> <p>Cllr King additionally referred to two applications which had been received following circulation of the planning report, one of which was from New Leaf Farm to convert one of their old farm buildings. The Clerk was asked to request an extension for both applications to allow time for the planning group to review and for the proposed response to be discussed at the next Parish Council meeting.</p>	<p><b>Clerk</b></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 gave a brief update regarding the upcoming Share &amp; Repair Café, being held on the 8<sup>th</sup> June.</p>	
	<p><b><u>Highways</u></b> There was nothing further to report.</p> <p><b><u>Footpaths</u></b> The Chair referred to Cllr Beards updates circulated by email prior to the meeting. There was nothing further to report.</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> There was nothing further to report.</p>	
<b>2024/068</b>	<p><b>Open Forum</b> Cllr King and Cllr Ardrey noted their apologies for the May Parish Council meeting.</p>	
<b>2024/069</b>	<p><b>Date of next meetings.</b> Wednesday 8<sup>th</sup> May 2024, 7.30pm - (Annual Residents meeting), Thursday 16<sup>th</sup> May 2024 – 7.30pm Annual meeting of the Parish Council &amp; 7.45pm Ordinary Parish Council meeting.</p>	
	<p>There being no further business the meeting closed at 21.06 pm</p>	

**Signed:** .....

**Chair**

**Date:** .....