

**Minutes of the Meeting held on 19th February 2026.
Bathampton Village Hall, 7.30pm.**

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

No members of the public in attendance.

The meeting started at 7.30 pm.

		Actions
		Actions struck through are complete
	Welcome: The Chair welcomed everyone to the meeting. The Chair noted that the meeting would be recorded for minuting purposes only.	
2026/015	Apologies: None.	
2026/016	Declarations of interest: None.	
2026/017	Minutes of the previous meeting	
	The Minutes of the Bathampton Parish Council meeting held on the 15 th January 2026 had been circulated to all members in advance of the meeting. The Minutes were unanimously APPROVED by the Council and would be signed by the Chair at the end of the meeting.	MB
2026/018	Public Participation	
	There were no members of public in attendance.	
2026/019	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. <ol style="list-style-type: none"> 1) Overgrowth on the A36 pavement by the Chesterton's. The Clerk sent an email and photographs to the Clean & Green Team on the 28th January. The team confirmed they were able to carry out the work, and clearance of the pavement was already underway. 2) Purchase of Microsoft 365 licences and set up council email accounts: Microsoft 365 standard and basic packages have been purchased or would be purchased shortly. Councillor Purpuri had set up councillor email account, and the Clerk was in the process of transitioning to the new Clerk email address. Councillor Purpuri will issue emails to all councillors with instructions, following the meeting. 3) Ashley House Ash Tree: The Clerk received confirmation from the property owner that the Ash tree had been cut back. Councillor Beard inspected the work and confirmed that the tree is no longer interfering with the BT cables. 4) Footpath funds spreadsheet: The Clerk has created a spreadsheet to monitor expenditure of the Footpath Association donation. 5) Jubilee Garden's Maintenance: Councillor Beard received a response from the Canal and River Trust (CRT). This matter is covered under Minute Ref: 2026/026. 6) Traffic Regulation Order (TRO): Councillor Purpuri confirmed awareness of the timetable for the next TRO application round. 7) Date Protection Training: The Clerk had booked all councillors onto the Data Protection training, with dates agreed in advance. It was noted that Councillors Purpuri, Ardrey and Cossins White did not attend their scheduled sessions. Councillor Helps had emailed Breakthrough Communications to re-arrange her training date. 	TP

	<p>Regarding the Playground Project, The Clerk reminded Councillors that the deadline for proposals is the 20th February. The Chair noted that the Village Hall is usually available on Saturday's. The clerk confirmed that a couple of dates on different days would be considered, and once the Playground Project working group has reviewed and shortlisted designs, a consultation plan will be drawn up and hall bookings made.</p> <p>The Clerk reported that she was now using the new Clerk email address, clerk@bathamptonparishcouncil.org.uk, which will be reflected on the next agenda and future communications. The old email will continue to be monitored during this transition period.</p> <p>The Clerk reported that she had contacted BANES, regarding a previous email exchange about the resurfacing of Holcombe Lane, copying in relevant parties. BANES had originally indicated that, when the pavement was resurfaced, the road would be considered for inclusion in their 2026-27 programme. A subsequent follow up email from BANES confirmed that Holcombe Lane had not been included. The Clerk had sent a further email highlighting Ward Councillor Kevin Guy's support for these improvements and requesting clarification on how Holcombe Lane is currently accessed within the resurfacing criteria, its priority status, and whether there is any indication of a timeframe for when it may be considered.</p> <p>The Clerk referred to an email received from the Kennet & Avon Canal Trust, regarding the Parish Council's potential involvement in their KA75 celebrations on the 13th June. The Parish Council agreed that it was a lovely idea and whilst they would not participate directly in the event, they would be very happy to promote it in the next Parish Newsletter and via the Parish Council's social media channels.</p> <p>The Clerk referred to an email from Moore Scarrott Rural, regarding sponsorship of the Parish newsletter. The Parish Council agreed to review the company and consider the possibility of working with them on this.</p> <p>The Clerk reported that, following the publication of the February Agenda, she noticed an email received on the 12th February that constituted a Freedom of Information (FOI) request.</p> <p>The request sought to understand the Parish Council's involvement (as donors and consultees) in the Bathampton Meadows Alliance (BMA) 'Fighting fund' established to oppose the Bathampton Meadows Park & Ride proposal, and in any subsequent discussion or consultation regarding the distribution of any unspent balance once the proposal was withdrawn.</p> <p>The Chair confirmed that the request had been logged and acknowledged and that it will be processed within the statutory 20 working date time frame, with a response due by the 12th March 2026.</p> <p>The Chair asked all councillors to consider whether they had received any communication from or had been consulted by BMA at the time in their capacity as Parish Councillors. All councillors but one who were in office at the time and new councillors confirmed that they had no contact with BMA regarding this matter.</p> <p>The Chair confirmed that she and her husband had responded to the consultation in a personal capacity. She believed they had received the consultation either because they had signed up to receive BMA newsletters or followed them on social media.</p> <p>Councillor King confirmed that she had never been a member of the BMA but had participated in a working group formed to discuss the possible use of unspent funds. She clarified that this involvement was in a private capacity and not as a Parish Councillor, although she was able to report the outcome of decisions back to the Parish Council.</p> <p>The Chair confirmed that the FOI request sought information on the following points:</p> <p>1. Parish Council donation(s) to BMA Confirmation of whether the Parish Council made any donation(s) to BMA (or to any account described as the BMA fighting fund / Park & Ride fighting fund). The Chair noted that two sets of minutes recorded discussion of a potential donation of £1,000. However, subsequent minutes confirmed that, as the Park and Ride did not proceed, no donation was made. No further records were identified.</p>	<p>Clerk/JH</p>
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	<p>2.Consultation / request for views on distribution of surplus funds Confirmation whether the Parish Council was asked (formally or informally) for its views on how any unspent balance should be distributed once the Park & Ride proposal was withdrawn. Copies of any such request/consultation document(s) received from BMA (or any person acting for BMA), and the Parish Council’s response (including any draft and the final response submitted).</p> <p>The Parish Council and all Councillors in office at that time confirmed that no consultation, formal or informal, was received by the Parish Council regarding the distribution of unspent funds.</p> <p>3.Communications about the surplus and possible uses. It was confirmed that no communication was received from the BMA regarding the surplus or its possible uses, therefore the Parish Council holds no recorded information in relation to this point.</p> <p>4. Communications from residents/donors to the Parish Council. The Clerk and Councillors confirmed that they had not received any communication from residents or doners regarding this matter. The Parish Council therefore holds no recorded information in relation to this point.</p> <p>5. FOI/EIR requests to the Parish Council on this topic. No other FOI requests have been received by the Parish Council on this topic.</p> <p>The Clerk reported that she had searched the Clerk’s email records and Parish Council minutes and had found no additional relevant information. A final check will be undertaken before issuing the FOI response.</p> <p>Finally, the Clerk highlighted forthcoming correspondence, meetings and events.</p>	<p>All</p>
<p>2026/021</p>	<p>Parish Council Debit Card</p>	
	<p>The Clerk asked the council to reconfirm its previous approval (Minute Ref: 2023/119) for the Clerk to be issued with a Parish Council debit card and asked that two councillors authorise the debit card application form.</p> <p>The Council agreed to proceed. The Chair and Councillor King agreed to authorise the application paperwork. It was further agreed that all payments made using the card must be approved in advance by two authorised councillors.</p> <p>In accordance with the Parish Council’s Financial Regulations, the debit card must be issued solely to the Clerk and will be subject to a maximum single transaction value of £500.</p> <p>Resolved: That the Parish Council approves the application for a Barclays Business Card to be issued in the name of the Clerk for use on behalf of the Parish Council. The Clerk is authorised to act as the cardholder and to use the card in accordance with the Council’s Financial Regulations. The Chair and Councillor King are authorised to sign the necessary documentation to complete the application. The resolution was unanimously agreed.</p>	<p>Clerk/LK/ MB</p>
<p>2026/022</p>	<p>Parish Council Data Asset register</p>	
	<p>The Clerk referred to the Data Asset Register (DAR) which had been prepared and circulated prior to the meeting. This DAR provides an overview of the personal data held by the council, including where it is stored, who has access, retention periods and other relevant information.</p> <p>Following a review, the Clerk was asked to consider separating the Agenda from the Meeting’s supporting information (Pack) and to clarify which supporting documents the council is legally required to retain.</p> <p>The ongoing maintenance and updates of the DAR were delegated to the Clerk.</p> <p>Resolved: That the Parish Council approves the Data Asset Register, subject to the above amendments. The resolution was unanimously agreed.</p>	<p>Clerk</p>
<p>2026/023</p>	<p>Review of Clerk’s CiLCA Qualification and consideration of delegated powers</p>	
	<p>The Clerk referred to the successful competition of her CiLCA qualification on 30th August 2024. The Clerk highlighted that the Council had not formally considered the delegation of</p>	

	<p>specific powers to the Clerk following qualification. Information outlining the potential scope of powers and associated responsibilities had been circulated by the Clerk prior to the meeting.</p> <p>Following discussion, it was agreed that a formal scheme of delegation, with clearly defined limits and conditions, should be considered.</p> <p>Resolved: The Council agreed, in principle, to establish delegated powers to the Clerk subject to defined limits and conditions and requested that the Clerk prepares a scheme of delegation for consideration at a future meeting.</p>	Clerk
2026/024	Annual Residents' Meeting	
	<p>The Clerk reminded the council that the Annual Residents meeting needs to be held between 1st March and 1st June each year. It was unanimously agreed to hold the meeting on the 6th May 2026.</p> <p>Councillor King suggested Inviting a guest speaker to present to the community on the beavers which are active in the River Avon. The Council agreed that this would be of interest to residents. It was further suggested that the National Trust (NT) be invited to provide an update on works undertaken and any future developments for Bathampton Meadows, particularly the extensive tree planting. Councillor King agreed to contact the NT regarding attending the meeting.</p> <p>Resolved: That the Clerk arrange the Annual Residents' Meeting for 6 May 2026. Councillor King will invite appropriate guest speakers, including contacting the National Trust to explore their participation. The resolution was unanimously agreed.</p>	Clerk/LK
2026/025	SharePoint access, permissions and responsibilities for Council records	
	<p>Following discussion, the council Resolved:</p> <ul style="list-style-type: none"> • That SharePoint should be the official Storage location for all Council records. • That the Clerk will retain personal working folders, which shall remain private. • That access to sensitive folder as follows: HR/Staffing and Finance folders to be accessible only by the Chair and Clerk. • That Councillor Purpuri shall act as site administrator, with technical/admin access to all files but solely for emergency or continuity purposes. • That documentation and permissions of records, permissions and responsibilities shall be formally maintained and aligned to the Data asset Register (DAR) and reviewed annually or when personal changes occur. <p>Councillor Purpuri noted that Council email accounts had been set up for each Councillor and that login information would be sent out following the meeting.</p>	TP
2026/026	Jubilee Garden's – Grass Cutting arrangements	
	<p>Councillor Beard reported that a discussion had taken place with the Canal & River Trust (CRT) regarding the maintenance of Jubilee Gardens. The proposed agreement would involve Parish Council members volunteering to assist with maintaining this CRT land, alongside the Parish Council Handyman.</p> <p>The Parish Council Resolved that they would proceed with a formal maintenance arrangement with the CRT for Jubilee Gardens, under which upkeep may be carried out on a voluntary basis by Councillor Beard and the Parish Council Handyman and that all necessary paperwork be completed to formalise this arrangement. The resolution was unanimously agreed.</p> <p>Councillor Beard additionally reported that the historic signage on the canal bridge would be removed and restored by the CRT.</p> <p>He further reported that BANES had advised that the canal bridge is scheduled for repair during the Spring.</p> <p>Councillor Beard was thanked for all his efforts in liaising with the CRT.</p>	Clerk/DB
2026/027	Ongoing Items	

	<p>The Chair raised the WhatsApp group which had been set up by an allotment tenant for the allotment tenants to communicate with one another. The Clerk reported that she had sent an email to all allotment holders to make them aware that an allotment tenant was proposing to establish the group. The email clarified that the WhatsApp group is not managed or administered by the Parish Council and that the Parish Council take no responsibility for its content or for any issues that arise from its use.</p> <p>Allotment holders were advised that, by choosing to join the group, participants are responsible for ensuring their own compliance with data protection legislation, including only sharing personal information where appropriate consent has been obtained. It was noted that neither the Clerk nor any Councillors were participating in the group.</p> <p>Resolved: That the Parish Council notes the existence of the WhatsApp group but confirms that it is not an official Parish Council communication channel, and that the Council accepts no responsibility for its administration, content, or use.</p> <p>The Chair referred to the Annual Meeting of the Parish Council, which take place prior to the ordinary May Parish Council meeting. The Chair highlighted that during this meeting, areas of responsibility are allocated to each Councillor. All Councillors were asked to consider whether they feel they are properly resourced or require additional support. New Councillors were invited to think about areas in which they would like to be more involved.</p>	ALL
2026/030	<p>Date of next Parish Council meeting. The meeting date would take place on the 19th March 2026.</p>	
	<p>There being no further business the meeting closed at 21.13 pm</p>	

Signed:

Chair

Date: