

**Minutes of the Meeting held on 16th January 2025.
Bathampton Village Hall, 7.30pm.**

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

6 members of public in attendance.

The meeting started at 7.30pm.

| | | Actions |
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| | | Actions struck through are complete |
| 2025/001 | Welcome: M. Brennan. (Chair) welcomed everyone to the meeting. The Chair noted that the meeting would be recorded for minuting purposes only. | |
| 2025/002 | Apologies: None | |
| 2025/003 | Declarations of interest: None. | |
| 2025/004 | Minutes of the previous meeting | |
| | The Minutes for the meeting of Bathampton Parish Council held on the 19 th December 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 |
| 2025/005 | Public Participation | |
| | The Chair invited the members of public to address the council. Five members of the public, all neighbours of Kennet Lodge, expressed concerns regarding application (24/01135/FUL), being the revised plans for Kennet Lodge. Their primary concerns included: <ul style="list-style-type: none">• Overlooking and reduced privacy: The proposed development's height and design, including doors on the East elevation, would directly overlook neighbouring properties.• Objections to the proposed design, height and perceived over-development of the site.• Concerns regarding the property owners commencing work without the necessary approvals. The members of public asked the Parish Council to consider supporting their on-going objections of the application during the discussion of Agenda item 13a. With public participation concluded and their concerns noted, the members of the public left the meeting. It was noted by the Chair that she believed that Cllr Sarah Warren had called the application in. | |
| 2025/006 | King Edwards School events update | |
| | The Chair welcomed Tom Davies, Bursar & Chief Operating Officer of King Edwards School (KES) to the meeting. Mr Davies provided an update on the recent Laser Event. He reported that the event was successful, with all attendees departing the site by 8pm. No negative feedback had been received following the event e.g. relating to noise, traffic. | |

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| | <p>The Council highlighted a potential concern with increased congestion along the High Street during such events. This is due to parked cars which reduces the traffic to a single lane, making it more problematic when shuttle buses are transporting attendees between KES and the Playing Fields.</p> <p>Mr Davies informed the council that KES plans to host an open-air cinema event during the summer and they intend to open it up to the Bathampton Community. He assured the Parish Council that he would keep them updated on their plans for this event and would welcome any assistance in informing the community of this event once details had been confirmed.</p> <p>The Chair thank Mr Davies for his update.</p> <p>The Chair asked to bring forward Item 9 on the agenda (Canal & Bridge Safety Improvements) due to the impact that the road closure and designs may have on KES.</p> | |
| 2025/007 | Canal Bridge Safety Improvements. | |
| | <p>Cllr Purpuri reported that the engagement session for the Canal Bridge area pedestrian improvements would be held on the 30th January at Bathampton Village Hall.</p> <p>Cllr Purpuri further reported that the works were expected to commence on 3rd March 2025 and would be carried out in three stages over approximately one month. While road closures would be implemented in sections, the exact duration and extent of each closure remained uncertain. Cllr Purpuri highlighted that he had requested that BANES amend the design plans regarding the position of the bollards to ensure that KES buses could continue to easily access the Playing fields.</p> <p>Mr Davies noted that he would endeavour to send a representative from KES to the engagement session to review the design plans and to discuss them with BANES representatives.</p> <p>Following the conclusion of the discussion, the Chair thanked Mr Davies for attending the meeting. Mr Davies then left the meeting.</p> | |
| 2025/008 | Review of actions carried forward from previous meetings | |
| | <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 and the Clerk would remove them from 'Actions Carried Forward':</p> <ol style="list-style-type: none"> 1) Emergency plan: The Emergency Plan was on the agenda for discussion during the meeting. 2) Canal benches: The Clerk was asked to pick up the action and speak to BANES regarding the poor state of the benches along the canal adjacent to the school. 3) Pavement area outside shops: Cllr Purpuri agreed to forward the contact details for the Bathampton Surgery facilities Manager to Cllr Beard to speak with her regarding initiatives to improve the pavement area outside of the practice. 4) Deer Deterrence: Cllr Helps, and the Clerk had been in talks regarding the measures to prevent deer from entering the allotments. An update would be provided to the council in due course. 5) Garage Clearance: Cllr Brennan reported that the Parish Council garage had been cleared out. 6) Wild Waters Project: Cllr Helps confirmed that she was meeting with Bathampton School to discuss the Wild Waters project. 7) Proposed Land Development: Cllr King had included a write up in the January newsletter regarding the need to identify land in the Parish for housing development, inviting residents to submit recommendations. <p>Cllr King highlighted a missed action whereby she would arrange a meeting to review a map received from BANES, which highlighted areas potentially suitable for</p> | Clerk |

| | <p>development. Cllr's Beard, Ardrey and Helps expressed interest in attending the meeting to discuss the matter further.</p> <p>8) Newsletter Sponsorship: Details had been confirmed with Fine & Country regarding the sponsorship of the Parish Council Newsletter. The Clerk reported that they had agreed to sponsor the January 2025 Newsletter and the following three newsletters in exchange for the inclusion of their logo. For these sponsored editions, Fine & Country would cover the newsletters full printing costs.</p> <p>The remaining actions were carried forward.</p> | LK | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 2024/009 | Finance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | a) <u>Financial Report for January 2025</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 totalled £55,349.36. The Chair highlighted that the Newsletter budget for 2024-25 had almost been fully spent. The Clerk reported that the Village Show Committee had not yet paid their contribution to the cost of the last Newsletter. The Clerk informed the council that she had followed this up with the Committee and expected payment shortly.</p> <p>The Chair asked the Clerk to show the Sponsorship for the newsletter as Income in the accounts rather than deducting it against the full cost of the newsletter printing.</p> | Clerk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <u>Table 2</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Transactions from the 1 st December up to the to the 31 st December were noted. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <u>Table 3</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>Expenditure totalling £376.94 were approved for payment. Net salaries of £1,134.05 were also authorised. It was reported by the Clerk that the Minuteman expenditure of £235.00 had already been paid to enable the newsletter to go to print. The Net Salaries was based on the Handyman working 30 hours, in view that he commenced employment on the 13th January.</p> <table><tr><th>Date</th><th>Payee</th><th>Details</th><th>Net</th><th>VAT</th><th>Gross</th></tr><tr><td>16.01.2025</td><td>EDF</td><td>Electricity (01.10.24 - 31.12.24)</td><td>£75.19</td><td>£3.76</td><td>£78.95</td></tr><tr><td>16.01.2025</td><td>Cllr King</td><td>Expenses - Hard copy planning register</td><td>£5.85</td><td>£1.16</td><td>£6.99</td></tr><tr><td>16.01.2025</td><td>Clerk</td><td>Expenses - Donation to Dorothy House (tree collection)</td><td>£20.00</td><td>0.00</td><td>20.00</td></tr><tr><td>16.01.2025</td><td>CPRE</td><td>Membership</td><td>£36.00</td><td>0.00</td><td>36.00</td></tr><tr><td>16.01.2025</td><td>Minuteman Press</td><td>Newsletter</td><td>235.00</td><td>0.00</td><td>£235.00</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>£376.94</td></tr></table> <p>The Chair authorised the paperwork for the Clerk and Cllr King's expenses.</p> | Date | Payee | Details | Net | VAT | Gross | 16.01.2025 | EDF | Electricity (01.10.24 - 31.12.24) | £75.19 | £3.76 | £78.95 | 16.01.2025 | Cllr King | Expenses - Hard copy planning register | £5.85 | £1.16 | £6.99 | 16.01.2025 | Clerk | Expenses - Donation to Dorothy House (tree collection) | £20.00 | 0.00 | 20.00 | 16.01.2025 | CPRE | Membership | £36.00 | 0.00 | 36.00 | 16.01.2025 | Minuteman Press | Newsletter | 235.00 | 0.00 | £235.00 | | | | | | | | | Sub Total | | | £376.94 | MB |
| Date | Payee | Details | Net | VAT | Gross | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16.01.2025 | EDF | Electricity (01.10.24 - 31.12.24) | £75.19 | £3.76 | £78.95 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16.01.2025 | Cllr King | Expenses - Hard copy planning register | £5.85 | £1.16 | £6.99 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16.01.2025 | Clerk | Expenses - Donation to Dorothy House (tree collection) | £20.00 | 0.00 | 20.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16.01.2025 | CPRE | Membership | £36.00 | 0.00 | 36.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16.01.2025 | Minuteman Press | Newsletter | 235.00 | 0.00 | £235.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Sub Total | | | £376.94 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | b) <u>Clerk's Report</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>The Clerk referred to the Clerk's report covering everything from the previous meeting (19th December 2024), which had been circulated prior to this meeting.</p> <p>The Clerk reported that she had investigated the NEST pension scheme which aligns with the scheme referred to on the Society of Local Council Clerks (SLCC) website. The Clerk provided the council with an overview of the scheme.</p> <p>Following this, the council agreed to:</p> <p>1) Contribute 3% towards the Clerk's pension, fulfilling the legal requirements.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | <p>2) Appoint Councillors Brennan and King as delegates for the NEST account. Cllr Brennan will have a general delegate role, and Cllr King will have a Payment delegate role.</p> <p>3) Authorise payment to NEST via Direct Debit. The pay period will be the 10th of the month following the month in which the pension contribution is deducted from the Clerk's salary.</p> <p>4) Authorise the Clerk to proceed with setting up the pension account with NEST. The Clerk would be the primary contact for the account and was authorised to accept the schemes terms and conditions.</p> <p>It was noted that the Clerk's December pay had triggered automatic enrolment into a pension scheme. The Clerk would set everything up prior to the February payroll being run. The Clerk would arrange the necessary paperwork to communicate the pension enrolment process to the employee. Cllr Purpuri highlighted that the Clerk must also notify the Pension Regulator of this enrolment.</p> <p>The Clerk reported that Cllr Ardrey had reviewed and verified the Parish Council accounts for the period of October – December 2024.</p> <p>Regarding the repair to the playground double gate, the Clerk made the council aware of quotes received from HAGS and GB Sport but highlighted that the quotes weren't easily comparable. The Council agreed to authorise a budget of up to £760 for the necessary repairs.</p> <p>The Council further approved the Clerk to obtain quotes from the supplier instructed to repair the gate for the replacement of all minor issues identified in the latest Operational report, such as missing bolts on playground equipment.</p> <p>Cllr Helps gave the council an update regarding solutions to deer proof the allotments.</p> <p>Regarding the cutting of the hedge along the allotments that is the boundary with Down Lane, the council approved a budget of up to £500 to carry out the work.</p> <p>The Clerk reported that the Handyman had commenced employment with the Parish Council on the 13th January and that along with Cllr Helps, an introductory meeting was held to discuss his role and responsibilities.</p> <p>The Clerk further noted that the Handyman had inspected the Parish Council's equipment, and he had successfully repaired the lawnmower, and a brief test indicated that it was functioning correctly.</p> <p>The Clerk reported that she had reported the Blocked Drain on Down Lane and that a BANES team had been on site and had completed the work.</p> <p>The Clerk informed the council that the sponsor of the newsletter had sponsored the January newsletter and committed to sponsoring the next three. This would be in return for placing their logo on the newsletter.</p> <p>Regarding the Wild Rivers project, the council asked the Clerk to inquire with the Clerks of Bathford and Batheason Parish Councils about their respective parish's involvement in the project.</p> <p>The Clerk proposed holding the December Parish Council meeting on the second Thursday of the month, rather than the third week. This adjustment would allow for more effective completion of agreed actions arising from the December meeting and provide sufficient time for her to type up and distribute meeting minutes before the Christmas break. The council approved this request.</p> | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |
| 2025/10 | 2025-2026 Budget & Precept | |

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| | The Council approved a precept of £ 47,800 for the 2025-26 financial year. Furthermore, the budget was approved subject to the following amendment. The Clerk was asked to amend the budget to reflect the agreed newsletter sponsorship as income. The budget would only include the cost of four newsletters and the expected contribution from the Village Show Committee for one newsletter. | Clerk |
| 2025/11 | Grass Cutting | |
| | The Clerk referred to a quote for the 2025-26 grass cutting season, totalling £2,700. The Clerk reported that the supplier is not VAT registered. The council agreed to defer the decision on which contractor to use until the quote from BANES has been received. It was however noted that the quality of work that BANES are carrying out, particularly at the allotments is of good quality. | |
| 2025/12 | Bathampton Emergency Plan | |
| | <p>The council discussed the value of having an emergency plan. It was agreed that the council felt that the templated plan did not effectively address the specific needs and circumstances of the Parish. It lacked practicality in view of its complexity, and it was beyond the council's current resource capacity to create and ensure the plan was maintained effectively.</p> <p>In view of this the council determined that developing a comprehensive emergency plan based on the BANES template was not feasible at this time.</p> <p>Councillor Beard agreed to contact Sarah Warren following her email received regarding the plan.</p> | DB |
| 2025/13 | Ongoing Items | |
| | <p><u>Climate Emergency.</u> There was nothing further to report.</p> <p><u>Safer routes to school.</u> There was nothing further to report.</p> <p><u>King Edwards School – Licence Application</u> There was nothing further to report.</p> | |
| 2025/14 | <p>Group Reports</p> <p><u>Planning & Conservation</u> Cllr King referred to the planning report circulated ahead of the meeting. Cllr King asked for the councils input on the application for Kennet Lodge in view of the public participation held earlier in the meeting.</p> <p>Following a brief discussion, the proposed responses for each application were as follows:</p> <p>Application: 24/01135/FUL – revised plans for Kennet Lodge with the reconfiguration and alteration of existing dwelling, single storey extension to the north of the property and additional first floor bedroom accommodation to replace existing pitched roof of chalet bungalow.</p> <p>The planning group felt the revised designs were an improvement on the original submission, but they felt it was still over-development of a small site and the first-floor windows with their large windows still overlook the neighbours and reduce their privacy.</p> <p>It was further highlighted that the plans don't adequately address existing covenants on the group of buildings that prohibits development that negatively impacts neighbouring properties, especially the listed buildings.</p> <p>Other concerns noted were that the infill being built under permitted rules appear to breach these rules and trees have been felled despite the requirement for a tree protection plan.</p> | |

Bathampton Parish Council

Minutes from 16.01.25

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| | <p>It was recommended that the council submit an ‘Object’ response to the application, noting that the objections from the neighbours must be carefully considered.</p> <p>Application 24/04723/TCA for tree works at the Old Rectory. The planning group recommended that the Parish Council express ‘No Objections’ to the proposed crown reductions of two trees. The planning group noted concerns however regarding the proposed felling of trees located near to a wall and questioned whether pruning would be a more viable alternative if they are not causing damage to the wall.</p> <p>The Parish Council unanimously agreed to the Planning Groups proposed responses for these applications and the Clerk would email BANES after the meeting with the council’s official response.</p> <p>Cllr Beard raised concerns regarding the development on the Warminster Road, near to the top of the Bathampton Lane junction, specifically regarding the on-site burning of construction debris from the dismantled bungalow.</p> <p>The council agreed that Cllr Beard would raise this matter with the BANES Environmental Health Officer.</p> | <p>Clerk</p> <p>DB</p> |
| | <p><u>Highways</u> There was nothing further to report.</p> <p><u>Footpaths & Drainage</u> Cllr Beard reported that he is working to arrange a meeting with representatives from BANES, National Highways England & Wessex Water to address the ongoing issues of drainage and loose surface issues on the Bridleway and St George’s Hill.</p> <p><u>Leisure & Amenities</u> Cllr Helps reported that she is meeting with a tree surgeon next week to assess the trees around the recreational field.</p> <p>To ensure competitive pricing, the council suggested seeking a quote from another tree surgeon who was known to them. The Clerk noted that she had not received responses from the two previously contacted tree surgeons.</p> <p><u>Policy & Finance</u> The Chair referred to an email received from Cllr Bash on the 11th January stating his resignation from the Parish Council. Councillor Purpuri would contact Mr Bash to discuss any necessary handover of council related information.</p> <p><u>BPC’s Digital Presence</u> There was nothing further to report.</p> <p><u>Canals</u> There was nothing further to report.</p> | <p>JH/Clerk</p> <p>TP</p> |
| 2025/15 | <p>Open Forum There was nothing further to report</p> | |
| 2025/16 | <p>Date of next Parish Council meeting. Thursday 20th February 2025 – 7.30pm.</p> | |
| | <p>There being no further business the meeting closed at 21.13 pm</p> | |

Signed:

Chair

Date: