

**Minutes of the Meeting held on 22nd May 2025.
Bathampton Village Hall, 7.45pm.**

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

One member of public.

The meeting started at 7.45pm.

		Actions
		Actions struck through are complete
	Welcome: Councillor M. Brennan. (Chair) welcomed everyone to the meeting. The Chair noted that the meeting would be recorded for minuting purposes only.	
2025/081	Apologies: None	
2025/082	Declarations of interest: Councillor Beard and Councillor Purpuri declared an interest in Agenda items 7 & 8. Councillor Beard's interest is due to him being a member of the Village Show Committee, while Councillor Purpuri has a family member serving on the same Committee.	
2025/083	Minutes of the previous meeting	
	The Minutes for the meeting of Bathampton Parish Council held on the 17 th April 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
2025/084	Public Participation	
	One member of public present. The member of public attended the meeting to offer their services as a professional software and security engineer to help develop and maintain the Parish Council website. They provided an overview of how they could assist, including the potential use of Government toolkits. The Council acknowledged this as a promising opportunity. Their primary requirement is that any new website must enable councillors and the Clerk to easily upload and maintain content in-house. The associated hosting costs were identified as a key factor of any developments made. The Chair thanked the member of the public for attending and for their offer of assistance. The Council confirmed they would discuss the matter further and the Clerk would be in touch. The member of public left the meeting. The Council thought the offer of assistance to create a new website sounded good but noted the importance of ensuring that it isn't overly complex to manage. The Clerk was asked to contact Batheaston Parish Council to inquire about their website's creation, maintenance, hosting costs, and overall experience. The Council also reiterated the necessity of having internal control over website management and content uploading.	Clerk
2025/085	Review of actions carried forward from previous meetings	

	<p>Following the review of updated reports and verbal updates during the meeting, the following items were confirmed as completed and the Clerk would remove them from the 'Actions Carried Forward' list</p> <ol style="list-style-type: none"> 1) Streetlight Repair (Devonshire Road – Bathampton Lane footpath): The Clerk advised the council that contact had been made with Enerveo (formerly SSE lighting) concerning the faulty streetlight. The Clerk reported that she had provided information to Enerveo, who committed to investigate and endeavour to facilitate a repair. 2) Wessex Water Correspondence: Cllr King noted that she was unable to find and relevant correspondence whereby Wessex Water assumed responsibility for the St George's Hill footpath. It was agreed to remove this action. 3) Triangular Field Ownership: The Parish Council queried the ownership of the Triangular field. The Parish Council thought that it wasn't Persimmon as suggested by BANES and asked the Clerk to check with BANES. 4) Tree planting on the Vale: Councillor Helps reported on a Redwood tree planted in the centre of The Vale, which has been planted by Curo to enhance their tree planting pledge. Councillor Helps will contact BANES to ascertain their awareness and opinion on this. Councillor Helps agreed to include information in the next newsletter on the planting to make the community aware. 5) Strimmer: The Clerk reported on the successful trial of the footpath team's Husqvarna Aspire T28 strimmer by the Handyman, confirming its satisfactory performance for the required tasks. The Council resolved to approve the purchase of a strimmer, battery, and charger set via email, pending the Clerk's final review to ensure the most competitive price. 6) Fallen Footpath Branch: Councillor Beard reported that he had removed the section of branch at the entrance to the Devonshire Road / Bathampton Lane footpath. 7) Cast Iron Sign: Councillor Beard reported positive correspondence with the Canal & River Trust (CRT) regarding improvements to the Cast Iron sign on the humpback bridge. It was reported that the CRT will speak with their volunteers to schedule the work. They anticipate providing an update to Councillor Beard in the summer and in the interim they will work to stabilise the sign's condition to prevent further deterioration. 8) Nitrogen Dioxide (NO2) Monitor: Councillor Beard reported that the NO2 monitor on the High Street had been replaced by BANES. No further action was needed. <p>The remaining actions were carried forward.</p>	<p>Clerk</p> <p>JH</p>
2025/086	Finance	
	a) <u>Financial Report for April 2025</u>	
	This had been circulated previously.	
	<u>Table 1</u>	
	<p>The Clerk referred to the financial report, circulated prior to the meeting, detailing the cash movement for the month and year to date. The Clerk noted the current cash balance of £131,627.74.</p> <p>The Clerk noted that Table 1 presented the accounts for the 2025-26 financial year. The Clerk additionally referred to the Playground Project funds which currently stand at £78,595.77. Councillor Purpuri noted that a resident who wished to remain anonymous wished to donate, and he would discuss this with the Clerk after the meeting.</p>	TP/Clerk
	<u>Table 2</u>	
	<p>Transactions from the 1st April 2025 up to the to the 30th April, as approved at the April Parish Council meeting were noted.</p> <p>The Clerk highlighted receipt of a Cheque totalling £1,538.70 from the Footpath Association, donated to the Parish Council for footpath maintenance, which was banked by the Clerk on the 29th April 2025.</p>	
	<u>Table 3</u>	

	<p>Expenditure totalling £1,005.97 were approved for payment. An additional invoice received after the report’s circulation, from BANES for £2,878.02 for Grass cutting of the Recreational grounds and allotments was also approved for payment.</p> <p>Net salaries of £1,245.92 and the NEST pension contribution of £59.76 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>22.05.2025</td><td>Paul Russell</td><td>Internal Auditor</td><td>£300.00</td><td>£0.00</td><td>£300.00</td></tr><tr><td>22.05.2025</td><td>Zurich</td><td>Insurance - 01.06.25 - 31.05.26</td><td>£630.33</td><td>£75.64</td><td>£705.97</td></tr><tr><td></td><td></td><td>Sub Total</td><td></td><td></td><td>£1,005.97</td></tr></table>	Date	Payee	Details	Net	VAT	Gross	22.05.2025	Paul Russell	Internal Auditor	£300.00	£0.00	£300.00	22.05.2025	Zurich	Insurance - 01.06.25 - 31.05.26	£630.33	£75.64	£705.97			Sub Total			£1,005.97	
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	b) To note any conflicts of interest with BDO LLP (external auditor)																									
	No conflicts of interest with the external auditor BDO LLP, were noted. The Clerk and Chair completed and signed the relevant form.	Clerk / MB																								
	c) Dates for the period for the exercise of public rights																									
	The Clerk proposed the dates for the period of public rights, which will commence on Wednesday 4th June 2025 and conclude on Tuesday 15th July 2025. The Clerk intends to publish the notice and accounts on Tuesday 3 rd June 2025. The Council approved the dates for the 30-working day period.																									
	d) Annual Internal Audit Report																									
	<p>The Council reviewed the Annual Internal Audit report, circulated prior to the meeting. It was noted that Bathampton Parish Council is meeting its internal control objectives.</p> <p>The Clerk highlighted that while the historically published information for the financial year ending 2022/23 is available under ‘Notices’ on the website, the direct link to the documents is needed under the ‘Policy & Finance’ section for easier access. The Clerk would make sure the link is added.</p>	Clerk																								
	e) Annual Governance Statement																									
	The Annual Governance statement 2024/25 – Section 1, circulated prior to the meeting was considered. Councillors unanimously agreed a ‘YES’ response to statements 1-8 with statement 9 marked as ‘not applicable’. This statement was subsequently AGREED and approved. The document was signed by the Chair and Clerk.	Clerk / MB																								
	f) Accounting Statements																									
	<p>The Accounting Statements 2024/25 – Section 2, circulated prior to the meeting, were considered. The Accounting Statements for 2024/25 were AGREED and APPROVED. The document was signed by the Chair.</p> <p>The Council approved the AGAR and authorised its submission to BDO LLP.</p>	MB																								
	g) Annual Accounts																									
	The end of year accounts (including annual reconciliations, explanation of any variances and high reserves) which has been circulated prior to the meeting, were considered. The Annual Accounts were AGREED and APPROVED. The Clerk would forward these accounts and all relevant documents to the external auditor after the meeting.																									
	h) To note the surplus funds remaining for the Financial Year ending March 2025.																									
	The Clerk presented the calculated Surplus for 2024/2025, which had been detailed in the April Financial Report. The Council resolved to transfer of the full surplus amount of £7,144.15 to the Playground Project account.	Clerk																								
	i) To agree to the transfer of funds from the Precept Payment to the Playground project.																									

	Following prior agreement to increase the precept level to generate a £20,000 surplus specifically for the Playground Project (Minute Ref 2024/185), the council resolved to approve the transfer of £10,000 to the Playground Project Savings account.	Clerk
	j) <u>Clerk's Report</u>	
	<p>The Chair referred to the Clerks' report, previously circulated to Councillors, detailing matters arising, following the last Parish Council meeting held on the 17th April 2025.</p> <p>The Clerk reported that following the completion of the Internal Audit, she would now begin collating the supplementary information required for submission by the external auditor as part of their 5% selection.</p> <p>The Clerk noted that due to changes in the Procurement Act 2023, effective from February 24th 2025, the Parish Council is now required to advertise the Playground Project upgrade opportunity on the 'Find a Tender' service. In view of this revised process the Parish Council resolved to authorise the Clerk, Cllr Purpuri and Cllr Helps to form a working group to develop and provide the necessary specifications and information for this procurement process without requiring further Council approval for these additional steps.</p> <p>The Clerk reported that the double gate providing access to the Playground was still not closing properly following work undertaken by GB Sport. The issue had been raised with GB Sport who will visit the site to investigate further.</p> <p>The Clerk reported on an issue with the surface underneath the Junior swings, noting that a large hole was forming and the material had crumbled. The Clerk noted that she had previously spoke to BANES about carrying out some surface repairs and she would follow this up with them.</p> <p>The Chair referred to the Annual Residents Meeting and gave a brief overview on what updates would be provided. The Chair asked Councillors to arrive by 7pm to assist with setting up the chairs. The Chair noted that she will arrange the purchase of refreshments for after the meeting.</p> <p>The council agreed to put up some posters received from Batheaston for the Wild Waters project on the Parish Council noticeboards.</p> <p>Councillor Helps highlighted issues with uncontrolled dogs on the allotments causing damage to people's plots. Councillor Helps in collaboration with the Clerk will gather further information for discussion and report back to the Parish Council.</p> <p>The Clerk provided an update on her holiday dates which had been approved by the Chair and Vice Chair. The Clerk noted that these dates comprise both annual leave allocation and accrued overtime.</p> <p>The Council discussed the email received from King Edwards School (KES) circulated by the Clerk before the meeting regarding events on the Playing Field. KES provided a school calendar detailing most sporting events and noted that any licensable events would be reported separately. It was further reported that the use of the field on Tynning Road for parking was a one off and not something the school foresees repeating. The Council agreed that the response was reasonable.</p> <p>Regarding concerns raised by a resident regarding dangerous rubbish (wire, glass) on the field between Dry Arch and Downside Close specifically noting risks to wildlife. The Council acknowledged that this field is owned by Beazer Homes. Following a discussion, the Council confirmed they had already raised this issue with BANES. However, the Parish Council itself does not currently consider it an ongoing issue and has no prior knowledge of fly-tipping in that specific area. The resident who raised the complaint will be asked to provide any photographs they may have.</p> <p>Regarding previously noted issues concerning the Triangular Field, the Clerk reported that BANES had visited the site and agreed that maintenance work is required from the field owner on the highway frontages at Bathampton Lane and the Warminster Road and the footpaths which cross the land. BANES had also agreed to coordinate a formal letter</p>	<p>Clerk</p> <p>Clerk/JH</p> <p>Clerk</p>

	<p>instructing the landowner to act specifying a response deadline after which a serving notice could be issued.</p> <p>The Clerk referred to an anonymous canal water quality complaint detailing concerns about water quality in the canal and surrounding area which was received. This has been forwarded to the Canal & River Trust for investigation. The Clerk noted that no contact details were provided, preventing acknowledgement or direct updates from being sent.</p>	
2025/087	Bathampton Village Show Committee – Grant application for playing field steps	
	<p>After discussion, the Parish Council unanimously supported an additional grant totalling £650.</p>	
2025/088	Recreational Field embankment – Step Installation project	
	<p>The Parish Council approved Neville Ashman as the Bathampton Village Show Committee's (BVSC) preferred contractor for installing the steps into the Playing field embankment, at a total cost of £425, to cover materials and construction only. Additional costs for waste disposal were expected. The Council further delegated responsibility to the BVSC for managing the contracting and installation of these steps.</p> <p>Councillor Beard presented the BVSC'S proposal for the ongoing safety and maintenance of the steps. Both the Parish Council and BVSC confirmed they have adequate Public Liability Insurance in place.</p> <p>To formalise the agreement, the Council agreed to implement a Memorandum of Understanding (MOU) between the Parish Council and BVS Committee. Councillor Beard will prepare a draft MOU for the Parish Council's review. The final MOU agreement would be agreed by the Council via email after the meeting.</p>	DB
2025/089	Terrorism (Protection of Premises) Act 2025 (Martyn's Law)	
	<p>The Chair talked over Martyn's Law, confirming that the relevant information had been reviewed by both the BVS Committee and the Village Hall Committee (VHC) in view that the BVSC holds its annual event on Parish Council-owned land, and the Village Hall is also owned by the Parish Council.</p> <p>It was noted that Martyn's Law is not applicable to the Village Hall as it does not have a capacity of 200 people or more.</p> <p>Similarly, the BVS Committee as an outdoor event venue, is exempt from the regulation as they do not anticipate more than 800 attendees at their annual event. Despite the exemption, it was reported by the Chair that the BVS Committee is taking appropriate steps in line with expected best practices for event safety, even though not legally required to do so by this regulation.</p>	
2025/090	Truespeed Full Fibre Broadband Rollout	
	<p>The Chair reported on a conversation with Truespeed, who confirmed they are no longer progressing their full fibre broadband project in Bathampton. Aviva, Truespeed's primary investor, has restricted funding and their new strategy prioritises sales in already built areas over continued build.</p> <p>However, following a further conversation Truespeed acknowledged they had been close to completing the Bathampton roll-out project before delays caused by the road closure. They also noted that Virgin Media may have cleared some blockages since their last assessment. Truespeed committed to reviewing the situation to see if they could reopen the project and agreed to provide an update. The Chair agreed to contact Truespeed for an update before the next meeting.</p>	MB
2025/091	Ongoing Items	
	<p><u>Climate Emergency:</u></p> <p>There was nothing further to report.</p> <p><u>Safer routes to school:</u></p>	

	<p>Councillor Purpuri reported the successful completion of the Canal Bridge pedestrian safety works. A few complaints were received regarding a lack of signage which BANES had agreed to install, particularly near the narrowing by Mulberry Kidz Nursery.</p> <p>Additionally, Councillor Purpuri noted that BANES would be installing bollards by the hump near the KES Playing Field to prevent cars mounting the pavement. It was noted that feedback from residents generally had been very positive and people felt much safer walking within that area.</p> <p>The Council agreed to formally write to BANES to express their thanks for the work completed on the project. The Clerk was asked to draft an email and seek Councillor Purpuri's approval before sending.</p> <p>The Council agreed that Councillor Beard would follow up with the CRT regarding the damaged Canal Bridge wall. Councillor Purpuri will provide Councillor Beard with the relevant BANES contact who can assist in providing the best CRT contact.</p> <p>Councillor Purpuri provided an update on the latest Traffic Regulation Order (TRO). A list of issues compiled from resident feedback, had been sent to BANES. These issues included:</p> <ol style="list-style-type: none"> 1. The bottom of Down Lane opposite the junction which is causing issues for turning traffic. 2. A section of Bathampton Lane located on a blind corner. 3. The junction at the bottom of Downside Close where cars parking on the pavement have blocked the road and required police assistance. <p>The Council unanimously supported these proposed sections for double yellow lines.</p> <p>Councillor King reported a safety concern regarding vehicles parking on the corners of the junction leading onto Holcombe Close. She noted that this parking significantly reduces visibility for turning cars making it dangerous. Councillor King was asked to put this forward for inclusion onto the next TRO round.</p> <p>Councillor Purpuri reported that residents had observed CURO strimming around young trees without strimming guards. Councillor Helps agreed to raise this issue with CURO.</p> <p>Finally, it was reported that an older gentleman in the village who uses a walker had highlighted an issue with the pavements on Bathampton Lane. The Council agreed to query this issue with BANES.</p>	<p>Clerk</p> <p>DB/TP</p> <p>LK</p> <p>JH</p> <p>TP</p>
2025/092	<p>Group Reports</p> <p><u>Planning & Conservation</u></p> <p>Cllr King referred to the Planning group's report, which had been circulated to all Councillor's prior to the meeting. Cllr King noted the proposed comments for Council consideration.</p> <p>25/01532/FUL, 4 Downside Close for the erection of two storey side and rear extension and conversion of existing attached garage to living accommodation. Councillor King referred to correspondence raising uncertainty about the boundary line. While the Planning Group has no issue with the proposal in principle they are aware that new plans will be submitted after further investigation. The Parish Council will provide its formal response once these revised plans have been reviewed.</p> <p>25/01610/REM, Trossach's Lodge for the removal of Condition 4 (external and internal lighting). The planning group proposed a 'no objection' response to the application.</p> <p>25/01770/FUL, 16 Hantone Hill for the construction of a first-floor side extension, single storey rear extension, repositioned front porch and associated alterations to fenestration. The Planning group proposed that whilst the planning group have no objection in principle to the application, the incorporation of the garage into the accommodation and the bulk of the resulting building mean that there will no longer be sufficient off-road parking and on these grounds, an 'objection' response was proposed.</p> <p>25/01814/TCA, Willow Court for various Tree Works. The Planning group proposed a 'no objection' response.</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.	Clerk
	<p><u>Highways</u> There was nothing further to report.</p> <p><u>Footpaths & Drainage</u> Cllr Beard provided an update on the Bridleway and St George's Hill. He reported that the ditches on the Scout Hut bridleway would be cleared and the loose gravel at the bottom of the St George's Hill footpath would be removed.</p> <p><u>Leisure & Amenities</u> There was nothing further to report.</p> <p><u>Policy & Finance:</u> There was nothing further to report.</p> <p><u>BPC's Digital Presence:</u> The Clerk was asked to contact the resident who attended the meeting thanking him for his time and to inform him that the Parish Council will be speaking with Batheaston Parish Council about their gov.uk website, specifically to understand how easy it is to manage and maintain. The Clerk would then get back to him shortly afterwards.</p> <p><u>Canals:</u> There was nothing further to report.</p>	Clerk
2025/093	<p>Open Forum Councillor Beard, on behalf of the BVS Committee requested permission to use the Recreational field on 13th September, to ensure compliance with Safety Advisory Group for Events (SAGE). The Parish Council unanimously agreed to grant permission. A brief discussion was had regarding plans for the upcoming plant sale /Share & repair Café on the 7th June.</p>	
2025/094	<p>Date of next Parish Council meeting. The meeting date would take place on the 19th June.</p>	
	There being no further business the meeting closed at 21.28 pm	

Signed:

Chair

Date: