

**Minutes of the Meeting held on 19<sup>th</sup> September 2024.  
Bathampton Village Hall, 7.30pm.**

**Present:** M. Brennan, Chair (MB), L. King, Vice Chair (LK) G. Ardrey (GA), J. Helps (JH), T. Purpuri (TP) & Clerk Liz Daly.  
**The meeting started at 7.30pm.**

		<b>Actions</b>
		Actions struck through are complete
<b>2024/127</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>2024/128</b>	<b>Apologies:</b> R. Bash (RB) & D. Beard (DB) citing work commitments and illness, respectively. The Council resolved unanimously to accept the reasons for absence.	
<b>2024/129</b>	<b>Declarations of interest:</b> Cllr Purpuri declared an interest in the planning application for 11 Devonshire Road, due to him being the applicant's neighbour.  Cllr Purpuri would not comment on, nor have a decision on the planning groups suggested response for this application as proposed in the planning report and which had been circulated prior to the meeting.	
<b>2024/130</b>	<b>Minutes of the previous meeting</b>	
	The Minutes for the meeting of Bathampton Parish Council held on the 18 <sup>th</sup> July 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>2024/131</b>	<b>Public Participation</b>	
	Two members of public in attendance.  The Chair invited Mr Tom Davies, the Bursar and Chief Operating Officer from King Edwards School, Bath to speak. He had attended the meeting to give some background information on the school's licence application, 24/01660/LAPRE.  Mr Davies highlighted that the purpose of the licence is to put on a small number of family orientated events for the community of King Edwards School, potentially extending to the Bathampton Community, e.g. open-air cinema, laser firework displays. Mr Davies highlighted that this would be a maximum of ten events per year with more than 500 people. It was additionally noted that the events would be well-managed with transport arranged from the school and potentially in collaboration with the George pub to minimise traffic flow and parking within the village.  The Parish Council asked for them to consider rewording the information on the application to better reflect their intentions and to help address community concern as the application notes 10 planned events per year where more than 500 people will be present, suggesting numerous other events over the year may be planned with less than 500 people.  Mr Davies noted that he would find out if he could reword the application to better reflect the intentions of the licence application and that he was keen to collaborate with the community to talk through plans and help address any concerns. The Parish Council offered to publish information via their available channels to help reassure the community of their plans. The Chair thanked Mr Davies for attending and he left the meeting.  The Chair invited the member of public, Mr Alex Hansen to speak. Mr Hansen referred to a 'Freedom of Information request' that he sent to BANES on the 19 <sup>th</sup> August 2024. This was relating to historical communication between Bathampton Parish Council and the Local planning authority relating to New Leaf Farm.	<b>Clerk</b>

	<p>Mr Hansen highlighted that BANES had informed him that the request would have been referred to Bathampton Parish Council, but Bathampton Parish Council confirmed that no correspondence had been received. All email queries sent to Bathampton Parish Council from Alex Hansen had been responded to directly.</p> <p>Mr Hansen further referenced to a University of Bath licence application and a meeting held by the University of Bath local resident's forum to which the senior licencing officer at BANES attended.</p> <p>Mr Hansen noted that Bathampton Parish Council may wish to seek advice and comment from the officer and consider putting limitations in place on the King Edward's School licence application regarding the events they plan to hold.</p> <p>The Chair thanked Alex Hansen for attending and for the information provided. Mr Hansen left the meeting.</p>	
<b>2024/132</b>	<b>Review of actions carried forward from previous meetings</b>	
	<p>The actions carried forward were reviewed. Following the receipt of updated reports and verbal updates during the meeting, the following actions were confirmed as being complete. The Clerk was asked to remove them from the Actions Carried Forward:</p> <ol style="list-style-type: none"> <li>1) The Clerk had amended the Risk Register to include the severity and likelihood of a risk happening and a column for rationale behind the council's decisions.</li> <li>2) Cllr Beard had provided drainage updates on the A36 and the issue of flooding.</li> <li>3) The Clerk had put an agenda item to formally agree the allocation of surplus spend for the budget year ending 31<sup>st</sup> March 2024.</li> <li>4) The Clerk had put an agenda item to agree the council's role regarding identifying land within the parish for proposed development.</li> <li>5) The hedge on the Holcombe Vale footpath had been cut back.</li> <li>6) Cllr Helps had spoken to the Cotswold Warden, regarding the removal of the ash trees that were casting shadow on the allotment plots.</li> <li>7) The Clerk noted that the allotment gate had been repaired and quotes to obtain a replacement were no longer needed.</li> <li>8) The Chair had contacted the senior officer for Environmental monitoring to obtain advice and was informed that the PM2.5 monitor had already been installed on the High Street, opposite the Normans. The Chair highlighted than BANES were a little concerned about the possible effect on the lamppost due to the monitors weight and that the position had been chosen as it was by houses with chimneys and over winter fires and wood burners would potentially push the levels up.</li> <li>9) Cllr Ardrey had contacted the resident regarding their objections to the planning application at Trossachs Lodge.</li> </ol> <p>The remaining actions were carried forward.</p>	
<b>2024/133</b>	<b>Finance</b>	
	a) <u>Financial Report for September 2024</u>	
	This had been circulated previously.	
	<u>Table 1</u>	
	The Clerk referred to the financial report which she had circulated prior to the meeting.	
	<u>Table 2</u>	
	<p>Transactions from the 1<sup>st</sup> July up to the to the 31<sup>st</sup> August were noted.</p> <p>The Chair suggested that when the Parish Council get closer to being able to redesign the playground, the Parish Council may wish to consider reducing reserves down to make this happen with the view of replacing the reserves over a fixed number of years. In principle, the</p>	

	Council were in favour of this approach and a further discussion would be had when the time arose.																															
	<u>Table 3</u>																															
	<p>Expenditure totalling £554.20 and the salaries totalling £1,207.72 were approved for payment. The Clerk additionally referred to two invoices which had been received after circulation of the report. The First invoice was from David Mayo 'IT Solutions' for work on the cookie consent banner and addressing site recommendations, support, and fixes to various issues at a total amount of £175. The Second invoice was from Ryan Ruseell Estate Maintenance for repairs made to the allotment gate at a total amount of £30. 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>19.09.2024</td><td>BDO</td><td>External Audit, year ending 31st March 2024</td><td>£210.00</td><td>£42.00</td><td>£252.00</td></tr><tr><td>19.09.2024</td><td>HMRC</td><td>PAYE Qtr 2 (July - September 2024)</td><td>£302.20</td><td>£0.00</td><td>£302.20</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>£554.20</td></tr></table>	Date	Payee	Details	Net	VAT	Gross	19.09.2024	BDO	External Audit, year ending 31st March 2024	£210.00	£42.00	£252.00	19.09.2024	HMRC	PAYE Qtr 2 (July - September 2024)	£302.20	£0.00	£302.20									Sub Total			£554.20	
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	b) <u>External Auditor's Report</u>																															
	The Clerk referred to the External Auditor's Report for the year ending 31 <sup>st</sup> March 2024, circulated prior to the meeting. No concerns or comments had been raised by the auditor and the council had no queries.																															
	c) <u>Allocation of Parish Council Surplus Spend for year ending 31<sup>st</sup> March 2024.</u>																															
	The Parish Council unanimously agreed to allocate all surplus spend totalling £7,685.91 towards the Playground Project.																															
	d) <u>Clerk's Report</u>																															
	<p>The Clerk referred to the Clerk's report covering everything from the previous meeting (18<sup>th</sup> July 2024), which had been circulated prior to this meeting.</p> <p>The Clerk confirmed that she had sent the councils bank detail to Bath Classical Massage who wished to donate the £55 raised from massages at the Bathampton Village Show to the Playground Project. The Clerk noted that on behalf of the Parish Council they had been thanked for their kind and generous donation.</p> <p>The Chair additionally highlighted the transfer of £15 which she had put into the account which had been generated from map sales. The Clerk was asked to transfer the £55 and £15 from the community account to the Charity Bank Playground Savings account.</p> <p>The Clerk reported that as was unanimously agreed by the Council by email after review of the quotations and letter of engagement, Paul Russell had been appointed as next year's internal auditor at a quoted cost of £300. The Clerk highlighted that a provisional date of the 30<sup>th</sup> April had been set to conduct the audit.</p> <p>Cllr Purpuri referred to the double gate for the playground which was no longer closing properly. The Clerk was asked to speak to the company who installed the gate and ask them to quote for a repair.</p> <p>Regarding the consideration of having a staffing Committee, it was unanimously agreed that the Parish Council were following proper procedure but as a staffing group rather than as a committee. The Clerk was asked to double check if this was a legal requirement.</p> <p>The Clerk reported that as agreed unanimously by email, a contract was entered into with EDF for Street Lighting and all required paperwork had been returned.</p> <p>Cllr King referred to an email received from a resident regarding the field at Court Leet becoming overgrown, especially on the bank bordering Bathampton Lane. The Council asked the Clerk to put together a letter to send to the landowners asking for them to cut this back.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>																														

## Bathampton Parish Council

Minutes from 19.09.24

	The Chair referred to a Freedom of Information Request (FOI) received, relating to the trial through-traffic restriction on Sydney Road/New Sydney Place. The Chair highlighted that the Clerk was seeking advice from the Avon Local Council's Association (ALCA) and the Clerk would be acknowledging receipt of the FOI request.	<b>Clerk</b>
<b>2024/134</b>	<b>Bathampton Parish Council Risk Assessment</b>	
	The Chair referred to the risk assessment which had been circulated ahead of the meeting. Following a discussion, it was agreed to look at reformatting the risk register to make the risks clearer and to more easily allocate risk levels against each one. The Chair and Clerk agreed to work together and bring the revised Risk Register back to a meeting before March 2025 for Council discussion and approval.	<b>Clerk / MB</b>
<b>2024/135</b>	<b>Proposed Development within the Village</b>	
	Regarding the need to identify land within the parish for proposed development, it was unanimously agreed that the Parish Council support infill, and whilst they don't feel comfortable suggesting people's land for development, they are happy to share local knowledge and make comment on development options that BANES deem to be feasible.  It was additionally agreed that the Parish Council should highlight to BANES that they value the local green spaces and their importance to the village.  Cllr King agreed to contact the BANES Planning Officer for Planning Policy to find out any developments and timings for response.	<b>LK</b>
<b>2024/136</b>	<b>Review of the Annual Bathampton Village Show</b>	
	Following a discussion, it was unanimously agreed that the decision to take a stand at the Village Show should be made on a yearly basis, depending on what current interests and concerns of the community are present around that time.  The Parish Council wished to thank the Village Show Committee for hosting a wonderful event.	
<b>2024/137</b>	<b>Village Handyman Role</b>	
	The Clerk reported on the six-month review meeting with the Handyman on the 20 <sup>th</sup> August where performance objectives were set for his personal development plan. The Clerk highlighted that Cllr Helps was also in attendance.  Following a discussion, the Parish Council unanimously agreed not to offer the Handyman a permanent position and the Clerk and Cllr Helps were asked to inform the Handyman of this decision.  Given the potential for changes to the role and the need for a permanent solution, the Parish Council agreed to readvertise the position to the wider Community. Contracting out some of the grass cutting duties was also considered.  The Clerk was asked to speak with neighbouring Parish Councils and BANES regarding their handypersons current recycling and green waste disposal practices.	<b>Clerk / JH</b>  <b>Clerk</b>
<b>2024/138</b>	<b>Allotment rent for 2026.</b>	
	The Council agreed to raise the allotment rate to £0.47p per sqm for 2026.	
<b>2024/139</b>	<b>Ongoing Items</b>	
	<u><b>Climate Emergency.</b></u> There was nothing further to report.  <u><b>Safer routes to school.</b></u> Cllr Purpuri referenced correspondence received from Cllr Sarah Warren, whereby BANES requested an update on previously submitted Liveable Neighbourhood plans and asked for any relevant or amended applications to be sent to them by the 9 <sup>th</sup> August 2024.	

	<p>In response, Cllr Purpuri reported that the application had been amended to reflect previous Parish Council discussions and submitted it to BANES for consideration in potential future delivery phases. Cllr Purpuri highlighted that the revised application is available in Dropbox. The Parish Council were fully supportive of its implementation.</p> <p>Cllr Purpuri also provided an update on the plans to narrow the Canal Bridge. Cllr Purpuri highlighted that minor revisions to the plans had been made and these were available in Dropbox for review.</p>	<b>All</b>
<b>2024/140</b>	<p><b>Group Reports</b></p> <p><b><u>Planning &amp; Conservation</u></b></p> <p>Cllr King referred to the planning report circulated ahead of the meeting.</p> <p>The proposed responses for each application were discussed as follows:</p> <p>Application: 24/02977/FUL – 45 Hantone Hill for the erection of a two-storey side extension and dormer to form an annexe. The planning group proposed a ‘No Objection’ response.</p> <p>Application: 24/02866/FUL – Parcel 6117 Meadow Lane regarding a proposal to install a new footbridge over a stream to improve access. The planning group proposed a ‘No Objection’ response but to query whether any other Planning Permission might be needed as the bridge would not be on a designated footpath.</p> <p>Application 24/03193/FUL – 11 Devonshire Road to install an external staircase, air conditioning unit and timber cladding to rear dormer. The planning group proposed a ‘No Objection’ response to the timber cladding and external staircase but wished to query the need for the air conditioning unit and specifically the location of the unit in respect of the potential noise nuisance to the neighbouring property’.</p> <p>Application 24/02494/FUL – Trossachs Lodge for the remodelling of the existing dwelling, demolition of existing garage and the erection of a new garage and landscaping. Cllr King highlighted that this was a revised application and received after circulation of the agenda. The Planning group proosed a ‘No Objection’ response to the proposed modifications to the house and pitched roof for the garage but to ‘Object’ to the re-positioning of the garage and request that it be moved far enough back from the footway to allow parking in front of it, thus allowing pedestrian access along the footpath, and avoiding the trip hazard of EV cables across the walkway.</p> <p>Application 24/03424/FUL – 36 Devonshire Road for the erection of a single storey rear extension. The Planning group proosed a ‘No Objection’ response.</p> <p>Application 24/03211/FUL – 12 Trossachs Drive for the erection of a rear extension, removal of conservatory and alterations to existing house and landscape. The Planning group proosed a ‘No Objection’ response.</p> <p>Application 24/03009/TCA for the removal of a mature Oak tree at the George Inn, Mill Lane. The Planning group proposed a ‘No Objection’ response but wished to strongly urge for a replacement tree to be planted.</p> <p>Application 24/03226/TCA for the pruning of a Chestnut tree at St George’s Garden House. The planning group proposed a ‘No Objection’ response. The Council unanimously agreed to all the planning group recommendations and the Clerk would email the responses to BANES following the meeting.</p>	<b>Clerk</b>
	<p><b><u>Highways</u></b></p> <p>There was nothing further to report.</p> <p><b><u>Footpaths</u></b></p> <p>The Chair referred to the update circulated by Cllr Beard to all councillors prior to the meeting.</p>	

	<p><b><u>Leisure &amp; Amenities</u></b></p> <p>Cllr Helps reported that the allotment gate had been repaired but allotment holders were now experiencing issues with deer entering the allotments and damaging their crops. The Clerk was asked to investigate the cost of increasing the fence height around the remaining perimeter of the allotments.</p> <p>Cllr helps reported that she had spoken with Bob, the Cotswold Warden regarding the removal of the Ash trees that were casting shade over several allotment plots. It was additionally highlighted by Cllr Helps that the Parish Council would need to cut up and dispose of the wood afterwards. The Parish Council approved this plan.</p> <p>The Clerk was asked to find out what donation was given to the Cotswold Warden's last time they conducted tree works for the Parish Council and to obtain quotes for cutting back the allotment borders.</p> <p>Cllr Helps also reported that she would be meeting with the National Trust to discuss the upcoming River Festival.</p> <p>Regarding the Christmas tree, the Council approved Cllr Helps' proposal to purchase new baubles to decorate the tree. Given the high cost of the tree quoted at £240 (including VAT), the Clerk was asked to seek quotes for a smaller option.</p> <p>Regarding the trees planted by CURO on Holcombe Vale, Cllr Helps reported that many of the trees had not survived and that she was consulting with CURO to replace the dead trees and remove those that are not viable.</p> <p><b><u>Policy &amp; Finance</u></b></p> <p>There was nothing further to report.</p> <p><b><u>BPC's Digital Presence</u></b></p> <p>There was nothing further to report.</p> <p><b><u>Canals</u></b></p> <p>There was nothing further to report.</p>	<p align="center"><b>Clerk</b></p> <p align="center"><b>Clerk</b></p> <p align="center"><b>Clerk</b></p>
<b>2024/141</b>	<p><b><u>Open Forum</u></b></p> <p>The Chair noted that she would not be able to attend the October Parish Council meeting and gave her apologies. Cllr King agreed to Chair the meeting in her absence. Cllr Helps additionally gave apologies for the October and November Parish Council meetings.</p> <p>Following a discussion, Council members were asked to submit newsletter contributions to Cllr Helps by the 12<sup>th</sup> October.</p> <p>Cllr King informed the council that she had been made aware that Bathampton Pharmacy as for all other pharmacies in the country, does not receive enough funding to cover medications and it is thought that they make up the difference through other sales. Many pharmacies are experiencing financial difficulties and will close.</p> <p>The Clerk was asked to gather information from the pharmacy regarding this and promote it to the community through social media, encouraging the community to support the pharmacy due to it being an important community asset.</p>	<p align="center"><b>ALL</b></p> <p align="center"><b>Clerk</b></p>
<b>2024/142</b>	<p><b><u>Date of next meeting.</u></b></p> <p>Thursday 17<sup>th</sup> October 2024 – 7.30pm - Parish Council meeting.</p>	
	There being no further business the meeting closed at 21.58 pm	

**Signed:** .....

**Chair**

**Date:** .....