

**Minutes of the Meeting held on 18th June 2026.
Bathampton Village Hall, 7.30pm.**

Present: L. King, Vice-Chair, J. Helps (JH), T. Purpuri (TP), D. Beard (DB), D. Cossins White (DCW) & Liz Daly (Clerk).

No members of the public in attendance.

The meeting started at 7.30 pm.

		Actions
		Actions struck through are complete
	Welcome: In the absence of the Chair, Councillor King, Vice-Chair, presided over the meeting. The Chair welcomed everyone to the meeting and noted that the meeting would be recorded for minuting purposes only.	
2026/085	Apologies: G. Ardrey (GA) due to family commitments, M. Brennan, Chair (MB) due to holiday commitments & T. Purpuri (TP) due to work commitments.	
2026/086	Declarations of interest: None	
2026/087	Minutes of the previous meeting	
	The Minutes of the Bathampton Parish Council meeting held on the 28 th May 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.	LK
2026/088	Public Participation	
	There were no members of the public in attendance.	
2026/089	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. Submission of Traffic Regulation Orders (TRO's) to BANES. In the absence of Councillor Purpuri, the Clerk reported that Councillor Purpuri had submitted the agreed TROs to BANES for consideration. Council email addresses & SharePoint: Councillors confirmed that they were using their council issued email addresses. However, concerns were raised regarding the use of SharePoint. It was resolved to include an item on the July agenda to provide an update on its use and to consider any issues raised. Bench opposite Bathampton Surgery: It was reported that the picnic bench, on the grass opposite the surgery, owned by the cafe, was being used by individuals to consume alcohol, resulting in disturbance to nearby residents during the evening. It was RESOLVED to contact the cafe to request the removal of the picnic bench from this location and to ask that only the metal table and chairs be used, with the furniture being removed during the cafe's closed hours. It was agreed that Councillor Brennan would, in the first instance have an informal chat with the cafe owner. Should she prefer not to do so, the Clerk will write to the cafe owner on behalf of the Parish Council. Graffiti Removal: The Clerk reported that she had contacted BANES, requesting the removal of graffiti from the traffic restriction signs on Tynning Road. It was confirmed that these works would be carried out during the current week. Councillor Beard confirmed that the work had since been completed. Defibrillator: The Clerk reported that she had contacted the Clerk of Batheaston Parish Council, who confirmed that they were not involved in the commissioning of the Defibrillator outside Batheaston Medical Centre.	Clerk MB/Clerk

	6) Playground Designs: The Clerk reported that the Playground Designs had been uploaded to the Parish Council website by Councillor Purpuri and part of the online community consultation. 7) Planning Enquiry: Councillor King reported that she had put the Council's external planning advisor in contact with a resident regarding queries relating to their property. 8) Loppers: Councillor Beard confirmed receipt of the loppers from Councillor Brennan. 9) Allotment Gate: The Clerk reported that the issue with the main allotment gate had been resolved. An inspection was carried out and a minor adjustment made by enlarging the hole in the latching post. It was further reported that although the concrete post appears damaged at first glance, internal reinforcement remains intact and the post is structurally sound. A cable tie was placed around the affected area as a precaution, although the chance of failure is considered very low and there were no immediate safety concerns. All remaining unresolved actions were carried forward.																																					
2026/090	Finance																																					
	a) Financial Report for June 2026																																					
	This had been circulated previously.																																					
	Table 1																																					
	The Clerk referred to the financial report, circulated prior to the meeting, which outlined cash movement for both the month and year to date. The Clerk reported that the Parish Council holds a current cash balance of £151,387.53 with £108,694 earmarked for the Playground Project. It was further noted that the salaries and homeworking allowance had been combined and were now reporting on one line.																																					
	Table 2																																					
	Transactions from the 1st May up to the 31st May 2026 were noted. The Clerk reported that some May payments had not been authorised in time and, as a result, the payments for the Village Hall Hire, Chais expenses and the Internal audit will fall into June instead.																																					
	Table 3																																					
	Expenditure totalling £3,407.37 was approved for payment. Net salaries of £1,308.22 and the NEST pension contribution of £62.70 were also authorised. <table><tr><th>Date</th><th>Payee</th><th>Details</th><th>Net</th><th>VAT</th><th>Gross</th></tr><tr><td>18.06.2026</td><td>HMRC</td><td>QTR 1 (April - June 2026)</td><td>£330.00</td><td>£0.00</td><td>£330.00</td></tr><tr><td>18.06.2026</td><td>Clerk Expenses</td><td>IONOS (April, May, June) + travel</td><td>£13.50</td><td>£0.90</td><td>£14.40</td></tr><tr><td>18.06.2026</td><td>BANES</td><td>Grass Cutting Recreational ground & Allotments</td><td>£2,518.27</td><td>503.65</td><td>£3,021.92</td></tr><tr><td>18.06.2026</td><td>Valda Energy Limited</td><td>Street Lighting (13th May 26 - 12th June 26)</td><td>£38.93</td><td>2.12</td><td>£41.05</td></tr><tr><td></td><td></td><td>Sub Total</td><td></td><td></td><td>£3,407.37</td></tr></table> The Clerk reported that there may be one or two outstanding invoices relating to ALCA training. Clarification was being sought from the ALCA as the invoice numbers on the ALCA website did not fully correspond with those received directly. It was also noted that some invoice emails had been sent to the previous council email address. It was resolved to approve payment of any outstanding ALCA training invoices, subject to the Clerk confirming with ALCA which invoices remained unpaid and the total amount due. The Clerk was authorised to arrange for the payments to be set up once this information had been verified. Councillor Beard requested that the Clerk contact BANES to request that the Recreation Ground be cut by 5th September 2026 in advance of the Village Show on 12th September 2026, allowing sufficient time for the grass to settle following the cut.	Date	Payee	Details	Net	VAT	Gross	18.06.2026	HMRC	QTR 1 (April - June 2026)	£330.00	£0.00	£330.00	18.06.2026	Clerk Expenses	IONOS (April, May, June) + travel	£13.50	£0.90	£14.40	18.06.2026	BANES	Grass Cutting Recreational ground & Allotments	£2,518.27	503.65	£3,021.92	18.06.2026	Valda Energy Limited	Street Lighting (13th May 26 - 12th June 26)	£38.93	2.12	£41.05			Sub Total			£3,407.37	Clerk Clerk
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	b) Clerk's Report	
	The Clerk referred councillors to the Clerk's Report, previously circulated, which provided an update on matters arising from the Parish Council meeting held on 28 May 2026. The Clerk asked councillors whether they wished to reappoint Paul Russell as the Parish Council's Internal Auditor for the 2026/27 financial year. The Clerk reported that she had been satisfied with the service provided during the 2025/26 audit. It was unanimously RESOLVED to appoint Paul Russell as Internal Auditor for 2026/27. The Clerk reported that the AGAR Part 3 and supporting documentation had been submitted to the external auditor, BDO, on 12th June 2026, together with the additional information required as part of the 5% sample selected for an intermediate review. It was further reported that the Notice of Public Rights and publication of the unaudited Annual Governance and Accountability Return had been published on the Parish Council website on 3rd June 2026 and displayed on the Parish Council noticeboard adjacent to the Spar. The Clerk reported on the Playground Consultation events held on 6th June 2026, 2 - 4pm, attended by the Clerk and Councillor Schofield, and on 10th June 2026 7-9pm, attended by the Clerk, Councillors Purpuri and Helps, with Councillor King joining later in the evening. It was reported that both events were well attended, particularly the event on 10th June, and that several consultation surveys had been received. Feedback received to date had been positive and generally supportive of the Parish Council's proposals. The Clerk further reported that the consultation would remain open until 21st June 2026, after which the responses would be collated and analysed.	Clerk
	The Clerk reported that feedback was being prepared for suppliers who had not progressed to the consultation stage of the playground project and that it was anticipated this would be issued by the end of the week. The Clerk reported that she would look at revising feedback for one supplier based on feedback received from Councillor Purpuri. An update was provided on the zipwire repair. The Clerk reported that she had previously notified councillors that an additional replacement component, being the wooden block, was required at a cost of £50 plus VAT due to the existing component having developed a significant split. The additional expenditure was unanimously approved. It was further reported that the repair was expected to be completed in early July, although confirmation of a date was still awaited from HAGS.	Clerk
	The Clerk referred to the Quarter 1 Operational Report received from BANES following the playground inspection undertaken on 26th May 2026. Key observations related to the condition of the concrete beneath the benches, wear to the football area, and concerns regarding the fixings of both the chin up bar and junior multi-play unit. The Clerk reported that clarification had been sought regarding the comments on the chin up bar and that the multi-play unit would be inspected to identify the issue raised.	Clerk
	Regarding the issue with the football area, the Clerk was asked to contact King Edward's School groundsman to seek their advice on the matter.	Clerk
	The Clerk advised that BANES's Clean and Green Team had completed the work to remove significant overgrowth on Dark Lane. The Clerk confirmed that the Council's thanks had been passed on to the team for their work.	
	The Clerk reported that the Handyman had cleared the lower-level vegetation obstructing the streetlight on the footpath between Devonshire Road and Bathampton Lane, and that arrangements had been made with Councillor Helps for the higher-level vegetation to be addressed. Councillor Helps confirmed that the higher-level works had also now been completed.	
	The Clerk referred to correspondence received regarding an overgrown pathway between the canal and the A36, together with a fallen tree trunk obstructing the footpath at the wharf end. Councillor Beard confirmed that both issues had been resolved.	
	The Clerk referred to correspondence received from the Mayor's Personal Assistant requesting permission for the Mayor to wear the Chain of Office whilst attending a cricket match at Bathampton Pavilion hosted by King Edward's School. The Clerk reported that a	

	response had been provided on 11th June 2026 confirming that the Parish Council had no objection. The Clerk referred councillors to the remaining correspondence detailed within the Clerk's Report.	
2026/091	Defibrillator outside of Doctor's Surgery	
	Following a discussion, it was agreed to include this matter on the July meeting agenda, subject to the availability of Councillor Cossins-White's contact, who has good knowledge on defibrillators, being able to attend the meeting. Councillor Cossins-White agreed to confirm this. The Clerk was requested to contact BANES to highlight the distance to the nearest defibrillator and to seek guidance on a replacement unit and establish whether the original one had been installed by BANES. The Clerk was additionally asked to contact the Batheaston Medical Practice to obtain details of the make and model of the defibrillator installed there, and to seek the views of the Practice Manager of Bathampton Doctor's regarding a suitable replacement unit. It was further suggested that advice be sought from St John's ambulance.	DCW/Clerk Clerk Clerk
2026/092	Policy Schedule	
	The Chair referred Councillors to the Policy Schedule, which had been updated by the Clerk. The schedule details the Policies adopted by the Parish Council and identifies the meeting at which each policy is due for review. Colour coded tabs had also been incorporated to improve ease of reference. The Clerk was requested to allocate each policy to two councillors as lead reviewers. These councillors will be responsible for reviewing allocated policies and bringing any proposed amendments back to Council for consideration and approval. The Clerk was asked to review and circulate a suggested proposal.	Clerk
2026/093	Review of Staffing & Employment Policies	
	The Clerk referred to the Council's Training & Development Policy, Dignity at Work Policy and Equality & Diversity Policy. The Clerk noted that the Dignity at Work Policy and Equality & Diversity Policy remain unchanged from those previously adopted by the Council. The Clerk reported that the Training & Development Policy had been updated and that the new NALC model template had been circulated. It was highlighted that the revised template was more structured and primarily focussed on staff training and development, with reduced reference to councillor training, inductions and memberships compared with the Council's current policy. Following discussion, it was agreed to further review the policy, using the NALC template as a basis whilst also considering whether sections from the existing template should be retained or added back in. Councillor Beard agreed to review them. It was further agreed to review policies at least every two years unless otherwise specified. Resolved: The Council RESOLVED to re-adopt the Dignity at Work Policy and the Equality & Diversity policy. The Council further RESOLVED that Councillor Beard would review both the current and proposed Training & Development Policies and report back to a future meeting with recommendations for consideration and approval by Full Council.	DB/Clerk
2026/094	Staffing & Employment Policies	
	The Clerk referred to two policies which are strongly recommended as good practice, but not a statutory requirement, a) Health and Safety Policy and b) Discipline & Grievance Policy. Following discussion, it was RESOLVED to look at adopting both policies. The Clerk was requested to prepare draft versions of each policy for Council consideration and approval at a future Parish Council meeting.	Clerk
2026/095	Ongoing Items	

	<u>a) Climate Emergency:</u> There was nothing further to report. <u>b) Assertion 10:</u> There was nothing further to report. It was agreed that this item be removed from future agendas. <u>c) Playground Project:</u> The Clerk reported that details for the online Playground Community survey had been republished, however an error was identified with the online link. Councillor Purpuri had been asked to investigate and resolve the issue. There was nothing further to report.	Clerk TP/Clerk
2026/096	Group Reports <u>Planning & Conservation</u> Councillor King referred to the planning report, circulated prior to the meeting. Planning applications considered: Application 26/02101FUL – 51 Hantone Hill, for a single storey front extension. A response of ‘No objection; was proposed. Councillor King also referred to an EE LTD, pre-application consultation for Bathampton Down, being the installation of a 10kva generator on a new concrete foundation. Councillor King reported that following circulation of the proposed ‘No Objection’ response, emailed to all councillors, the Clerk had already responded, due to the deadline falling on the day of the meeting. The Council raised no queries and unanimously agreed the proposed response to both applications.	
	<u>Highways</u> There was nothing further to report. <u>Footpaths & Drainage</u> Councillor Beard provided an update on footpath clearance work that had been undertaken. Councillors encouraged Councillor Beard to recruit additional volunteers to assist with future footpath clearance work. Councillor Schofield offered to volunteer and help share some of the workload. Councillors noted that additional volunteers would help provide continuity should Councillor Beard be unavailable to undertake the work. Councillor Beard enquired whether the Parish Council intended to take a stand at this year’s Village Show. Following discussion, it was RESOLVED to include this matter as an agenda item for consideration at the July Parish Council meeting. <u>Leisure & Amenities</u> Councillor Helps referred to correspondence received from allotment tenants regarding the possibility of introducing a pond on the allotment site. Councillor Helps reported that she had researched approaches taken by other allotment sites, including their policies to manage ponds. Potential Health & Safety implications, together with possible impacts on the Council’s insurance arrangements, were also highlighted. Following discussion, it was RESOLVED that allotment tenants be advised that permission for a pond could not be granted at this time. Councillors agreed that the allotment plots should remain primarily focussed on the cultivation of produce and that further investigation would be required before the Council could consider, introducing ponds. Amended the Policy wording was additionally suggested. <u>Policy & Finance:</u> There was nothing further to report. <u>BPC’s Digital Presence:</u> Following a previous discussion with the Chair, the Clerk referred to councillors’ areas of responsibility and the importance of ensuring workloads remain manageable and aligned with councillors’ interests and expertise. It was noted that Councillor Schofield would be willing to support the Council’s digital presence if required. It was agreed that the Clerk	DB/RS Clerk JH/Clerk Clerk/TP/RS

	would discuss the matter further with Councillor Purpuri before any changes to responsibilities were considered. <u>Canals:</u> Councillor beard confirmed that he would report the issue with the Gate at Jubilee Gardens to the Canal & River Trust (CRT). There was nothing further to report.	
2026/097	Open Forum Councillor Beard advised the Council that the Village Show Committee would be undertaking some repairs to the allotment hut. Councillor Beard also enquired whether a proportion of the funds donated by the Footpath Association, could be used to purchase an electric hedge trimmer to support footpath clearance work. The Council RESOLVED that Councillor Beard brings a proposal, including details of the proposed purchase and associated costs, to the next meeting for Council consideration. Councillor Cossins-White agreed to contact CURO to discuss the management of the grassed area at Holcombe Vale from a biodiversity perspective. Councillor Beard referred to the overgrown bank at the bottom of Down Lane by Mount Pleasant, noting that vegetation growth was affecting visibility at the junction. The Clerk was requested to speak to the Handyman and ask that the area be strimmed to improve visibility for approaching vehicles. Councillors were updated on correspondence received from Councillor Ardrey, regarding his ability to attend meetings due to ongoing family circumstances. The Council noted that further correspondence had since been received indicating that Councillor Ardrey wishes to remain a member of the Council whilst being unable to attend meetings for the time being. Following a brief discussion, members agreed that advice should be sought from the ALCA regarding the Councillor's position an appropriate process to be followed. Members also noted that, subject to the advice received, an item may be included on a future agenda to consider approval of absence under Section 85 of the Local Government Act 1972 in relation to the six-month attendance requirement. No further action was taken pending receipt of advice. Councillor Helps reminded councillors about the August newsletter, with its content to be agreed at the July Parish Council meeting. Councillors were asked to consider any items they wished to include and to bring their suggestions to the meeting.	DB DCW Clerk Clerk All
2026/098	Date of next Parish Council meeting. The meeting date would take place on the 16th July 2026.	
	There being no further business the meeting closed at 21.23 pm	

Signed:

Chair

Date: