

**Bathampton Village Hall, 7.30pm.**

2 Members of the public in attendance & Cllr Sarah Warren (BANES Ward Councillor)

**The meeting started at 7.30 pm.**

		Actions
		Actions struck through are complete
	<b>Welcome:</b> In the absence of the Chair & Vice Chair, Councillor T. Purpuri chaired the meeting. The Chair welcomed everyone to the meeting. The Chair noted that the meeting would be recorded for minuting purposes only.	
2025/142	<b>Apologies:</b> M. Brennan, Chair (MB), & L. King, Vice Chair (LK) sent apologies due to being on holiday. D. Beard (DB) sent apologies due to a cancelled train returning from work.	
2025/143	<b>Declarations of interest:</b> None.	
2025/144	<b>Co-Option of Councillors:</b>	
	The Council resolved to co-opt Richard Scofield onto Bathampton Parish Council. Richard signed the Declaration of Acceptance of office and joined the meeting as a councillor. Dan Cossins attended with a view to being co-opted, however, as he does not meet the eligibility criteria until later in the month, the Council agreed to defer this co-option and include it on the agenda for the next meeting.	<b>Clerk</b>
2025/145	<b>Minutes of the previous meeting</b>	
	The Minutes of the Bathampton Parish Council meeting held on the 18 <sup>th</sup> September 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.	<b>TP</b>
2025/146	<b>Public Participation</b>	
	<p>Two members of the public were present. One had formally expressed interest in joining the Parish Council and Mr Richard Scofield attended with the intention of being co-opted (as noted earlier in the meeting).</p> <p>Ward Councillor Sarah Warren was also in attendance. The Chair invited her to provide an update on matters of interest to the Council.</p> <p>Cllr Sarah Warren referred to the Local Plan Options Consultation which commenced on the 3<sup>rd</sup> October and runs until the 14<sup>th</sup> November. She provided a brief overview and strongly encouraged the Parish Council to submit their comments and to identify potential development sites within Bathampton to meet the 5% housing growth target. She noted that this may involve considering green belt sites.</p> <p>Cllr Warren also mentioned a mobile consultation van visiting Batheaston Riverside car park and upcoming drop-in sessions. The Council agreed to include a write up in the newsletter and Cllr Warren agreed to forward the email containing the timetable.</p> <p>She further highlighted the Movement Strategy, currently open for public consultation, until the 28<sup>th</sup> November. The strategy outlines a vision for improving movement across Bath and reducing car dependency, forming a key part in the Council's commitment to achieving net zero emissions by 2030. The Council agreed to include this in the newsletter.</p> <p>The Chair raised an outstanding action regarding the proposed pedestrian crossings on the A36. Cllr Warren agreed to follow up and provide an update to the Parish Council.</p> <p>Councillor Warren also referred to the West of England Combined Authority (WECA) Growth Strategy. The Parish Council agreed to include this in the next newsletter.</p>	<div><b>SW/JH</b></div> <div style="margin-top: 10px;"><b>JH</b></div> <div style="margin-top: 10px;"><b>SW</b></div> <div style="margin-top: 10px;"><b>JH</b></div>

	It was noted that a new EPaper screen is due to be installed at the Down Lane bus stop in the coming weeks. Councillor Purpuri agreed to contact Transport Operations to confirm which bus stop it is.	<b>TP</b>
<b>2025/147</b>	<b>Review of actions carried forward from previous meetings</b>	
	<p>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.</p> <ol style="list-style-type: none"> <li>1) <b>Newsletter Sponsorship – Budget exceeded.</b> The Clerk explained that this was due to a cashbook reporting issue, where other income had been incorrectly grouped with the sponsorship income. A new column has now been created to separately record other income, ensuring that sponsorship funds are reported as a distinct entry going forward. The Clerk noted that this is now correctly reflected in Table 1 of the Financial Report.</li> <li>2) <b>Bathampton Lane Traffic Regulation Order (TRO).</b> The reasoning behind the TRO would be included in the newsletter to encourage community engagement ahead of any further Council discussion.</li> <li>3) <b>Planning application 25/03489/TCA:</b> A response had been agreed via email, stating a 'No Objection' response to the tree works, while noting concerns regarding the quality of the application. The Clerk confirmed that this response had been submitted to BANES.</li> <li>4) <b>Landowner Deposit Notice – field south of Canal and East of Meadow Lane.</b> Cllr Beard reported via email that he had spoken to the BANES principal Officer for Public Rights of Way, who confirmed that the landowner Deposit is used to protect land from the creation of new public rights of way or establishing a green space based on long-term public use. He reported that BANES had clarified that this process is entirely separate from planning applications and cannot be used to support development proposals.</li> <li>5) <b>Dead tree on the A36 – between Devonshire Road and Bathampton Lane.</b> Cllr Helps confirmed that Cllr Beard had reported this issue to National Highways.</li> <li>6) <b>Ashley House – Ash Tree:</b> Cllr Beard had drafted wording and the Clerk confirmed that a letter had been sent to the owner of Ashley House regarding concerns about an Ash Tree that is leaning of the public footpath and interfering with BT wires. At the time of the meeting, it was unclear whether the issue had been resolved by the property owner.</li> </ol> <p>All remaining unresolved actions were carried forward.</p>	
<b>2025/148</b>	<b>Finance</b>	
	a) <u>Financial Report for September 2025</u>	
	This had been circulated previously.	
	<u>Table 1</u>	
	The Clerk referred to the financial report, circulated prior to the meeting, outlining cash movement for both the month and year to date. The Clerk noted the Parish Council holds a current cash balance of £122, 510 with £97,077 earmarked for the Playground Project.	
	<u>Table 2</u>	
	Transactions from the 1 <sup>st</sup> September up to the 30 <sup>th</sup> September 2025, as approved at the July Parish Council meeting were noted.	
	<u>Table 3</u>	
	<p>Expenditure totalling £83.66 were approved for payment.</p> <p>Net salaries of £1,294.25 and the NEST pension contribution of £61.67 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>16.10.2025</td><td>EDF</td><td>Electricity (1st July 2025 - 31st July 2025)</td><td>£25.17</td><td>£1.26</td><td>£26.43</td></tr><tr><td>16.10.2025</td><td>Bath Preservation Trust</td><td>Membership</td><td>£15.00</td><td>£0.00</td><td>£15.00</td></tr><tr><td>16.10.2025</td><td>ALCA</td><td>Preparing for Assertion 10 Training</td><td>£15.00</td><td>0.00</td><td>£15.00</td></tr><tr><td>16.10.2025</td><td>Handyman expenses</td><td>Expenses (Fuel)</td><td>£11.89</td><td>2.38</td><td>£14.27</td></tr><tr><td>16.10.2025</td><td>Clerk Expenses</td><td>IONOS (July, August, September 2025)</td><td>10.80</td><td>2.16</td><td>£12.96</td></tr><tr><td></td><td></td><td>Sub Total</td><td></td><td></td><td>£83.66</td></tr></table>	Date	Payee	Details	Net	VAT	Gross	16.10.2025	EDF	Electricity (1st July 2025 - 31st July 2025)	£25.17	£1.26	£26.43	16.10.2025	Bath Preservation Trust	Membership	£15.00	£0.00	£15.00	16.10.2025	ALCA	Preparing for Assertion 10 Training	£15.00	0.00	£15.00	16.10.2025	Handyman expenses	Expenses (Fuel)	£11.89	2.38	£14.27	16.10.2025	Clerk Expenses	IONOS (July, August, September 2025)	10.80	2.16	£12.96			Sub Total			£83.66	
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	<p>The Clerk referred to her report, previously circulated to Councillors, outlining matters arising from the Parish Council meeting held on the 18<sup>th</sup> September 2025.</p> <p>She reported that Paul Russell had been appointed as Internal auditor for next financial year. Dates like the ones for the audit this year had been agreed with the exact date to be confirmed nearer to the time.</p> <p>The Clerk confirmed that the second instalment of Precept totalling £23,900 was received on the 1<sup>st</sup> October 2025 and paid into the Barclays Community Account.</p> <p>The Clerk reminded the council of the earlier council decision to allocate £20,000 of the Precept to the Playground Project. Following receipt of the first instalment, £10,000 was transferred into the Playground savings account on the 9<sup>th</sup> June 2025. The Clerk asked whether the Council wished to proceed with transferring the remaining £10,000 in line with the agreed budget allocation or to formally approve the transfer at the next meeting. The council agreed to proceed with the transfer, noting the interest benefit of holding the funds in the savings account. It was further agreed that should additional budget be required later in the Financial Year, funds could be transferred back if necessary.</p> <p>The Clerk briefly updated the Council on the food waste trial, reporting that 14 Bathampton residents had volunteered to test a new style bin. These bins are expected to be delivered to residents on the 17<sup>th</sup> October.</p> <p>She also reported that she had followed up with Volker regarding the Devonshire Streetlight, sending them a map of its location. Feedback and a quote for repair are awaiting.</p> <p>The Clerk shared two old, printed photographs of Bathampton, sent to her by the daughter of a former resident of Holcombe Close. Cllr Helps agreed to source frames for the photographs so that they could potentially be displayed in the small room of the Village Hall, subject to receiving permission from the Village Hall Committee.</p> <p>Finally, forthcoming Meetings and Events were highlighted by the Clerk.</p>	<div>Clerk</div> <div>JH</div>																																										
	c) <u>External Auditor’s Report</u>																																											
	<p>The Clerk referred to the External Auditors Report and Certificate for the financial year 2024/25. She reminded the Council that the audit had been subject to the Limited Assurance Regime, with Bathampton Parish Council selected as part of the 5% sample for immediate Audit. It was noted that the external auditor had reviewed sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) and confirmed they were in accordance with proper practices. No matters had given the auditor cause for concern that relevant regulatory requirements had not been met.</p> <p>The Clerk drew attention to the auditor’s comment regarding the level of reserves which in their opinion exceeded the Council’s annual expenditure. The Council acknowledged the need to consider reserve levels when setting future precept requests and during the budgeting process. It was further noted by the auditor that earmarked reserves should also be considered and formally approved by the Parish Council.</p> <p>It was noted by the Council that earmarked funds had already been approved in relation to the forthcoming Playground Project. No further queries were raised.</p>																																											
2025/149	Bathampton Parish Newsletter																																											
	Cllr Helps noted that newsletter contributions should be submitted to her by the 24 <sup>th</sup> October.	AH																																										

	<p>Content for inclusion was agreed. The Clerk agreed to contact the individual who had shared details about Bathampton School's new bike bus to confirm whether they wished to include a mention in the newsletter.</p> <p>The Clerk also noted that a representative from St Nicholas Church had been in touch. She had provided them with the submission deadline, with the understanding that any content would be subject to Council approval prior to inclusion. The Council approved its inclusion.</p> <p>It was further agreed that the Chairman's update would include a note acknowledging Cllr Schofield's recent co-option onto the Parish Council.</p>	<p><b>Clerk</b></p> <p><b>MB</b></p>
<b>2025/150</b>	<b>Parish Christmas Tree</b>	
	<p>The Clerk reported that she had contacted the supplier of last year's Christmas tree on several occasions but had not yet received a quote. The Council confirmed its intention to proceed with a tree of similar size to the one provided last year. It was agreed that the quote, once received, would be reviewed and approved via email following the meeting.</p>	<b>All</b>
<b>2025/151</b>	<b>Street Lighting Provider</b>	
	<p>The Clerk referred to her report detailing energy quotes from Valda Energy, provided by Clear Utility Solutions, the broker recommended by ALCA. A 36-month contract with Valda would result in an annual consumption charge of £227.62 and a standing charge of £255.50, totalling £483.12 per year.</p> <p>It was noted that the Parish Council's current contract with EDF ended on 30th September 2025. Based on current consumption, EDF's annual cost was estimated at £239, with the standing charge yet to be confirmed. Despite follow-up attempts, the exact standing charge had not been provided. Assuming the standing charge remains like previous years, the total annual cost with EDF is projected to be approximately £349, subject to rate stability.</p> <p>The Clerk highlighted that while EDF's rates are currently lower, they are not fixed and therefore carry the risk of future increases. In contrast the Clerk noted that, Valda's rates are fixed but more expensive.</p> <p>Following discussion, the Council agreed to remain with EDF, and the clerk will continue pursuing confirmation of the standing charge. Final approval of the renewal will be confirmed once full cost details are received. They acknowledged the risk that the Valda rates may increase in the meantime.</p>	<b>Clerk</b>
<b>2025/152</b>	<b>Bathampton Parish Council Website &amp; Social Media.</b>	
	<p>Cllr Schofield provided a brief overview following an audit of the Bathampton Parish Council website and social media platforms. It was noted that improvements to content management are needed. The Council discussed the closure of the Bathampton Parish Council X (formerly Twitter) account due to prolonged inactivity and agreed this should be considered. Cllr Schofield will continue reviewing the website and identifying actions required to enhance its functionality and presentation.</p> <p>The Clerk reported that the Parish Council must run a new Accessibility Report and test the website against the WCAG 2.1 AA standard to ensure compliance. An updated Accessibility Statement will also need to be published. Cllr Schofield agreed to take on this task, previously assigned to Cllr Purpuri and the Clerk.</p> <p>The Clerk noted that ALCA had recommended using Silk tide for the audit, while Cllr Purpuri suggested an alternative tool. The Clerk agreed to forward the relevant Accessibility Report information to Cllr Schofield, and Cllr Purpuri agreed to share details of the alternative audit option.</p> <p>The Clerk reported that a new contract had been entered into with IONOS. This was arranged promptly to ensure continuity of service and to avoid increased rates outside of the contracted terms. The Clerk noted that the quoted rates were lower than those previously paid (£1.50 vs £3.60 exclusive of VAT) and fall within the Parish Council's budget allocation for the remainder of the financial year.</p>	<p><b>RS</b></p> <p><b>Clerk</b></p> <p><b>TP</b></p>
<b>2025/153</b>	<b>Staff and Councillor Training Requirements</b>	

	<p>The Clerk reported that the ALCA had advised her that they would confirm details regarding Councillor training, prior to the meeting, however this information had not been received. Once received, the Clerk will review the details and circulate them to all Councillors for consideration.</p> <p>The Clerk reported that she had attended the 'Preparing for Assertion, Part 1' training session earlier in the day. She advised that several templates and further guidance would be provided by the ALCA shortly, to support compliance and audit requirements.</p> <p>The Clerk noted that the Parish Council currently holds minimal data, and with appropriate steps taken over the coming months, there should be no reason the Council cannot achieve full compliance by the time of the next audit. She further explained that it is acceptable to select "No" to the relevant assertion in the Annual Governance Statement, provided the Council can clearly demonstrate how it plans to address the issue or close the compliance gap.</p> <p>Additionally, the Clerk highlighted the importance of establishing a local backup of Council data. This would ensure that a nominated member of the Council could access essential files if the Clerk is unavailable. It was agreed that this should be explored further, with consideration given to secure access and data protection and following further information from the ALCA regarding use of personal equipment and systems for Parish Council business.</p> <p>Cllr Purpuri agreed to explore centralised systems that would enable a nominated councillor to securely access designated Parish Council files.</p> <p>He also agreed to review the quotes provided by the Clerk for hosting council-specific email accounts via IONOS, and to investigate alternative providers.</p>	<p><b>Clerk</b></p> <p><b>TP</b></p> <p><b>TP</b></p>
<b>2025/154</b>	<b>Parking outside of the Village Amenities</b>	
	<p>The Council discussed concerns raised in a resident's email regarding individuals parking outside village amenities without using them, which may limit access for genuine visitors.</p> <p>The suggestion to introduce timed restrictions on designated spaces was considered.</p> <p>The Clerk was asked to email the resident to acknowledge the concern but to note that there are concerns regarding the knock-on impact with other areas around the shop if time restrictions are implemented.</p> <p>The Council agreed that this was a complex issue that needed more thought, and the situation in the meantime would be reviewed.</p>	<b>Clerk</b>
<b>2025/155</b>	<b>Maintenance of Jubilee Gardens</b>	
	<p>In Cllr Beard's absence, the Council agreed to defer this Agenda item to the next meeting.</p> <p>It was agreed to ask Cllr Brennan to talk over this with Cllr Beard to get some further information on the matter, prior to the next meeting.</p>	<p><b>Clerk</b></p> <p><b>MB/DB</b></p>
<b>2025/156</b>	<b>Playground Project</b>	
	<p>The Clerk outlined her proposed timeline for the Playground tender process, considering the timing of the next Parish Newsletter and allowing time for herself, Cllr Purpuri and Cllr Helps to review initial designs before shortlisting for consultation. The Council approved the proposal which sets the tender opening on the 24<sup>th</sup> November, with review of submissions in January and public consultation expected to run from late January until late February.</p> <p>Cllr Purpuri, Cllr Helps, and the Clerk agreed to review the designs and quotes received prior to the legislative change requiring a formal tender process. It was noted that feedback to suppliers would need to be provided before the tender process is initiated, to ensure transparency and fairness in line with procurement regulation.</p>	<b>Clerk, TP, JH</b>
<b>2025/157</b>	<b>Ongoing Items</b>	
	<p><b><u>Climate Emergency:</u></b></p> <p>Cllr Helps referred to the BANES CANN meeting which was being held on the 18<sup>th</sup> November which she was hoping to attend. The Clerk was asked to forward details to the member of Public, Dan Cossins who expressed interest in attending.</p>	<b>Clerk</b>

2025/158	<p><b>Group Reports</b></p> <p><b><u>Planning &amp; Conservation</u></b>  The Clerk reported that revised information had been received from BANES regarding application 25/03167/AR, for parcel 6117 for Meadow Lane. It appeared that the consultation period had already closed, although the closure date did not align with the Clerk's records. She was asked to contact the Case Officer to clarify the discrepancy.</p> <p>With regards to application 25/03875/FUL for 77 Hantone Hill, proposing the erection of a single storey front elevation, the planning group proposed a 'No Objection' response. The Council approved this recommendation.</p> <p>The Clerk also referred to planning application 25/03871/TCA, received on the 15<sup>th</sup> October for tree works at St Claire, 46 Devonshire Road. Due to the response deadline falling before the next Parish Council meeting, it was agreed that the Council would agree it's response by email.</p>	<p><b>Clerk</b></p> <p><b>All</b></p>
	<p><b><u>Highways</u></b>  There was nothing further to report.</p> <p><b><u>Footpaths &amp; Drainage</u></b>  There was nothing further to report.</p> <p><b><u>Leisure &amp; Amenities</u></b>  Cllr Helps referred to the Cherry Tree giveaway and expressed interest in ordering a couple of the trees for planting on the recreational field. The Clerk is currently seeking further details regarding tree sizing and other relevant specifications before proceeding with the order.</p> <p><b><u>Policy &amp; Finance:</u></b>  There was nothing further to report.</p> <p><b><u>BPC's Digital Presence:</u></b>  There was nothing further to report.</p> <p><b><u>Canals:</u></b>  There was nothing further to report.</p>	<p><b>Clerk</b></p>
	<p><b><u>Open Forum</u></b>  There was nothing further to report.  The Chair thanked all attendees for their participation.</p>	
2025/159	<p><b><u>Date of next Parish Council meeting.</u></b>  The meeting date would take place on the 20<sup>th</sup> November.</p>	
	<p>There being no further business the meeting closed at 21.45 pm</p>	

**Signed:** .....

**Chair**

**Date:** .....