

**Minutes of the Meeting held on 19th December 2024.
Bathampton Village Hall, 7.30pm.**

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

One member of public.

The meeting started at 7.30pm.

| | | Actions |
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| | | Actions struck through are complete |
| 2024/177 | Welcome: M. Brennan. (Chair) welcomed everyone to the meeting. The Chair noted that the meeting would be recorded for minuting purposes only. | |
| 2024/178 | Apologies: G. Ardrey (GA) & R. Bash (RB) citing illness and work commitments respectively. The Council resolved unanimously to accept the reasons for absence. | |
| 2024/179 | Declarations of interest: The Clerk declared an interest in agenda item 9, being the appointment of a new village Handyman. Due to having a family relationship with one of the candidates, the Clerk recused herself from the recruitment process. Councillor King replaced her on the interview panel, alongside Councillors Brennan and Helps, to ensure a fair and impartial selection process. | |
| 2024/180 | Minutes of the previous meeting | |
| | The Minutes for the meeting of Bathampton Parish Council held on the 21 st November 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. | MB |
| 2024/181 | Public Participation | |
| | The Chair invited the member of public to address the council. The Individual informed the council that he was not a member of the Parochial Church Council (PPC) or Church Standing Committee, but he had been tasked with running a fundraising appeal to make improvements to the Church building. It was noted that the appeal aims to raise funds for essential upgrades, such as fixing the heating, to enhance the Church's facilities and encourage community use of the building and for it to be viewed as a community venue to host events. The Parish Council unanimously agreed to include a summary of this appeal in the next Parish Council Newsletter to inform the community of this initiative. Timings for the newsletter would be discussed later in the meeting due to the need to provide updates to the community on the Canal Bridge safety improvements. The member of public left the meeting. | |
| 2024/182 | Review of actions carried forward from previous meetings | |
| | 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 completed. The Clerk was asked to remove them from 'Actions Carried Forward': <ol style="list-style-type: none"> 1) The Clerk had drafted an expenses Policy which was on the agenda for council review. 2) Councillor King had circulated the map received from BANES to all councillors which highlighted areas suitable for proposed development within Bathampton. Cllr King invited other Councillors to sit down with her to review this in more detail. | |

| | <p>The Council agreed that Cllr Helps will propose dates for a garage tidy-up following the meeting. The new Handyman would be invited to participate.</p> <p>The remaining actions were carried forward.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 2024/183 | Finance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | a) <u>Financial Report for December 2024</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | This had been circulated previously. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <u>Table 1</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>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.</p> <p>Funds for the Playground Project, were additionally noted by the Clerk.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <u>Table 2</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Transactions from the 1 st November up to the to the 30 th November were noted. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <u>Table 3</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>Expenditure totalling £80.27 were approved for payment. A net salary of £1,112.96 was also authorised.</p> <p>The Clerk noted that the December net Salary included back dated pay, reflecting the Local Government services pay agreement for 2024/25. The detailed calculations for this adjustment were included within the report for Councillors to review.</p> <p>The Clerk presented an invoice for £117 for the Playground Inspection Training that she undertook and the certificate of completion. The Council approved payment of this invoice.</p> <p>The Clerk also reported that due to the previous Handyman being paid after his departure date, the P45 issued to him contained incorrect information. The Clerk informed the council that she had sent a letter to the former employee correcting the P45 and providing the accurate figures.</p> <table><tr><th>Date</th><th>Payee</th><th>Details</th><th>Net</th><th>VAT</th><th>Gross</th></tr><tr><td>19.12.2024</td><td>HMRC</td><td>PAYE Qtr. 3 (October - December 2024)</td><td>£66.05</td><td>£0.00</td><td>£66.05</td></tr><tr><td>19.12.2024</td><td>Clerk</td><td>Mileage for training, IONOS (Dec 2024)</td><td>£13.50</td><td>£0.72</td><td>£14.22</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>£80.27</td></tr></table> <p>Cllr King informed the Council that she had incurred a minor expense for a new book to log planning applications. The Clerk agreed to provide Cllr King with the expenses claim form that she could complete, to reimburse this expenditure</p> | Date | Payee | Details | Net | VAT | Gross | 19.12.2024 | HMRC | PAYE Qtr. 3 (October - December 2024) | £66.05 | £0.00 | £66.05 | 19.12.2024 | Clerk | Mileage for training, IONOS (Dec 2024) | £13.50 | £0.72 | £14.22 | | | | | | | | | Sub Total | | | £80.27 | Clerk |
| Date | Payee | Details | Net | VAT | Gross | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19.12.2024 | HMRC | PAYE Qtr. 3 (October - December 2024) | £66.05 | £0.00 | £66.05 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19.12.2024 | Clerk | Mileage for training, IONOS (Dec 2024) | £13.50 | £0.72 | £14.22 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | Sub Total | | | £80.27 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | b) <u>Clerk's Report</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>The Clerk referred to the Clerk's report covering everything from the previous meeting (21st November 2024), which had been circulated prior to this meeting.</p> <p>The Clerk referred to the Playground Operational Report for November which she had circulated to all councillors prior to the meeting.</p> <p>Regarding the surface repairs highlighted as a medium risk within the report, the council asked the Clerk to find out who BANES use to carry out their repair work and to obtain quotes to carry out this work.</p> <p>The Clerk introduced iAuditor, a free app that could be used to record weekly playground inspections. This would allow the Parish Council to maintain digital records of all visual inspections carried out. The Clerk referred to an example report from another Parish Council which had been uploaded to Dropbox for reference.</p> | Clerk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | <p>The Clerk agreed to download and trial the App to assess its usability.</p> <p>The Clerk presented two quotes received for moss removal from the playground surface. The lower quote of £210, included moss removal, debris removal, and edging around the playground equipment. The Council approved this quote and authorised the Clerk to contact the contractor to schedule the work.</p> <p>The Clerk presented two quotes for the 2025 Operational Inspections. The Council approved the quote of £385.86 (plus VAT) from BANES for four Operational Inspections.</p> <p>The Council approved a donation of £150 (overriding minute 2024/173) to the Cotswold Wardens in recognition of their assistance with the Ash Trees removal. Cllr Helps agreed to provide the Clerk with the Cotswold Wardens' contact information, enabling the Clerk to process the donation.</p> <p>The Clerk would make the payment once the bank details had been provided.</p> <p>The Clerk reported receiving correspondence from a resident of the Normans regarding Parish Council trees that are overhanging their property. The resident further requested the opportunity to provide input on any proposed tree management solutions. Following a discussion, the Council agreed to defer any decision on this until after the tree surgeon's assessment.</p> <p>Regarding the faulty streetlight on the Devonshire Road footpath, the Clerk noted that BANES had suggested contacting SSE Lighting, the company who converted the streetlights to LED during 2021, as the faulty light may still be covered by the warranty. The Clerk would contact SSE Lighting to investigate the issue further.</p> <p>The Clerk was tasked with contacting Graham Stark from BANES to determine the appropriate course of action regarding the cutting back of the trees that are currently obstructing the streetlamp.</p> | <p>Clerk</p> <p>Clerk</p> <p>JH</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |
| 2024/184 | Grants to Community Groups | |
| | <p>The Clerk referred to the grant applications which had been received and circulated to councillors prior to the meeting. The Council approved the following grants for 2025-26.</p> <p>£1,050 to St Nicholas Church for Churchyard maintenance.</p> <p>£800 to the Village Show Committee to help fund the annual village show.</p> <p>£116 to Bathampton Playgroup to enable them to purchase two carpet time rugs for the children.</p> | |
| 2024/185 | 2025-2026 Draft Budget | |
| | <p>Two versions of the 2025-2026 Draft budget were circulated to all councillors prior to the meeting. The first version included an increase to address inflation, allocating £3k surplus towards the Playground Project. The second version proposing a significant increase in the precept to generate £20k specifically for the Playground Project.</p> <p>It was acknowledged that this increased precept level could be maintained for a limited period, potentially two years, before being adjusted. The Council agreed to inform the community of this decision in the next Parish newsletter.</p> <p>The Clerk was instructed to bring only the second version of the budget back to the January Parish Council meeting for formal approval.</p> | <p>Clerk</p> |
| 2024/186 | Handyperson Recruitment | |
| | <p>The Chair provided an update on the recruitment process for the Handyman position. Following interviews with two strong candidates conducted by Councillors King, Helps and Brennan, all councillors agreed that John Davies would be recruited into the role.</p> | |

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| | <p>The interview panel was particularly impressed by Mr Davies' substantial experience in maintaining outdoor environments, his excellent communication skills and his strong commitment for safety for himself and the public.</p> <p>The Clerk was tasked with contacting both candidates to inform them of the interview outcome.</p> | Clerk |
| 2024/187 | Parish Council Green Waste Disposal. | |
| | <p>The Clerk addressed the need for a formal procedure for disposing of the Parish Council's green waste. BANES offered to sell bundles of 25 sacks at £3.65 per sack with fortnightly collections from a designated collection point or disposing of waste at the Keynsham or Old Welton transfer station at a cost of £60 plus VAT.</p> <p>As an initial trial, the Council agreed to the purchase of a second green bin for the Handyman's property or for placement at the Parish Council garage for the disposal of the council's green waste if this proved necessary. Other options would be considered if this was not feasible. Cllr Helps noted that on the occasional need to dispose of larger branches, these could potentially be disposed of at Dry Arch.</p> | Clerk |
| 2024/188 | Parish Newsletter | |
| | <p>To ensure adequate community engagement before the planned Canal Bridge Safety Works engagement session scheduled to be held in late-January, it was agreed to bring forward the publication of the Parish Council newsletter. This will allow residents to be informed about the session enabling them to attend, view the proposed plans, and discuss the works and potential disruptions with BANES representatives.</p> <p>The council agreed the content for the newsletter. The deadline of the 10th January for all submissions to be sent to Cllr Helps was further agreed.</p> <p>Regarding the resident who wished to sponsor the newsletter, the Clerk was asked to contact the resident and ask for the logo that they would like to include on the newsletter should this be possible and to get confirmation on their monetary offer.</p> <p>The Clerk was additionally asked to contact Emily from the Village Show Committee to find out whether they would consider placing the logo in their section of the newsletter.</p> | All Clerk Clerk |
| 2024/189 | Expenses Policy | |
| | <p>The Clerk presented the draft expenses policy, circulated to councillors prior to the meeting.</p> <p>The Chair noted that the NALC model template includes a provision for reimbursement of expenses incurred by the Clerk for heating and lighting. The Chair further highlighted that the allowance, amounting to £6 per week pro-rata to hours worked, is payable as a tax-free allowance. The Council approved the inclusion of this provision in the final expenses policy</p> <p>The Clerk was asked to contact Batheaston Parish Council for advice on setting this up.</p> <p>The council agreed that for training courses exceeding £500, if an employee leaves within one year of completing the training, 100% of the training costs would need to be repaid, dropping to 50% in the second year. Subject to these changes, the Parish Council approved the policy.</p> <p>Regarding the Clerk's salary and the level that triggers the pension contribution, it was noted that this would start from the Clerk's January salary i.e. the date from which the annualised salary exceeded the auto enrolment level. Cllr Purpuri agreed to speak with his colleague who handled auto enrolment and pass details onto the Clerk. The Clerk would action as soon as feasibly possible.</p> | Clerk Clerk TP / Clerk |
| 2024/190 | Allotment Trees | |
| | This was discussed under item 2024/183, b . There was nothing further to report. | |

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| 2024/191 | Ongoing Items | |
| | <p><u>Climate Emergency.</u> Cllr Helps gave an update on the Wild Water Festival. There was nothing further to report.</p> <p><u>Safer routes to school.</u> Cllr Purpuri provided the council with an update on the plans for the Canal bridge safety works, including revisions needed regarding the placement of the bollards.</p> <p><u>King Edwards School – Licence Application</u> Councillor Beard noted congestion on the High Street relating to the Laser event and some noise from teenagers. There was nothing further to report.</p> | |
| 2024/192 | <p>Group Reports</p> <p><u>Planning & Conservation</u> Cllr King referred to the planning report circulated ahead of the meeting. The proposed responses for each application were as follows: Application: 24/04394/FUL - For a new timber mobile home at 22 Devonshire Road. The planning group recommended a 'No Objection' response to the application but on the basis that it is only ancillary accommodation to the original dwelling. The Parish Council unanimously agreed to the Planning Groups proposed response for this application and the Clerk would email BANES after the meeting. Regarding Kennet Lodge, the Clerk was instructed to find out what a PPA revised application is and the new deadline for submitting comments. Cllr King reported that she had sought the opinions of the neighbouring residents regarding the revised application. The Council agreed that if the deadline for submitting comments falls before the January Parish Council meeting, the planning group is authorised to submit a response on their behalf. This response would either express the plan as being acceptable or to identify any areas of concern. Cllr King reported that the George Inn had planted a new tree to replace the Oak Tree that was felled.</p> | <p>Clerk</p> <p>Clerk</p> <p>LK/GA/ Clerk</p> |
| | <p><u>Highways</u> There was nothing further to report.</p> <p><u>Footpaths</u> Cllr Beard noted that some trees had fallen due to the recent storms. He had initiated action to address the issue. Cllr Beard further noted that BANES had informed him that they had contacted the landowners regarding the Parish Councils Definitive Map Modification Order (DMMO) applications. Finally, Cllr Beard reported that he had contacted BANES regarding the ditch leading up to St George's Hill to inquire about possible solutions to improve drainage and prevent overflow onto the Warminster Road.</p> <p><u>Leisure & Amenities</u> Regarding the damaged noticeboard at the top of the Warminster Road Steps, the council agreed to instruct the new Handyman to assess the damage and determine whether a simple repair is feasible. If a repair is not viable, the council would consider using the spare noticeboard located outside of the allotment trading hut and attaching it to the existing frame or removing the broken noticeboard completely.</p> | <p>Clerk</p> |

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| | <u>Policy & Finance</u> There was nothing further to report. <u>BPC's Digital Presence</u> There was nothing further to report. <u>Canals</u> There was nothing further to report. | |
| 2024/193 | Open Forum The council discussed the Handyman's start date and proposed a start date of mid-January. The Clerk would liaise with Councillor Helps and the new Handyman to finalise the exact start date. | JH/Clerk |
| 2024/194 | Date of next meeting. Thursday 20 th February 2025 – 7.30pm - Parish Council meeting. | |
| | There being no further business the meeting closed at 21.41 pm | |

Signed:

Chair

Date: