

**Minutes of the Meeting held on 20th February 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.

No members of public in attendance. Ward Councillors Kevin Guy and Sarah Warren were in attendance.

The meeting started at 7.30pm.

		Actions
		Actions struck through are complete
	Welcome: M. Brennan. (Chair) welcomed everyone to the meeting. The Chair noted that the meeting would be recorded for minuting purposes only.	
2025/017	Apologies: None	
2025/018	Declarations of interest: None.	
2025/019	Minutes of the previous meeting	
	The Minutes for the meeting of Bathampton Parish Council held on the 16 th January 2025 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
2025/020	Public Participation	
	There were no members of the public in attendance. The Chair invited Councillors Sarah Warren and Kevin Guy to provide updates on matters relevant to the Parish Council. Councillor Sarah Warren addressed the liveable Neighbourhood Scheme at Sydney Road, stating that they were unable to provide specific updates due to legal advice but were willing to listen to any concerns raised by the Parish Council. Councillor Kevin Guy then discussed the likelihood of the Sydney Road decision being 'called in' which would involve a board comprised of various BANES councillors summoning the cabinet member who made the original decision. Kevin explained that the executive member would explain the rationale behind their decision. The board members and the public would then have an opportunity to ask questions. Subsequently, the cabinet member who made the original decision would reconsider and reaffirm or amend their decision. Regarding the Canal bridge safety works, scheduled to commence on 3 rd March, Councillor Sarah Warren agreed to share her email response to concerned residents. This response would serve as a useful template for the Parish Council to address similar inquiries regarding the works. Regarding the proposed push-button crossing on the A36 at the top of the Down Lane junction and the proposed island crossing near to the Bathampton Lane junction, Councillor Sarah Warren agreed to contact National Highways to get an update on their status and implementation. Councillor Beard raised concerns regarding the St George's Hill footpath and Bridleway that goes up from the Scout hut. He highlighted issues with water runoff and blocked ditches, which are causing loose surface debris to wash onto the A36. He noted the need for collaboration between BANES and Wessex Water to address this.	<div align="right">Sarah warren</div> <div align="right">Sarah warren</div>

	<p>Councillor King noted that Wessex Water had historically assumed responsibility for the footpath. She agreed to search for relevant correspondence confirming this. Councillor Kevin Guy then agreed to raise the issue directly with Wessex Water.</p> <p>Councillor Beard agreed to communicate specific maintenance requests required by Bath Golf Club to Kevin Guy, primarily focussing on the upkeep of the watercourses. Councillor Kevin Guy would then discuss these requests with the Golf Club.</p> <p>Councillor Brennan referred to the verge and tree trimming along the A36 and Down Lane. Councillor Kevin Guy agreed to check this is on a regular cut-back routine. Councillor Sarah Warren noted that she would follow up on the Parish Council's request to cut back along the A36 footpath behind the Chesterton's which has become significantly narrower.</p> <p>Cllr Ardrey reported an issue concerning moss accumulation along the Chesterton's footpath. Councillor Ardrey was requested to provide the Clerk with specific details of the affected area, so that the Handyman could be tasked with addressing this issue.</p> <p>Concerning the deteriorating section of footpath at the top of the Warminster Road steps which has a steep drop down to the garden below, Kevin Guy agreed to investigate whether the area is still being monitored or whether any action can be taken to improve its condition.</p> <p>Councillor Kevin Guy addressed the topic of housing allocation requirements. He indicated that BANES are likely to propose two new large housing developments to central government, to alleviate pressure on villages to identify suitable locations for new housing builds. The Parish Council highlighted the difficulty in identifying development sites due to areas of land being sloped or situated on a floodplain.</p> <p>Kevin Guy inquired whether the Parish Council had been informed of a proposal on Station Road, behind Bathampton Primary School. This proposal involves a business plan by the landowner to establish a paddle tennis centre on their land. Kevin Guy reported that he had suggested that the landowner engage with the Parish Council to discuss their plans. The Parish Council confirmed that they had not been made aware of this.</p> <p>With the conclusion of relevant updates and questions from the Parish Council, Councillors Sarah Warren and Kevin Guy left the meeting.</p>	<p>LK / Kevin Guy</p> <p>DB / Kevin Guy</p> <p>Sarah Warren & Kevin Guy</p> <p>GA/Clerk</p> <p>Kevin Guy</p>
2025/021	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) Canal benches: The Clerk had spoken with the Canal & River Trust (CRT) regarding the poor state of the benches along the canal adjacent to the school. 2) Playground Double Gate: Included in the Clerk's Report for discussion. 3) Risk Register: The Chair reported that a meeting was scheduled with the Clerk to discuss the Risk Register. 4) Website updates: The Clerk reported that she had spoken to IONOS, and the two critical issues had been fixed. 5) Pavement area outside shops: This was on the agenda for discussion. 6) iAuditor: Included in the Clerk's Report for discussion. 7) Cotswold Warden Donation: The Clerk reported that the donation of £150 had been paid to the Cotswold Wardens for tree works undertaken at the allotments. 8) Trees obscuring the Devonshire Road/Bathampton Lane footpath streetlight: It was agreed that should BANES decline to undertake the necessary trimming without charge, the Parish Council would carry out the work themselves during the summer months, once the streetlight is working again. <p>Cllr Beard further noted that the trees in the triangular field along Bathampton Lane appear to be in an unsafe condition. The Clerk was asked to contact BANES</p>	

	<p>requesting that they either contact the landowner of the triangular field regarding this matter or conduct a survey of the trees themselves. It was also agreed to request that BANES ask the landowner to trim back the footpath as part of this maintenance work.</p> <p>9) NEST pension Scheme: The Clerk confirmed that the scheme had been set up and she was enrolled.</p> <p>10) Playground minor repairs: Included in the Clerk’s Report for discussion.</p> <p>11) Emergency Plan: Councillor Beard reported that he had followed up on Sarah Warren’s email regarding the Emergency Plan.</p> <p>12) On site Burning of construction debris from the bungalow on the Warminster Road: Cllr Beard reported that by the time he was able to initiate contact the BANES Environmental Health Officer regarding this, it was too late as the bungalow had been demolished.</p> <p>13) Tree works and quotes: Included on the agenda.</p> <p>The remaining actions were carried forward.</p>	Clerk																								
2025/022	Finance																									
	a) <u>Financial Report for February 2025</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 totalled £55,349.36.																									
	<u>Table 2</u>																									
	Transactions from the 1 st January 2025 up to the to the 31 st January were noted.																									
	<u>Table 3</u>																									
	<p>Expenditure totalling £663.60 were approved for payment. Net salaries of £1,290.94 and the NEST pension contribution of £58.78 were also authorised.</p> <table><tr><th>Date</th><th>Payee</th><th>Details</th><th>Net</th><th>VAT</th><th>Gross</th></tr><tr><td>20.02.2025</td><td>Canalside Construction & Landscaping</td><td>Moss removal - Playground</td><td>£210.00</td><td>£0.00</td><td>£210.00</td></tr><tr><td>20.02.2025</td><td>BANES</td><td>Playground Inspections</td><td>£378.00</td><td>£75.60</td><td>£453.60</td></tr><tr><td></td><td></td><td>Sub Total</td><td></td><td></td><td>£663.60</td></tr></table>	Date	Payee	Details	Net	VAT	Gross	20.02.2025	Canalside Construction & Landscaping	Moss removal - Playground	£210.00	£0.00	£210.00	20.02.2025	BANES	Playground Inspections	£378.00	£75.60	£453.60			Sub Total			£663.60	
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	b) <u>Clerk’s Report</u>																									
	<p>The Clerk referred to the Clerks’ report covering everything from the previous meeting (16th January 2025), which had been circulated prior to this meeting.</p> <p>The Clerk reported the receipt of £100 from St Nicholas Church. These funds were generated from the sale of a painting donated to them, with the understanding that all proceeds would go to the Playground project. The Clerk would transfer the money to the Playground Project account.</p> <p>The Clerk expressed her delight in announcing that the Parish Council’s National Lottery application for National Lottery funding had been successful, resulting in an award of the full £20,000 for the Playground Project. She further reported that she would proceed by revisiting the design plans, obtaining updated quotes and developing a more detailed project plan.</p> <p>Regarding the surface repairs, the Clerk recommended patching only the worst areas, as a full resurfacing would form part of the upcoming Playground Project. The Clerk would obtain quotes.</p>	Clerk																								

	<p>Concerning the app, iAuditor, the council approved the Clerk's plan to create a template for the Handyman to log weekly playground inspections.</p> <p>The Clerk reported that GB sport had been instructed to repair the double gate at a total cost of £760 plus VAT. The Clerk further stated that she would request that they quote and address the minor items that had been logged in the latest operational inspection report provided by BANES.</p> <p>The Clerk reported the receipt of a grass cutting quote from BANES. Following a comparative review of quotations received from BANES and a local company, the Parish Council unanimously resolved to retain BANES' services. Furthermore, it was agreed to request that BANES bring forward the first cut to March, given the current length of the grass.</p> <p>Regarding the noticeboard at the top of the steps leading from Holcombe Close to the Warminster Road, it was agreed to repair it and replace the glass at a quote of £40.31, (including VAT), plus the cost for new hinges and screws. The Clerk was instructed to task the Handyman with carrying out the repair.</p> <p>The Clerk reported a conversation with the Bathford Clerk, where they noted Air Ambulance had been guest speakers at their last Annual Parish Meeting. The Clerk inquired whether the Parish Council would be interested in inviting them this year? The Council agreed that the Clerk should obtain the Air Ambulance's contact details and initiate contact once the Council's meeting date is confirmed.</p> <p>The Chair noted the Parish Council's poor search engine visibility. Councillor Purpuri and the Clerk noted that they had little experience in the use of Search Engine Optimisation (SEO) tools. The Clerk was tasked with contacting Batheaston Parish Council to inquire about potential assistance.</p> <p>Furthermore, it was proposed and agreed to include an article in the next Parish Newsletter seeking volunteers to help maintain the website.</p>	<p align="right">Clerk</p> <p align="right">Clerk</p> <p align="right">Clerk</p> <p align="right">Clerk JH</p>
2025/023	Employment Contracts	
	<p>The Clerk referred to the employment contract drafted for the new Handyman, which had been circulated prior to the meeting. This contract was based on the 2024 NALC Model contract of employment and incorporated enhanced terms to reflect best practices within the local Government sector.</p> <p>The Clerk further reported that she had also updated her own employment contract to align with these enhanced terms and this updated contract, along with her existing contract, had been circulated prior to the meeting.</p> <p>The council approved the terms of both contracts. The Clerk would issue the employment contract to the Handyman shortly after the meeting to meet legal compliance.</p>	Clerk
2025/024	Annual residents meeting	
	<p>The Chair discussed hall availability for the Annual Residents Meeting. Following a discussion, the Council agreed to schedule the meeting for Wednesday 28th May 2025. Councillor Purpuri and the Clerk highlighted that they may be away for half-term, but the Chair noted that the meeting can be recorded for minuting purposes.</p>	
2025/025	Allotment Boundary Improvements	
	<p>The Clerk referred to her Clerk's report regarding the allotment boundary, which highlighted two deer entry points. A quotation for fencing work, submitted by Ryan Russell Estate Maintenance was included. The Clerk highlighted that this contractor had previously provided competitive quotes and installed deer deterrent fencing for the council. The Parish Council unanimously approved the quoted works totalling £410.</p>	

Bathampton Parish Council

Minutes from 20.02.25

2025/026	Parish Council tree works	
	<p>The Clerk presented two quotations for tree works, circulated prior to the meeting. Councillor Helps having reviewed the proposals and having met with both tree surgeons, expressed confidence in both and indicated her willingness to instruct either one to carry out the work. The Council unanimously resolved to accept the lower quotation. The Clerk would instruct Bath Recreation Trading Limited for the work, at a cost of £920, plus VAT.</p> <p>The Clerk advised the Council that this expenditure would result in an overspend against that budget line for the current Financial Year.</p> <p>Regarding the tree removal component of the works, Councillor Helps agreed to liaise with More Trees Bath to explore the possibility of acquiring free Hawthorn trees. She highlighted their desirable features including pink blossom, native origin, ecological value and reduced climbing potential.</p>	JH
2025/027	Councillor Recruitment	
	<p>The Chair noted that they were now down to just six Councillors. The Clerk referred to a piece of work, being a flyer which she had created as part of her CiLCA course, designed to promote the democratic process. It was agreed that the Clerk would revise the flyer, removing voting process details and adding information on the Parish Council's community contributions.</p> <p>The flyer would then subsequently be placed on the Parish Noticeboards and promoted via social media. The Parish Council would then explore contacting the Primary School and local amenities to further increase its promotional reach.</p>	Clerk
2025/028	Improvement of area outside village amenities on Holcombe Lane	
	<p>Cllr Beard provided an update on the report received from the BANES High Street regeneration team which was circulated prior to the meeting. The report included recommendations for improvements outside the Spar, Café, Chemist and Surgery. He noted that engagement from these businesses for improving the area had been varied.</p> <p>Cllr Beard further noted that BANES would be contacting the freeholders of the pavement in front of the shop fronts to allow the whole section of pavement to be resurfaced at the same time.</p> <p>Councillor King offered to contact the owner of the Spar to find out if they would be interested in participating in these proposed improvements.</p>	LK
2025/029	Canal Bridge Safety Works	
	<p>Councillor Purpuri provided an update regarding the Canal Bridge engagement session which took place at Bathampton Village Hall. He reported that following the session, the design was slightly revised to address concerns raised about single flow traffic. The amendment would allow two small cars to pass on the bridge if necessary. The commencement date of the work was rescheduled to the 31st March, ensuring that only one week of the project occurs during term time, thereby reducing inconvenience for the Primary School.</p>	
2025/030	Sydney Road Experimental Traffic Regulation Order (ETRO)	
	<p>Cllr King referred to a community meeting being held with Vera Hobhouse on February 28th at St Michaels Without Church regarding the Sydney Road Liveable Neighbourhood Scheme. She offered to forward details to anyone interested in attending.</p>	
2025/031	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>	

	<u>King Edwards School – Licence Application:</u> There was nothing further to report.	
2025/032	<p>Group Reports</p> <p><u>Planning & Conservation</u> Cllr Ardrey provided an update on the committee meeting he attended to discuss the planning application at Trossachs Lodge, 24/02494/FUL. Councillor Ardrey reported that the application had been permitted in view that Highways had not objected to the plans. Cllr King referred to the planning report circulated ahead of the meeting. Regarding application 25/00185/TCA for tree works at St Nicholas Church, the planning group proposed a 'No Objection' response if replacement trees are planted in suitable locations. The Parish Council unanimously agreed to the Planning Groups proposed response. The Clerk would email BANES after the meeting with the council's official response.</p>	Clerk
	<p><u>Highways</u> Cllr Purpuri referred to an email received from a resident concerning parking issues and congestion on Lower Bathampton Lane and the High Street. The resident requested parking restrictions in this area and resident-only parking outside Kennet Court/Bathampton House. The Council agreed that targeted parking restrictions are warranted at narrow or poorly visible points but full parking restrictions across the entire section would only relocate the issue within the village. Councillor Purpuri was instructed to convey this response back to BANES.</p> <p><u>Footpaths & Drainage</u> Councillor Beard reported the dissolution of the Bathampton Footpath Association, of which he is an honorary member and noted their wish to donate their remaining funds of £1,000 to Bathampton Parish Council for footpath and public rights of way maintenance. The Council acknowledged the current low expenditure on footpath maintenance but gratefully accepted the donation, particularly as Councillor Beard offered to provide a list of potential maintenance projects and conduct a footpath audit to identify areas for improvement and where investment could be made. The Chair requested that the Association delay transferring the funds until after the 1st April 2025 to allocate the expenditure in the next financial year.</p> <p><u>Leisure & Amenities</u> The Chair agreed to provide Councillor Helps with the Newsletter schedule. Councillor Helps reiterated the benefits of installing steps on the bank between the allotment hut and the recreational field. Cllr Beard reported that he was in the process of obtaining revised quotes, as the initial quotes received by the Village Show Committee were deemed too expensive. Cllr Beard agreed to approach the Bathampton Footpath Association to inquire about them potentially using the £1,000 donation to support this project.</p> <p><u>Policy & Finance:</u> There was nothing further to report.</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 align="center">TP</p> <p align="center">MB</p> <p align="center">DB</p>

2025/033	Open Forum The council approved a Share & Repair Café to coincide with the Village Show Committee's plant sale. Councillor Beard agreed to liaise with the Committee to confirm their approval. Councillors King and Brennan reported their upcoming meeting absences. Councillor King will be absent in March and May, and Councillor Brennan in May and June. Cllr Purpuri agreed to chair the May Parish Council meeting and the Annual meeting of the Parish Council.	DB
2025/034	Date of next Parish Council meeting. Thursday 20 th March 2025 – 7.30pm.	
	There being no further business the meeting closed at 21.38 pm	

Signed:

Chair

Date: