

**Minutes of the Meeting held on 20<sup>th</sup> November 2025.  
Bathampton Village Hall, 7.30pm.**

**Present:** M. Brennan, Chair (MB), L. King, Vice-Chair, (LK) J. Helps (JH), G. Ardrey (GA), T. Purpuri (TP), R. Schofield (RS) & L. Daly (Clerk)

6 Members of the public in attendance.

**The meeting started at 7.30 pm.**

		<b>Actions</b> Actions struck through are complete
	<b>Welcome:</b> The Chair welcomed everyone to the meeting. The Chair noted that the meeting would be recorded for minuting purposes only.	
2025/160	<b>Apologies:</b> D. Beard sent apologies due to work commitments.	
2025/161	<b>Declarations of interest:</b> None.	
2025/162	<b>Co-Option of Councillor:</b>	
	The Council resolved to defer the Co-option to the December Parish Council meeting, as the member of public interested in being Co-opted was unwell and had sent apologies in advance. The Clerk would add to the December meeting agenda.	<b>Clerk</b>
2025/163	<b>Minutes of the previous meeting</b>	
	The Minutes of the Bathampton Parish Council meeting held on the 16 <sup>th</sup> October 2025 had been circulated to all members in advance of the meeting.  The Chair noted a correction regarding the display of old photographs of Bathampton in the Village Hall, clarifying that this would be subject to permission from the Village Hall Committee. The Council unanimously agreed to this amendment, and the Minutes were unanimously APPROVED and would be signed by the Chair at the end of the meeting.	<b>MB</b>
2025/164	<b>Public Participation</b>	
	All six members of public were known to one another and were attending the meeting in relation to Agenda Item 7. One member was a representative from Smash Padel, and the others were a family interested in bringing Smash Padel to Bathampton, with two members of the public owning the land on which the proposed site would be located.  The Chair invited James and Rupert to present their plans. Rupert explained that they intend to submit a full planning application to construct five smash padel courts under canopies designed to blend with the surrounding environment. The proposed site, formerly a timber yard and railway station, is located between the railway line and a tree bank leading to an open field. He noted that no residential dwellings are within 100 metres of the site (30 metres is considered the minimum distance to avoid noise being a nuisance), that parking will be provided, and that careful consideration is being given to the potential impact on both the environment and the local community.  The Council raised questions concerning traffic, noise, construction, and project timelines. Rupert addressed these queries and confirmed that they intend to submit a planning application within the next few weeks. The Council noted that no action was required at this stage and that formal comments would be provided once the planning application is received.  The Chair thanked the members of public for attending, they then left the meeting.	
2025/165	<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>More Trees Bath.</b> Councillor Helps reported that More Trees Bath will be providing three free Hawthorn Trees for the recreational field. Delivery timings have not yet been confirmed.</li> <li>2) <b>EPaper Screen Installation:</b> The Chair noted that the screen had been installed at the Warminster Road Bus stop, located at the top of Down Lane.</li> <li>3) <b>Transfer of funds to the Playground Project:</b> The Clerk reported that £10,000 of Precept funds and a £95 donation had been transferred to the Playground Project account.</li> <li>4) <b>Christmas Tree:</b> The Clerk confirmed that the quote for the Christmas tree had been approved by email at a quoted price of £175 (excluding VAT). The Clerk noted that she is still awaiting a response from the supplier regarding the delivery date and the requested pro-forma invoice.</li> <li>5) <b>Accessibility Report:</b> The Clerk and Cllr Purpuri have forwarded the relevant details to Cllr Schofield.</li> <li>6) <b>Centralised System for Council Files &amp; Council emails:</b> The Clerk and Cllr Purpuri had reviewed available options, which are included in the Clerk's report and addresses under Agenda Item 13.</li> <li>7) <b>Resident email – parking outside village amenities:</b> The Clerk responded to the resident who raised concerns about people parking outside the village amenities without using them. It was noted that implementing parking restrictions could have a knock-on effect elsewhere in the village and the situation will therefore continue to be monitored.</li> <li>8) <b>Jubilee Gardens:</b> The Clerk deferred this agenda item to the December Parish Council meeting, as Councillor Beard was unable to attend.</li> </ol> <p>All remaining unresolved actions were carried forward.</p>																			
2025/166	<b>Finance</b>																			
	a) <u>Financial Report for November 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 £144, 899 with £97,077 earmarked for the Playground Project. <b>This does not reflect the £10,095 moved to the Playground project since the end of September).</b>																			
	<u>Table 2</u>																			
	Transactions from the 1 <sup>st</sup> October up to the 31 <sup>st</sup> October 2025, as approved at the September Parish Council meeting were noted.																			
	<u>Table 3</u>																			
	Expenditure totalling £76.28 were approved for payment.  Net salaries of £1,294.05 and the NEST pension contribution of £61.67 were also authorised.																			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Details</th> <th>Net</th> <th>VAT</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td>20.11.2025</td> <td>EDF</td> <td>Electricity (1st August 2025 - 30th September 2025)</td> <td>£72.65</td> <td>£3.63</td> <td>£76.28</td> </tr> <tr> <td></td> <td></td> <td>Sub Total</td> <td></td> <td></td> <td>£76.28</td> </tr> </tbody> </table>	Date	Payee	Details	Net	VAT	Gross	20.11.2025	EDF	Electricity (1st August 2025 - 30th September 2025)	£72.65	£3.63	£76.28			Sub Total			£76.28	
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	b) <u>Clerk's Report</u>																			
	<p>The Clerk referred to her report, previously circulated to Councillors, outlining matters arising from the Parish Council meeting held on the 16<sup>th</sup> October 2025.</p> <p>She reported that, following receipt of EDF's Consumption charges (sent to her by email on a letter addressed and posted to the previous Clerk), the EDF charges were calculated to be approximately £969.62, compared to Valda's quote of £483.12 under their 36-month contract.</p>																			

	<p>In consultation with the Chair and Vice Chair, The Clerk reported that she had entered a new 36-month contract with Valda as it represented a significant cost saving and cost certainty for the council.</p> <p>The Clerk further reported that Volker had provided a quote of £274.19 to repair the Devonshire streetlight. This quote covers fuses, minor wiring and photocells and labour but major parts would incur additional costs. The Chair informed the council that the streetlight bends in the middle and therefore the additional labour due to the need for footpath ladder work may not be necessary. The Clerk was asked to contact Volker to advise them of this and find out if this separate cost can be removed. Once confirmation had been received, the final quote would be agreed by the council via email.</p> <p>The Clerk also reported that the Parish had a new Footpath Warden. She had acknowledged their email and was asked to ensure that their contact details were forwarded to Councillor Beard.</p> <p>The Clerk would check the allotment waiting list to find out if a resident from Holcombe Lane was on there.</p> <p>Finally, forthcoming Meetings and Events were highlighted by the Clerk.</p>	
<b>2025/167</b>	<b>Proposal for a Padel Tennis Facility in Bathampton</b>	
	This was covered under Agenda Item <b>2025/164</b> . There was nothing further to report.	
<b>2025/168</b>	<b>Toll Bridge – Traffic Impact and safety concerns</b>	
	<p>The Chair updated the Council on correspondence exchanged between the Ward Councillors, The Green Party Councillors and Batheaston Parish Council, regarding initial discussion to address traffic congestion leading to the toll bridge and associated safety concerns.</p> <p>The Council unanimously agreed to take no action at this stage and wait for Batheaston Parish Council to finalise their draft letter to the toll bridge owner, General Estates.</p> <p>It was unanimously agreed that Bathampton Parish Council supports constructive conversation among all parties and is committed to working collaboratively to help find a solution to the current issues.</p> <p>The Clerk was asked to forward the accounts for General Estates Company limited and to follow up on her email sent to BANES regarding a request for traffic data.</p>	<b>Clerk</b>
<b>2025/169</b>	<b>Training</b>	
	<p>The Clerk referred to her report outlining training, requiring Council approval.</p> <p>The First training detailed was 'New Councillor Training' for Councillor Schofield – 13<sup>th</sup> January @ £45.</p> <p>Assertion 10 Training, Part 2 - 1<sup>st</sup> December @ £15. This had been approved by email prior to the meeting to allow the Clerk to secure a space on the course.</p> <p><u>Chair and Clerk Training:</u></p> <p>Data Protection for Councils, Part 1. Foundation &amp; Theory -- 12<sup>th</sup> January 2026 @ £35 each. (Total £70).</p> <p>Freedom of Information for Local Councils, obligations, procedures and exemptions: – 23<sup>rd</sup> January @ £35 per person (Total £70).</p> <p>The Clerk noted that the total cost of the proposed training is £200. The training budget for 2025/26 was set at £200, with £15 spent to date. She highlighted that approving all training would therefore result in an overspend of £15. Options included deferring some training to the next financial year or reducing the number of courses undertaken.</p> <p>The Council unanimously agreed to approve all training and to accept the associated overspend for the remainder of the financial year.</p>	<b>Clerk</b>

	<p>The Clerk was asked to check the cancellation or postponement options for the training in case the Chair is on holiday in January and unable to attend once the booking has been made.</p>	
<b>2025/170</b>	<b>Review of Grant Awarding Policy</b>	
	<p>The Clerk had circulated the Grant Awarding Policy, prior to the meeting. No changes were proposed. The Council were not aware of any other organisations eligible to apply.</p> <p>It was agreed to promote the process more actively next year with inclusion into the newsletter.</p>	
<b>2025/171</b>	<b>Warminster Road Speed Limit.</b>	
	<p>The Council held a discussion and agreed that speeding along the Warminster Road remains an issue. It was noted that achieving any form of speed reduction is challenging whilst the road remains an asset of National Highways, however the Council will continue to pursue every opportunity to improve safety through measures such as pedestrian crossings etc and other appropriate initiatives.</p>	
<b>2025/172</b>	<b>Assertion 10 – Digital and Data compliance</b>	
	<p>The Clerk had circulated a document prior to the meeting, outlining the new requirement for Assertion 10: Digital and Data Compliance, which parish councils must confirm as part of the 2025/26 AGAR. She explained that this assertion, introduced in the 2025 Practitioners' Guide, requires councils to demonstrate appropriate governance over: Digital systems, Data security, website ownership and domain control and use of council-managed email accounts.</p> <p>The Clerk highlighted that personal email accounts will no longer be used for council business, that the council must own and manage its domain, and that relevant IT and data management policies will need reviewing and updating. It was also noted that the council's website must meet current accessibility standards.</p> <p>As part of this review, the Clerk and Councillor Purpuri had reviewed various options to ensure compliance with the requirements for council managed emails and data storage, allowing the Chair access to council files if required. These options had been previously circulated within the Clerk's report</p> <p><b>Option 1:</b> IONOS emails, Dropbox, and OneDrive – £20.60 per month</p> <p><b>Option 2:</b> Microsoft 365 Business Standard for Clerk/Chair, Microsoft Exchange for other councillors, and Dropbox – £39 per month</p> <p><b>Option 3:</b> Microsoft 365 Standard for Clerk/Chair and Microsoft 365 Business Basic for all other councillors – £41.40 per month</p> <p>After discussion, the Council agreed to adopt <b>Option 3</b> and ensure all systems and compliance measures are in place before the end of the Financial Year.</p> <p>Councillor Helps left the meeting due to other commitments.</p>	TP/Clerk
<b>2025/173</b>	<b>Ongoing Items</b>	
	<p><b>Climate Emergency:</b> There was nothing further to report.</p>	
<b>2025/174</b>	<p><b>Group Reports</b></p> <p><b>Planning &amp; Conservation</b> Councillor King referred to her planning report which had been circulated prior to the meeting.</p> <p>The Clerk agreed to follow up with BANES regarding an application that had already been decided but of which the Parish Council had not been notified.</p> <p>Planning applications considered:</p> <p><b>Application 25/04026/VAR - 3 Trossachs's Drive.</b></p>	Clerk

	<p>Variation of condition 4 of Application 22/01710/FUL for the erection of a part single and part double storey side extension over and converting existing garage and replacing existing sitting room following partial demolition. The Planning group proposed a 'No Objection' response.</p> <p><b>Application 25/04103/TCA - The Old Cottage, Bathampton Lane.</b> Works to trees in a conservation area. A response of 'No Objection' was proposed.</p> <p><b>Application 25/04301/FUL – Bath Gold Club.</b> Replacement of the water storage tank. A response of 'No Objection' was proposed.</p> <p>The Council had no queries regarding the proposed responses and unanimously agreed to them.</p> <p>Councillor King informed the council about the landowner's deposit concerning the section of land, (BA1/6 &amp; BA1/7), adjacent to Meadow Lane. Councillor King reported that residents whose properties back onto that field had received correspondence from the landowner, advising them that they will be trespassing if they access the field from their back gates.</p> <p>It was noted that the landowner may submit a planning application to develop the land. The Council acknowledged that any such application would be considered if submitted, and councillors would give thought to an appropriate response.</p> <p>Councillor King informed the council of the tree works that had taken place along Bathampton Lane.</p>	
	<p><b>Highways</b> There was nothing further to report.</p> <p><b>Footpaths &amp; Drainage</b> The Chair reported that there was flooding again on the Warminster Road from St George's Hill. The Chair agreed to contact Councillor Beard regarding this issue.</p> <p><b>Leisure &amp; Amenities</b> There was nothing further to report.</p> <p><b>Policy &amp; Finance:</b> There was nothing further to report.</p> <p><b>BPC's Digital Presence:</b> Cllr Schofield reported that he had begun reviewing the Accessibility Report and had identified several issues requiring attention. The Clerk will work with Councillor Schofield to address these matters and, if necessary, seek assistance from IONOS. Removing the contact form and just using the Clerk email was considered to avoid the website accessibility issues.</p> <p><b>Canals:</b> There was nothing further to report.</p>	MB
	<p><b>Open Forum</b> Councillor Schofield advised the Council that he had attended the resilience meeting,</p>	
2025/175	<p><b>Date of next Parish Council meeting.</b> The meeting date would take place on the 11<sup>th</sup> December 2025.</p>	
	<p>There being no further business the meeting closed at 21.45 pm</p>	

**Signed:** .....

**Chair**

**Date:** .....