

**Minutes of the Meeting held on 17th April 2025.
Bathampton Village Hall, 7.30pm.**

Present: M. Brennan, Chair (MB), L. King, Vice Chair (LK), G. Ardrey (GA), J. Helps (JH), & D. Beard (DB).

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.	
2025/050	Apologies: T. Purpuri (TP) and the Clerk, Liz Daly citing holidays.	
2025/051	Declarations of interest: None.	
2025/052	Minutes of the previous meeting	
	The Minutes for the meeting of Bathampton Parish Council held on the 20 th March 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
2025/053	Public Participation	
	No members of public present.	
2025/054	Review of actions carried forward from previous meetings	
	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': <ol style="list-style-type: none"> 1) Cllr Beard reported that a tree branch had fallen over by the entrance to the Devonshire Road / Bathampton Lane footpath. Cllr Beard indicated that he would revisit the location to remove the section of branch, mitigating the risk to pedestrians. The Clerk was asked to raise the issue of the Triangular field boundary fencing by the stream with BANES so they can address this issue with the landowner, noting its poor condition and multiple points of collapse. 2) Cllr Helps agreed to include a call to action for website volunteers in the forthcoming May Newsletter. The remaining actions were carried forward.	DB Clerk
2025/055	Finance	
	a) <u>Financial Report for March 2025</u>	
	This had been circulated previously.	
	<u>Table 1</u>	
	The Chair referred to the financial report, circulated by the Clerk prior to the meeting, noting the cash movement for the month and year to date. The Chair noted that Table 1 presented the complete accounts for the 2024-25 financial year, indicating a projected surplus of around £9,000. It was suggested that this surplus could be allocated towards the Playground Project. The Council resolved to defer a decision on the allocation of surplus until after the Clerk has calculated the exact amount.	Clerk

	<u>Table 2</u>																																																													
	Transactions from the 1 st March 2025 up to the to the 31 st March were noted and as approved at the March Parish Council meeting.																																																													
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	<p>Expenditure totalling £2,959.58 were approved for payment. This included £1,966 of grants to local organisations as previously agreed, minute ref: 2024/184.</p> <p>Net salaries of £1,245.92 and the NEST pension contribution of £59.76 were also authorised. The Council acknowledged that Charity bank was changing their interest rates from 3.12% gross / 3.16% AER to 3.01% Gross / 3.04% AER as of the 17th April 2025.</p> <table><tr><th>Date</th><th>Payee</th><th>Details</th><th>Net</th><th>VAT</th><th>Gross</th></tr><tr><td>17.04.2025</td><td>ALCA</td><td>ALCA/ NALC Annual Subscription</td><td>£447.21</td><td>£0.00</td><td>£447.21</td></tr><tr><td>17.04.2025</td><td>Bathmpton V Hall</td><td>2025-2026 Hall Hire</td><td>£128.70</td><td>£0.00</td><td>£128.70</td></tr><tr><td>17.04.2025</td><td>Clerk</td><td>Expenses - printer drum units</td><td>£86.96</td><td>17.39</td><td>£104.35</td></tr><tr><td>17.04.2025</td><td>EDF</td><td>Electricity (1st Jan 25 - 31st March 2025)</td><td>£74.59</td><td>3.73</td><td>£78.32</td></tr><tr><td>17.04.2025</td><td>Minuteman Press</td><td>May Newsletter Printing</td><td>235.00</td><td>0.00</td><td>£235.00</td></tr><tr><td>17.04.2025</td><td>Churchyard</td><td>2025 Grant</td><td>1,050.00</td><td>0.00</td><td>£1,050.00</td></tr><tr><td>17.04.2025</td><td>Village Show</td><td>2025 Grant</td><td>800.00</td><td>0.00</td><td>£800.00</td></tr><tr><td>17.04.2025</td><td>Playgroup</td><td>2025 Grant</td><td>116.00</td><td>0.00</td><td>£116.00</td></tr><tr><td></td><td></td><td>Sub Total</td><td></td><td></td><td>£2,959.58</td></tr></table>	Date	Payee	Details	Net	VAT	Gross	17.04.2025	ALCA	ALCA/ NALC Annual Subscription	£447.21	£0.00	£447.21	17.04.2025	Bathmpton V Hall	2025-2026 Hall Hire	£128.70	£0.00	£128.70	17.04.2025	Clerk	Expenses - printer drum units	£86.96	17.39	£104.35	17.04.2025	EDF	Electricity (1st Jan 25 - 31st March 2025)	£74.59	3.73	£78.32	17.04.2025	Minuteman Press	May Newsletter Printing	235.00	0.00	£235.00	17.04.2025	Churchyard	2025 Grant	1,050.00	0.00	£1,050.00	17.04.2025	Village Show	2025 Grant	800.00	0.00	£800.00	17.04.2025	Playgroup	2025 Grant	116.00	0.00	£116.00			Sub Total			£2,959.58	
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	<p>The Chair referred to the Clerks' report, previously circulated to Councillors, detailing matters arising, following the last Parish Council meeting held on the 20th March 2025.</p> <p>The Chair informed the Council that notification had been received confirming the Parish Council's selection for an intermediate audit as part of the external auditor's 5% sample. The Council noted the importance of engaging with the process to gain insights and ensure ongoing financial and procedural compliance.</p> <p>The Chair reported that Councillor Ardrey had completed and verified the final quarterly financial review for the 2024-2025 financial year, covering the period from January 2025 to March 2025. No significant issues or discrepancies were identified or raised.</p> <p>The Chair reported that the Clerk had invoiced BANES for £674.95 in relation to the Parish Agency Grant agreement.</p> <p>The Chair confirmed the receipt of the first instalment of the 2025-2026 Precept from BANES on 1st April 2025, totalling £23,900. This receipt was noted by the Parish Council.</p> <p>The Chair noted that the Clerk had returned the Grass Cutting contract documentation to BANES as agreed, and that the first grass cuts of the season had been completed.</p> <p>The Chair referred to the strimmer quotes detailed in the Clerk' report. Following a review and discussion, it was resolved unanimously to authorise the Handyman to trial the footpath team's battery strimmer to assess its suitability.</p> <p>Subject to the Handyman's satisfaction, it was further resolved to approve the purchase of a complete strimmer set (trimmer, charger, and two batteries). This decision was based on the marginally higher cost compared to purchasing the charger and batteries separately, and the benefit of maintaining brand consistency with the footpath team's equipment for battery interchangeability. The Clerk was instructed to investigate competitive pricing, noting the World of Power website as a potential site.</p> <p>The Clerk was instructed to request the Handyman to contact Councillor Beard to arrange a mutually convenient time and date to collect the charger and batteries for the trial from the garage.</p>	<p>Clerk</p> <p>Clerk</p>																																																												

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	<p>The Chair addressed correspondence regarding the improvement of cast iron signs near the Canal bridge and the Toll Bridge. Councillor Beard volunteered to contact the Canal & River Trust (CRT) concerning the sign at the canal bridge. The Clerk was instructed to contact BANES to ascertain if they have a department or individual responsible for the maintenance of such signage within the village, in view of getting the other signs improved.</p> <p>Regarding the suspected vandalism of ongoing pedestrian safety works at the Canal bridge, the Council noted that Councillor Purpuri was currently investigating the possibility of obtaining CCTV footage.</p> <p>The Chair referred to correspondence concerning a query about an honorarium previously received by the correspondent's late father for planning consultation services provided to the Parish Council. Councillor King recalled that the individual had provided support, with the last documented communication occurring in March 2019, suggesting the final payment would likely have been made in that month. The Clerk was instructed to review the Parish Council's financial records from that period to ascertain the details of a payment.</p>	<p>DB Clerk</p> <p>Clerk</p>
2025/056	Risk Assessment & Management Statement	
	The Chair referenced to the revised format Risk Assessment and Management Statement, which had been circulated by the Clerk prior to the meeting. Following review and discussion, it was resolved unanimously to approve and adopt the revised Risk Assessment & Management statement.	
2025/057	Parish Council Inventory	
	The Chair referenced to the revised Inventory for the Parish Council. The Chair highlighted that two benches had been removed as there was no knowledge of where they are located. It was resolved unanimously to approve the Inventory.	
2025/058	Policies	
	<p>The Chair referred to the policies circulated by the Clerk for review, prior to the meeting.</p> <ul style="list-style-type: none"> (a) Standing orders: The Chair noted that the Standing Orders had been updated to align with the latest (2025) model template provided by the National Association of Local Councils (NALC). Following review, no amendments were proposed. The Council resolved unanimously to adopt the revised Standing Orders. (b) Equality & Diversity Policy: The Chair noted a few amendments, as highlighted in the circulated draft policy (with certain sections removed) had been made to the Equality & Diversity Policy template. Following review, no further changes were proposed. The Council resolved unanimously to adopt the revised Equality & Diversity Policy. (c) Privacy Policy: The Chair noted that no changes had been proposed by the Clerk to the Privacy Policy. Following review, no amendments were proposed by the Council. The Council resolved unanimously to adopt the revised Privacy Policy. (d) General Reserves Policy: The Chair referred to the section of the General Reserves Policy that currently sets the target reserve level at 12 months of expected revenue, equating to £25,000. The Chair highlighted that the Council's current annual expenditure was approximately £32,000, indicating that the existing reserve level no longer represented 12 months of expenditure. <p>The Chair proposed to maintain the reserve level at £25,000 for the present time to avoid impacting funds allocated to the Playground Upgrade Project and potentially delaying its implementation. The Chair further proposed that once the Playground Upgrade is completed, the Council should review and increase the target reserve level to £32,000.</p> <p>It was resolved unanimously to approve this approach to the General Reserves Policy, maintaining the current reserve level at £25,000 and agreeing to review and</p>	

	<p>potentially increase it to £32,000 following the completion of the Playground Upgrade Project.</p> <p>(e) Complaints Procedure: The Chair noted that no changes had been proposed by the Clerk to the Complaints Procedure Policy. Following review, no amendments were proposed by the Council. The Council resolved unanimously to re-adopt the Complaints procedure Policy.</p>	
2025/059	Parish Council Newsletter	
	<p>The Content for the upcoming Newsletter was agreed upon and the deadline for submissions was noted.</p> <p>The Clerk was asked to include a write up for the Newsletter regarding the Playground Project and The National Lottery grant.</p> <p>The Council discussed the potential of exploring additional communication channels, such as Community WhatsApp Groups, in addition to posts on social media.</p>	Clerk
2025/060	2025 Annual Residents Meeting	
	<p>The council resolved to maintain the meeting format of the Annual Residents meeting from the previous year, adopting an open forum approach to allow residents the opportunity to express their views on various matters of interest.</p> <p>The Clerk was asked to invite Councillor's Kevin Guy and Sarah Warren to attend.</p>	Clerk
2025/061	King Edwards School (KES) Events	
	<p>Councillor Beard raised concerns regarding the King Edward's School (KES) sporting tournament held at the KES playing fields in Bathampton. It was noted that while participating teams arrived by bus and parked on site, visitors were directed to park in a field off Tynning Lane.</p> <p>The Parish Council acknowledged awareness of such events but stated they were not previously aware that visitor parking for these events utilized the field along Tynning Lane. The Council also noted that no complaints from the community regarding this parking arrangement had been received to date.</p> <p>Councillor King reported attending a Licensing Committee meeting where some residents expressed interest in establishing a WhatsApp group to monitor events at the KES site. Councillor King confirmed her willingness to participate in this group.</p> <p>The Council agreed to defer further discussion on this matter until the Clerk has received a response to her email, which was sent to the school prior to the Easter holidays.</p>	
2025/062	Holcombe Lane & Devonshire Road pavement Improvements	
	The Parish Council agreed that the completed improvement works looked good. No further action.	
2025/063	May Council & Annual Meeting (15th May)	
	<p>Due to concerns regarding Councillor availability and the need to ensure quorum, the Council discussed the potential rescheduling of the May meeting from the originally scheduled date of the 15th May to the 22nd May.</p> <p>The Clerk was asked to circulate an email to all councillors to find out availability of more than three Councillors to attend on May 22nd before a final decision on the date change is made. The decision would be made by email depending on the outcome.</p> <p>The Council agreed to include information regarding this potential change in the upcoming newsletter to inform the Community.</p>	Clerk
2025/064	Clerk's Performance Review	

	<p>The Chair referred to the Clerk's performance review, noting positive feedback from Councillors. The primary recommendation arising from the review was that the Clerk includes her working hours in her email signature to assist with managing expectations for responses outside of Council business and so that Councillors know the Clerk's working days/times.</p> <p>The Council resolved to approve the appraisal feedback and associated recommendation.</p> <p>Cllr King noted that the Clerk would find it useful to know the holiday dates of Councillors to know when and when they are not available. The Council were happy to make the Clerk aware when they are away.</p>	
2025/065	Ongoing Items	
	<p><u>Climate Emergency:</u> Cllr Helps updated the Council on the planned activities for the Wild Water's River Festival. Councillor Helps further reported that the Clerk had placed promotional flyers for the event on the Parish Council noticeboards.</p> <p>Councillor Helps reported on a forthcoming free family art sketching event, part of the festival, to be organised by Bathampton Art Group and hosted by Bathampton Mill. The likely date being Wednesday, June 11th, from 6:00 - 8:00 PM. Councillor Helps requested consideration of a small donation from the Parish Council for art materials. The Council resolved unanimously (excluding Councillor King who abstained due to declaring an interest) to donate £30 towards art materials.</p> <p><u>Safer routes to school:</u> There was nothing further to report.</p>	
2025/066	<p>Group Reports</p> <p><u>Planning & Conservation</u> Cllr King referred to the Planning group's report, which had been circulated to all Councillor's prior to the meeting.</p> <p>Cllr King noted the proposed comments for Council consideration.</p> <p>Regarding application 25/01152/TCA for tree works at Abbeydale House, Bathampton Lane. The planning group proposed a 'No Objection' response.</p> <p>Regarding application, 25/01291/FUL for 75 Hantone Hill for the erection of a single storey front extension to replace existing porch. A 'No objection' recommended response from the planning group was proposed.</p> <p>Regarding application 25/01184/FUL for 6 St George's Hill for the extension of side extension and garage following demolition of existing side extension, the planning group recommended a 'No Objection' response.</p> <p>A Further application 25/01334/FUL for 6 St George's Hill for the erection of a single storey rear extension following demolition of existing garage had been received. The Planning group proposed a 'No Objection' Response.</p> <p>Following discussion and review of the Planning Group's recommendations, the Council resolved unanimously to approve the proposed responses. The Clerk was instructed to submit these comments to BANES.</p>	Clerk
	<p><u>Highways</u> There was nothing further to report.</p> <p><u>Footpaths & Drainage</u> Cllr Beard provided an update on the footpath work that has been completed. Councillor Beard further reported that all the Definitive Map Modification Order (DMMO) applications submitted over three years ago were now all on the BANES website.</p>	

Minutes from 17.04.25

Signed:
Chair
Date: