

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

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

The meeting started at 7.30 pm.

		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.	
2025/110	Apologies: None.	
2025/111	Declarations of interest: None.	
2025/112	Minutes of the previous meeting	
	The Minutes of the Bathampton Parish Council meeting held on the 19 th June 2025 had been circulated to all members in advance of the meeting. As no amendments were proposed, the Minutes were unanimously APPROVED and would be signed by the Chair at the end of the meeting.	MB
2025/113	Public Participation	
	No members of the public were present.	
2025/114	Review of actions carried forward from previous meetings	
	Following the review of updated reports and verbal updates provided during the meeting, the following actions were confirmed as completed and will be removed from the 'Actions Carried Forward' list by the Clerk. 1) Councillor Beard reported that he had compiled the footpath maintenance requests including photographic evidence and submitted them to Ward Councillor Kevin Guy for onward communication with Bath Golf Course for action. He further noted that he had since followed up with Councillor Kevin Guy, who confirmed that the matters were being addressed by the relevant team within BANES. 2) Deteriorating footpath at the top of the Warminster Road Steps: In view of the poor surface condition and steep drop, it was agreed that the issue should be re-escalated to Highways England. Councillor Beard agreed to forward the reporting link to the Clerk for submission of the problem through the appropriate channels. Councillor Purpuri additionally requested the link to report an issue with a Streetlight along the A36. 3) A36 Footpath behind the Chestertons: In response to concerns regarding overgrown vegetation encroaching onto the footpath, the Clerk was asked to identify the properties responsible and to contact the respective homeowners, requesting they trim back their boundary vegetation to maintain safe pedestrian access. 4) Triangular Field boundary Maintenance. The Clerk reported that BANES had contacted the owner of the field regarding concerns over unsafe trees bordering Bathampton Lane. BANES has confirmed that a tree surgeon will be attending the site to access the situation and carry out any necessary remedial work. No further action required. 5) Parish Council Brushcutter repair. It was agreed that the piece of equipment would be kept but not repaired at this time, unless a future requirement arises that necessitates its use and repair. 6) Share & Repair Café attendance at the Bathampton Village Show: Councillor Beard reported that a representative would be attending the event to offer tool	DB/Clerk Clerk

	sharpening services. As a result of this, Councillor Beard confirmed that no further contact with them was required. 7) Memorandum of Understanding (MOU) between the Parish Council and the Bathampton Village Show Committee: Councillor Beard returned a signed copy of the MOU from Bathampton Village Show Committee, which will be retained for the Parish Council’s official records. 8) Holcombe Vale – overgrown boundaries affecting footpath access: Councillor Beard confirmed that properties 86 and 88 were responsible for vegetation encroaching onto the adjacent footpath. The Clerk was instructed to send correspondence to the homeowners, requesting that they trim back their boundaries to ensure safe and unobstructed pedestrian access. 9) Down Lane – Overgrown Bank: Councillor Beard confirmed that the overgrown bank at the bottom of Down Lane had been cut back, resolving the previously reported issue 10) PCSO invite to the July parish Council Meeting: The Clerk confirmed that an invitation had been sent to the PCSO, but no response had been received. As it was noted that they were attending the Bathampton Village Show, it was agreed that no further action was required. 11) Village Hall Noticeboard: The Clerk was asked to contact the Chair of the Village Hall Committee to request the removal of the current ‘What’s On’ In Bathampton notice. Additionally, the Clerk was tasked with providing an updated version for display. 12) Wildlife Proof Bin Designs - Annual Residents Meeting Query: A query was raised at the Annual Residents Meeting regarding measures to prevent foxes from accessing the food waste bins. The Clerk reported that BANES had provided an update, confirming they are working with a new supplier to explore wildlife-proof bin designs. In addition, they plan to consult with the Forest of Dean Council to learn more about their push-button model. It is hoped that design options would be available by the end of the summer with the possibility of a trialling a new bin design in the Bathampton area. All remaining unresolved actions were carried forward.	Clerk <
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	The Net salaries of £1,245.92 and NEST pension contribution of £59.76 for august were additionally authorised due to their being no August Parish Council meeting.	
	b) <u>Clerk's Report</u>	
	The Clerk' referred to her report, previously circulated to Councillors, outlining matters arising from the Parish Council meeting held on the 19th June 2025. She confirmed that the quarterly financial review for the first quarter of the Financial Year (April to June 2025) has been completed and verified by Councillor Ardrey. The Clerk reported that she was satisfied with the service provided by the new auditor, noting that the report received was both detailed and comprehensive. The Council agreed that, subject to the Clerk's recommendation, she should contact the auditor to confirm his willingness and availability to undertake the audit next year. This item will then be added to a future agenda for formal approval. The Clerk reported that she was in the process of drafting the tender specification for the Playground and she would incorporate the feedback received from Councillor Purpuri. She was also asked to ensure the specification clearly requests equipment that is durable, low maintenance and cost effective over the long term. The Chair noted that £25,000 is currently held in general reserves and proposed that this amount could be used to cover the VAT costs associated with the Playground Project. It was further noted that the funds would be returned to reserves once the VAT had been reclaimed. The Clerk referred to the Playground Inspection Report received for June and noted that she had contacted BANES to request further clarification on several items flagged as having loose fixtures, as the issues identified were not immediately apparent upon review. The Clerk reported that she was still trying to get a response from Volker regarding the outstanding repair of the streetlight along the Devonshire Road footpath. She agreed to continue following this up.	Clerk Clerk
2025/116	Allotment Risk Assessment	
	The Clerk had circulated the findings from the June 2025 Health & Inspection of the allotment site, prior to the meeting. The inspection was carried out jointly by the Clerk and Councillor Helps on the 11 th June and they had since contacted relevant allotment holders regarding any issues identified during the visit. The Parish Council had no further comments.	
2025/117	Bathampton Parish Council Newsletter	
	Councillor Helps noted the deadline of the 25th July for submitting content to her for inclusion into the August newsletter. The proposed content for inclusion was discussed and unanimously agreed by the council. Councillor King agreed to contact the National trust to determine what information relating to the Meadows could be included.	AK AK
2025/118	Annual Bathampton Village Show	
	Due to limited Councillor availability, it was agreed that the Parish Council would not take a stand at the 2025 Village Show. As a result, no further action is required.	
2025/119	Dogs on Bathampton Recreational Field	
	Councillor Beard reported that the Village Show Committee would be installing larger signs at the entry points to the Recreational field, clearly stating that dogs are not permitted on the field. Volunteers would also be present on these entry points. The Parish Council unanimously agreed that volunteers of the Village Show Committee cannot be expected to monitor or enforce this restriction on the day of the event.	
2025/120	Policy Review	

	The Clerk referred to the Data Protection Policy, Data Breach Policy and Records Retention policy, all of which had been circulated to members prior to the meeting. The Clerk proposed no amendments at this time but noted that updated templates may be issued in due course, in response to forthcoming government and legislative changes. These include provisions for attendance and proxy voting, as well as the mandatory transition to Parish Council issued email accounts for Councillors and staff where resulting updates will need to be reflected in Council procedures. The Council unanimously approved the current policies with no changes proposed at this time.	
2025/121	New Sydney Place & Sydney Road – Proposed through traffic restriction (TRO- 25-012)	
	Following a brief discussion, the Parish Council unanimously agreed not to submit a formal representation either in support of or in objection to the proposed Traffic Regulation Order (TRO-25-012).	
2025/122	Handyman Role Probation Review	
	The Parish Council considered and unanimously approved the confirmation of the Handyman’s appointment as permanent, following the successful completion of his probationary period.	
2025/123	Government and Legislative Updates	
	The Clerk referred to the Papers received from the Avon Local Councils Association (ALCA) outlining proposed government changes to local governance. These include provisions to permit remote meeting attendance, enable Proxy voting, and mandate the transition to Parish Council issued email accounts for Councillors and staff. As the Chair is unavailable, Councillor Purpuri agreed to try and attend the ALCA Chair’s Network meeting scheduled for 24th July from 6-7.20pm to represent the Parish Council and engage in discussions regarding these proposed changes.	TP
2025/124	Ongoing Items	
	<u>Climate Emergency:</u> There was nothing further to report. <u>Safer routes to school:</u> It was agreed to remove this On-Going item from the agenda.	
2025/125	Group Reports <u>Planning & Conservation</u> There were no new planning applications to consider. As there is no Parish Council meeting during August, it was resolved that any proposed Planning application responses requiring attention before the September meeting would be reviewed and approved via email.	
	<u>Highways</u> There was nothing further to report. <u>Footpaths & Drainage</u> Cllr Beard provided an update on footpath maintenance work undertaken. <u>Leisure & Amenities</u> There was nothing further to report. <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.	

2025/126	Open Forum On behalf of the Bathampton Village Show Committee, Councillor Beard asked that the Parish Council consider asking BANES to cut the grass on the Recreational Field during the week commencing 1 st September to prepare the site ahead of the Village Show. The Parish Council agreed to request this with BANES.	Clerk
2025/127	Date of next Parish Council meeting. The meeting date would take place on the 18 th September.	
	There being no further business the meeting closed at 21.01 pm	

Signed:

Chair

Date: