

**Minutes of the Meeting held on 21st November 2024.  
Bathampton Village Hall, 7.30pm.**

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

		<b>Actions</b>
		Actions struck through are complete
<b>2024/158</b>	<b>Welcome:</b> M. Brennan. (Chair) welcomed everyone to the meeting. The Chair noted that the meeting would be recorded for minuting purposes only.	
<b>2024/159</b>	<b>Apologies:</b> D. Beard (DB) & J. Helps (JH) citing work and family commitments respectively. The Council resolved unanimously to accept the reasons for absence.	
<b>2024/160</b>	<b>Declarations of interest:</b> None.	
<b>2024/161</b>	<b>Minutes of the previous meeting</b>	
	The Minutes for the meeting of Bathampton Parish Council held on the 17 <sup>th</sup> October 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>2024/162</b>	<b>Public Participation</b>	
	There were no members of public present.	
<b>2024/163</b>	<b>Review of actions carried forward from previous meetings</b>	
	<p>The actions carried forward were reviewed.</p> <p>Following the receipt of updated reports and verbal updates during the meeting, the following actions were confirmed as being completed. The Clerk was asked to remove them from 'Actions Carried Forward':</p> <ol style="list-style-type: none"> <li>1) National Lottery 'Awards for all' application. The Clerk had shared the draft responses with the Council for consideration.</li> <li>2) Staffing Committee. The Clerk confirmed that a Staffing Committee is recommended but not legally required.</li> <li>3) Land Identification in Bathampton. Councillor King had liaised with BANES and the item was on the agenda.</li> <li>4) Speed Watch Initiative. It was agreed to explore the possibility of a new speed watch initiative as and when a volunteer group is formed.</li> <li>5) Village Show Fundraising. Councillor Beard had shared details of the Village show's new fundraising committee member, and the Clerk had shared these with the member of the community who was interested in sponsoring the Village Show. The Clerk was asked to have a conversation with the member of the community interested in sponsoring the printing of the Parish Newsletter, highlighting that whilst a mention of sponsorship might be considered, the Council do not include adverts in the newsletter.</li> <li>6) Emergency Plan Template. Cllr Beard had shared the Emergency plan template which was on the agenda for discussion.</li> </ol> <p>Cllr Bash highlighted that the action regarding the speed equipment needed updating to reflect the correct proposed location for the equipment being Bathampton Lane and not by the Triangular field. It was hoped that the equipment could be provided from grant funding.</p> <p>The remaining actions were carried forward.</p>	<b>Clerk</b>

2024/164	Finance																																					
	a) <u>Financial Report for November 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, noting the cash movement for the month and year to date. Funds for the Playground Project, were additionally noted by the Clerk.																																					
	<u>Table 2</u>																																					
	Transactions from the 1 <sup>st</sup> October up to the to the 31 <sup>st</sup> October were noted.																																					
	<u>Table 3</u>																																					
	<p>Expenditure totalling £505.10 were approved for payment and a net salary of £804.78 was authorised.</p> <p>The Clerk informed the Council that she had received the Local Government services pay agreement for 2024/25 and that she had calculated her back dated pay from the 1<sup>st</sup> April 2024 and noted the new salary amount for January 2025 onwards.</p> <p>The Clerk reported that the calculations had been reviewed by Councillors King and Brennan who confirmed their accuracy. The Council agreed to incorporate these figures into the Clerk's December pay and implement the pay increase accordingly.</p> <p>The Chair asked the Clerk to find out whether the revised salary from January 2025 would automatically enrol her into a pension scheme.</p> <p>The Clerk additionally reported an error in the P45 issues to the former Handyman. Due to his October salary being paid after his departure, the P45 contained incorrect year-end totals. The Clerk noted that after speaking with HMRC they had confirmed that she will need to send a letter to the former Handyman to rectify the issue and provide correct figures. She had also obtained an HMRC contact number for further assistance in correcting the year-end information.</p> <table><tr><th>Date</th><th>Payee</th><th>Details</th><th>Net</th><th>VAT</th><th>Gross</th></tr><tr><td>21.11.2024</td><td>Clerk Expenses</td><td>Printer Cartridges, IONOS (Oct, Nov.)</td><td>£60.06</td><td>£10.65</td><td>£70.71</td></tr><tr><td>21.11.2024</td><td>EDF</td><td>Electricity (01.07.24 - 30.09.24)</td><td>£72.75</td><td>£3.64</td><td>£76.39</td></tr><tr><td>21.11.2024</td><td>SLCC</td><td>Annual membership</td><td>£148.00</td><td>0.00</td><td>148.00</td></tr><tr><td>21.11.2024</td><td>Fine Pines</td><td>Christmas Tree</td><td>£175.00</td><td>35.00</td><td>210.00</td></tr><tr><td></td><td></td><td>Sub Total</td><td></td><td></td><td>£505.10</td></tr></table>	Date	Payee	Details	Net	VAT	Gross	21.11.2024	Clerk Expenses	Printer Cartridges, IONOS (Oct, Nov.)	£60.06	£10.65	£70.71	21.11.2024	EDF	Electricity (01.07.24 - 30.09.24)	£72.75	£3.64	£76.39	21.11.2024	SLCC	Annual membership	£148.00	0.00	148.00	21.11.2024	Fine Pines	Christmas Tree	£175.00	35.00	210.00			Sub Total			£505.10	Clerk
Date	Payee	Details	Net	VAT	Gross																																	
21.11.2024	Clerk Expenses	Printer Cartridges, IONOS (Oct, Nov.)	£60.06	£10.65	£70.71																																	
21.11.2024	EDF	Electricity (01.07.24 - 30.09.24)	£72.75	£3.64	£76.39																																	
21.11.2024	SLCC	Annual membership	£148.00	0.00	148.00																																	
21.11.2024	Fine Pines	Christmas Tree	£175.00	35.00	210.00																																	
		Sub Total			£505.10																																	
	b) <u>Clerk's Report</u>																																					
	<p>The Clerk referred to the Clerk's report covering everything from the previous meeting (17<sup>th</sup> October 2024), which had been circulated prior to this meeting.</p> <p>Regarding the Playground gate, the Clerk presented quotes from GB Sport being £275+ VAT for replacing one bolt and tightening up the other and £760+VAT if hinges and mounting plates require replacement. The Clerk reported that she would obtain additional quotes for comparison.</p> <p>The Clerk reported receiving one grant application to date for grounds maintenance at St Nicholas Church and inquired if the Council knew of any other eligible organisation. No additional organisations were identified.</p> <p>Regarding the Freedom of Information Act request, the Clerk informed the Council that an additional email had been identified following an internal review and provided to the requester. The ICO contact details were provided to the individual should they wish to make a complaint.</p>	Clerk																																				

	<p>The Clerk highlighted that there had been further issues with the Bathampton Parish Council website which had prevented new content from being added. David Mayo's kind assistance in resolving the issue was acknowledged and the Clerk committed to monitoring the situation and deleting older back ups to help free up space. The Clerk agreed to speak with IONOS (the Company who host the Parish Council website) regarding the two critical issues that need to be fixed in WordPress.</p> <p>The Clerk referred to a one-day playground inspection training course to be held at Radstock Trinity Hub. The Council approved the course fee at £120. The Council conditionally agreed to the exam fee at £130, contingent on its perceived value and potential benefits.</p>	<b>Clerk</b>
<b>2024/165</b>	<b>Community Infrastructure Levy (CIL)</b>	
	<p>The 2023/24 Community Infrastructure Levy (CIL) statement, circulated for review in the Clerk's report was unanimously approved, subject to a minor correction. The Clerk was asked to amend the CIL allocation to specify 'Village Playground' instead of 'Village Playground upgrade'.</p> <p>The Clerk highlighted that she would post the statement online and send the link to where it's posted to BANES before the 31<sup>st</sup> December 2024 deadline.</p>	<b>Clerk</b>
<b>2024/166</b>	<b>Parish Council meeting dates</b>	
	<p>The Council agreed to continue holding the monthly Parish Council meetings (excluding August when no meeting is held) on the third Thursday of each month during 2025. This would also apply to the December meeting which will be held on the 18<sup>th</sup> December.</p>	
<b>2024/167</b>	<b>Grant Awarding Policy</b>	
	<p>The Clerk informed the Council about a grant Awarding Policy that she had developed as part of her CILCA qualification. Given that the Council award grants she proposed reviewing and approving the Policy (circulated prior to the meeting). Subject to correcting a couple of minor spelling errors, the Council unanimously approved the Policy. The Clerk would add it to the Bathampton Parish Council website.</p>	<b>Clerk</b>
<b>2024/168</b>	<b>Bathampton Emergency Plan</b>	
	<p>The Council reviewed the Emergency Plan template circulated by Councillor Beard prior to the meeting.</p> <p>The Council expressed concerns about the resource commitment required to create the plan questioning its practicality and potential use. As Councillor Beard was absent from the meeting, the Council agreed to postpone the discussion until the January Parish Council meeting when he would be available to participate.</p> <p>The Clerk would add as an agenda item for January 2025.</p>	<b>Clerk</b>
<b>2024/169</b>	<b>Bathampton Parish Council Data Protection Policies</b>	
	<p>The Clerk confirmed that there were no new updates from the NALC, regarding the Data Protection, Data Breach and Records Retention Policies. The Council proposed no changes to the current policies which were all subsequently approved.</p>	
<b>2024/170</b>	<b>National Lottery 'Awards for all' Application</b>	
	<p>The Clerk referred to the draft responses for the National lottery 'Awards for all' application, which had been circulated to Councillors prior to the meeting. The Council unanimously approved the draft responses, and the Clerk would submit the completed application as soon as possible.</p>	<b>Clerk</b>
<b>2024/171</b>	<b>Local Plan and housing needs in Bathampton</b>	

	<p>Cllr King reported that she had spoken to BANES regarding the Local Plan and the need to identify suitable land within the village for potential housing development.</p> <p>Cllr King noted that BANES would be sending her a map highlighting potential areas for development, which Cllr King will circulate to all councillors upon receipt.</p> <p>The Council agreed to include a write up in the next Parish Council newsletter explaining the need to identify land for housing development, encouraging residents who wish to recommend their plots for consideration to come forward.</p>	<p>LK</p> <p>LK/JH</p>
<b>2024/172</b>	<b>Bathavon Area Forum</b>	
	The Council determined that there were no issues that needed to be raised for discussion at the November Bathavon Forum meeting.	
<b>2024/173</b>	<b>Donation to Cotswold Wardens</b>	
	The Council approved a £300 donation to the Cotswold Wardens to support their tree works at the Allotments.	
<b>2024/172</b>	<b>Handyperson Recruitment</b>	
	<p>The Clerk informed the Council that one person had applied for the Handy person position and highlighted that the application closing date was the 30<sup>th</sup> November 2024. The Council unanimously agreed that Councillors Brennan and Helps, along with the Clerk would conduct interviews during early December.</p> <p>It was additionally agreed to keep the salary on the Local Government Services SCP2 pay scale (rates implemented from the 1<sup>st</sup> April 2024) and to keep the hours at 10 hours a week, subject to review.</p>	
<b>2024/173</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> Cllr Purpuri reported that BANES are finalising designs for the Canal Bridge improvements and once completed and received, he would share with the Parish Council. Cllr Purpuri also noted that the improvement works will require a full road closure across the bridge for approximately 4 weeks, likely to start during March 2025. He added that BANES had been asked to engage with key stakeholders. The possibility of putting a writeup in the Local Look magazine was discussed.</p> <p><b><u>Sydney Road Closure and Freedom of Information (FOI) request.</u></b> There was nothing further to report and the Clerk was asked to remove the Freedom of information (FOI) request as an 'On-going' item from the next agenda.</p> <p><b><u>King Edwards School – Licence Application</u></b> The Council discussed the recent Laser show event held at the king Edwards School playing fields. The Clerk was asked to contact Tom Davies, the Bursar &amp; Chief Operating Officer at King Edward's School to invite him to the January Parish Council meeting. The purpose of the invitation is to gather their feedback on the laser event and thoughts going forward and to provide Tom with an update on the potential impact that the forthcoming Canal Bridge safety works may have on the school It was suggested that the event may be worth mentioning in the next Parish Council newsletter to gather community feedback from the event.</p>	<p>Clerk</p> <p>Clerk</p>
<b>2024/174</b>	<b>Group Reports</b>	

	<p><b><u>Planning &amp; Conservation</u></b>  Cllr King referred to the planning report circulated ahead of the meeting.</p> <p>The proposed responses for each application were as follows:</p> <p>Application: 24/04018/FUL - For the erection of two agricultural buildings at New Leaf Farm.  The planning group recommended objecting to the application.</p> <p>The Planning group noted that the applicant had recently submitted a separate application (24/03673/ADCOU) to convert two existing barns into dwellings. Considering this, the Planning Group questioned the need for additional agricultural buildings for storage and whether the applicant should have pursued the conversion of the existing barns.</p> <p>Additionally, the Planning Group raised concerns about the appropriateness of highlighting the Parish Council's support for the earlier conversion application, given the new information and application received.</p> <p>The Parish Council unanimously agreed to the Planning Groups proposed response for this application and the Clerk would email the response to BANES after the meeting.</p>	<b><del>Clerk</del></b>
	<p><b><u>Highways</u></b>  There was nothing further to report.</p> <p><b><u>Footpaths</u></b>  Further to the report circulated ahead of the meeting, there was nothing further to report.</p> <p><b><u>Leisure &amp; Amenities</u></b>  The Chair highlighted that the Cotswold Wardens would be cutting down the trees at the allotments this coming Wednesday morning. The Parish Council would arrange the safe disposal of the trees and all Councillor's volunteering were asked to wear gloves and appropriate safety wear.</p> <p>The Clerk was asked to remind residents of BANES guidelines regarding the timing of recycling bin placement and removal. The Clerk was asked to post a link asking residents to ensure bins are placed during designed times and are returned to their property afterwards.</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><del>Clerk</del></b>
<b>2024/175</b>	<p><b><u>Open Forum</u></b>  Cllr King highlighted residents' concerns about the reliability of the number 11 bus service. The Clerk was asked to contact Cllr Sarah Warren to investigate the issue and to determine the cause of the service disruptions.  Additionally, the Clerk would gather information from the Bathampton Community WhatsApp page and share it with the Council.</p>	<b><del>Clerk</del></b>  <b><del>Clerk</del></b>
<b>2024/176</b>	<p><b><u>Date of next meeting.</u></b>  Thursday 19<sup>th</sup> December 2024 – 7.30pm - Parish Council meeting.</p>	
	<p>There being no further business the meeting closed at 21.30 pm</p>	

**Signed:** .....

**Chair**

**Date:** .....