

**Minutes of the Meeting held on 18th September 2025.
Bathampton Village Hall, 7.30pm.**

Present: M. Brennan (MB), J. Helps (JH), D. Beard (DB), G. Ardrey (GA) & T. Purpuri (TP)

5 Members of the public in attendance. The Clerk was not in attendance.

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.	
2025/128	Apologies: L. King, Vice Chair (LK)	
2025/129	Declarations of interest: None.	
2025/130	Minutes of the previous meeting	
	The Minutes of the Bathampton Parish Council meeting held on the 17 th July 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
2025/131	Public Participation	
	Two members of the public attended the meeting following their expression of interest in becoming Parish Councillors. The other members of public in attendance chose not to participate in the meeting.	
2025/132	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) Homeworking Allowance: It was agreed that this item would be removed as it would be covered within the meeting. 2) Handover of information from a previous Parish Councillor: It was agreed to remove this item as this was covered under a separate action. 3) Deteriorating footpath at the top of the Warminster Road Steps: Councillor Beard confirmed that he had forwarded the appropriate reporting link to the Clerk to allow her to re-escalate the issue with Highways England (HE). 4) Holcombe Vale Yellow Lines: In response to concerns raised by residents regarding the painted yellow lines along Holcombe Vale were not in line with the Traffic Regulation Order (TRO), Councillor Purpuri confirmed that he had reviewed the TRO and conducted a site visit. Based on his findings, the yellow lines appear to be consistent with the TRO. No further action was required. 5) Allotment Lease: The Allotment Lease for 2026 had been revised by the Clerk and was included on the agenda for discussion. 6) Holcombe Vale – overgrown boundaries affecting footpath access: The issue had been resolved, and no further action was required. 7) Village Hall Noticeboard: The old notices had now been removed. 8) Avon Local Council's Association (ALCA) Chair's Network meeting, 24th July: In the absence of the Chair, Councillor Purpuri attended the meeting which included a discussion on proposed legislative changes to permit Remote and Hybrid council and forthcoming legislation that will prohibit the use of personal email addresses for conducting Parish Council business. All remaining unresolved actions were carried forward.	

2025/133	Finance																															
	a) <u>Financial Report for July & August 2025</u>																															
	This had been circulated previously.																															
	<u>Table 1</u>																															
	The Chair referred to the financial report, circulated prior to the meeting, outlining cash movement for both the month and year to date. The Chair noted the Parish Council holds a current cash balance of £124,078.51 with £96,364.63 earmarked for the Playground Project. It was noted that current funds appear limited but that the second instalment of Precept was expected to be received during October. The Chair queried why the Newsletter sponsorship income had exceeded the budgeted amount for the Financial Year and asked the Clerk to investigate and provide clarification.	Clerk																														
	<u>Table 2</u>																															
	Transactions from the 1 st July 2025 up to the to the 31 st August, as approved at the July Parish Council meeting were noted.																															
	<u>Table 3</u>																															
	Expenditure totalling £867.20 were approved for payment. Net salaries of £1,484.79 and the NEST pension contribution of £71.23 were also authorised. An invoice received following circulation of the report had been received from the External Auditor, BDO. The invoice totalling £378 was additionally approved for payment. <table><tr><th>Date</th><th>Payee</th><th>Details</th><th>Net</th><th>VAT</th><th>Gross</th></tr><tr><td>18.09.2025</td><td>BANES</td><td>Playground Surface Repairs</td><td>£400.00</td><td>£80.00</td><td>£480.00</td></tr><tr><td>18.09.2025</td><td>HMRC</td><td>HMRC - PAYE Quarter 2 (July-September 2025)</td><td>£340.20</td><td>£0.00</td><td>£340.20</td></tr><tr><td>18.09.2025</td><td>ICO</td><td>ction Fee</td><td>£47.00</td><td>0.00</td><td>47.00</td></tr><tr><td></td><td></td><td>Sub Total</td><td></td><td></td><td>£867.20</td></tr></table>	Date	Payee	Details	Net	VAT	Gross	18.09.2025	BANES	Playground Surface Repairs	£400.00	£80.00	£480.00	18.09.2025	HMRC	HMRC - PAYE Quarter 2 (July-September 2025)	£340.20	£0.00	£340.20	18.09.2025	ICO	ction Fee	£47.00	0.00	47.00			Sub Total			£867.20	
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	b) <u>Clerk's Report</u>																															
	The Chair referred to the Clerks report, previously circulated to Councillors, outlining matters arising from the Parish Council meeting held on the 17th July 2025. The Clerk had confirmed in her report that the monthly homeworking allowance had been calculated at £8.45 per month, based on the Council's previously approved rate of £6 per week applied on a pro rata basis (minute ref 2024/189). The Council unanimously agreed to apply this allowance from the October 2025 payslip. Regarding the tender specification document for the Playground, the Clerk had circulated a revised draft. Councillor Purpuri acknowledged receipt of the document at the end of August and confirmed that he would review it and provide any further comments to the Clerk after the meeting. The Chair noted information provided by the Clerk, following correspondence received from EDF Energy. The Parish Council had been notified that due to annual energy consumption falling below 100,000 kWh, they are now only eligible for their Extended Variable Tariff. The Chair noted that the Clerk is in the process of obtaining a new quote as the exiting energy contract is due to expire on the 30th September. Councillor Purpuri agreed to look at undertaking an updated Accessibility Report for the Bathampton Parish Council website to ensure ongoing compliance with accessibility standards. Regarding application 25/03489/TCA, for tree works at the King Edwards field in Bathampton, it was noted that further information has been requested from BANES as no details were available online to support the Planning Group in making an informed recommendation. In view of the timings for response, the Council unanimously agreed to agree a response via email after the meeting and once the additional information has been received.	Clerk TP Clerk/ TP All																														

	Following concerns raised by a resident regarding the allotment wall being in poor condition and that a dislodged stone had fallen onto the footpath, the Handyman had conducted an on-site inspection and had reported to the Clerk that there were no further immediate issues visible. Councillor Helps and the Clerk also carried out a separate inspection. Following a discussion, the Council agreed that the Handyman would continue to monitor the wall and report any changes. Email communication received from BANES was noted which stated that Parish Councils will be required to cover the costs of their own elections and by-elections, with full charges applying to contested polls. The Chair highlighted that this change means the Parish Council will need to begin budgeting for potential election expenses in advance of the May 2027 scheduled elections.	
2025/134	Allotment Rent – 2027 Rates	
	It was noted that the proposed rate of 0.49p per square meter for 2027 was lower than the rates currently charged for comparable plots within Bath City. The Parish Council unanimously approved this new rate.	
2025/135	Allotment Rules - 2026 Review	
	The Clerk had circulated revised allotment rules, scheduled to take effect as of the 1 st January 2026. The updated rules included guidance on the presence of dogs within the allotment site. It was noted that the rules should include that dogs going to the allotment site must go via the track and not the recreational field. Subject to that addition, the Council unanimously approved the updated rules.	Clerk
2025/136	Appointment of Internal Auditor for Financial Year ending 31st March 2026	
	The Clerk confirmed that she had spoken with Paul Russell, the internal auditor for 2025, regarding his availability to undertake the 2026 audit. Mr. Russell expressed his willingness to continue in the role at the quoted fee of £300. The Clerk noted her satisfaction with the quality of his service, communication, and the thoroughness of his report, and recommended his re-appointment. The Council unanimously agreed to appoint Paul Russell as internal auditor for 2026.	
2025/137	Review of Traffic Regulation Order (TRO) Proposals – Bathampton Lane & Holcombe Lane	
	Councillor Purpuri referred to the previously proposed TRO for Bathampton Lane, noting that while the TRO was originally prompted by comments from several residents citing visibility issues that have nearly resulted in an accident, the consultation process revealed a greater number of objections than expressions of support. As a result, the Parish Council decided to withdraw the proposal. He further reported that the TRO for Tynning Road had similarly received several objections from residents, leading BANES to recommend that the proposal not proceed. A comparable outcome was noted for the proposed yellow lines on Holcombe Lane, which also failed to progress due to consultation feedback. Councillor Purpuri highlighted a key ongoing challenge with TROs is the lack of a defined timetable for submission to BANES. This uncertainty makes it difficult for the Parish Council to plan effectively, engage with the community, and allow sufficient time for discussion. Councillor Purpuri agreed to speak with the Ward Councillor Sarah Warren to explore the possibility of establishing clearer deadlines and a more formal submission process. In response to concerns about van parking outside of Woolston Hall, it was suggested that the Clerk write to the property owner to request that their vehicles be parked on the property's driveway. It was agreed that including information into the November Newsletter regarding the reasoning behind the Bathampton Lane TRO would be beneficial to help inform residents and to encourage Community engagement ahead of any future discussions.	TP TP
2025/138	Ongoing Items	
	<u>Climate Emergency:</u>	

	There was nothing further to report.	
2025/139	Group Reports <u>Planning & Conservation</u> This was covered under Agenda Item 2025/133c. The Application response would be agreed by Councillors via email after the meeting.	
	<u>Highways</u> There was nothing further to report. <u>Footpaths & Drainage</u> Cllr Beard provided an update on recent footpath maintenance works, noting that several areas have now been placed on BANES'S maintenance schedule. He also reported that the drainage improvements are performing effectively, with no flooding reported onto the A36 following recent heavy rainfall. An update was also given on the six Definitive Map Modification Order's (DMMO's) submitted by the Parish Council. Councillor Beard confirmed that the application for the footpath by Candy Bridge had been successful and had been forwarded to the department of environment for progression. It was also noted that a couple of the submitted Order's may be subject to challenge. A member of public in attendance asked the council about a Landowner Deposit notice which was on the field on the south side of the Canal to the East of Meadow Lane and whether this would impact public access across the field? Councillor Beard agreed to speak with BANES. <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.	DB
gs	Open Forum The Chair referred to correspondence received from King Edward's School, asking the Parish Council to consider supporting the promotion of their upcoming fireworks event in the village. The Council agreed to share details via social media but decided not to display promotional material on the parish Council noticeboards. This decision was due to the Parish Council making the decision not to promote commercial events or businesses located outside of the Parish on the Noticeboards. Councillor Helps highlighted that there was a dead tree on the A36 between Devonshire Road and Bathampton Lane. Councillor Beard agreed to report this issue to Highways England. An Ash tree in the garden of Ashley House, Dark Lane, was reported by Councillor Beard to be leaning over the footpath and interfering with BT wires. Councillor Beard was asked to provide suitable wording for a letter, which the Clerk will send to the property owner. The Chair noted that both she and Councillor King would be unavailable for the Parish Council meeting scheduled for 16th October. Based on the availability of other Councillors, it was agreed that the meeting would proceed as planned. Councillor Purpuri agreed to chair the meeting. Councillor Helps agreed to look at the dates for the next newsletter. The Chair thanked all attendees for their participation.	DB DB/Clerk JH

2025/141	Date of next Parish Council meeting. The meeting date would take place on the 16 th October.	
	There being no further business the meeting closed at 20.25 pm	

Signed:

Chair

Date: