

**Minutes of the Meeting held on 16th July 2026.
Bathampton Village Hall, 7.30pm.**

Present: M. Brennan, Chair (MB), L. King, Vice-Chair, J. Helps (JH), D. Beard (DB), R. Schofield (RS), 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: The Chair welcomed everyone to the meeting and noted that the meeting would be recorded for minuting purposes only.	
2026/099	Apologies: G. Ardrey (GA) due to family commitments, & T.Purpuri (TP) due to being on holiday.	
2026/100	Declarations of interest: None	
2026/101	Minutes of the previous meeting	
	The Minutes of the Bathampton Parish Council meeting held on the 18 th June 2026 had been circulated to all members in advance of the meeting. Subject to the correction of a couple of typographical errors, which had been amended by the Clerk prior to the meeting, the Minutes were unanimously APPROVED by the Council and would be signed by the Chair at the end of the meeting.	MB
2026/102	Public Participation	
	There were no members of the public in attendance.	
2026/103	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) Publish Asset Register: The Clerk reported that the Asset Register had been published on the Parish Council website. 2) Publish expenditure over £100: The Clerk reported that a new webpage had been created, linked from the Policy & Finance Page and that expenditure for 2025-26 Financial Year had been published. 3) Graffiti Removal from Tynning Lane: The Clerk reported that she had contacted BANES and the graffiti on the traffic restriction signs, which had subsequently been removed. 4) General reserves Policy: The Clerk reported that the General Reserves Policy had been amended to reflect the Council's target level of general reserves of approximately £30,000, aligned with projected annual expenditure. The revised Policy had been published on the Parish Council website. 5) Padel Court Independent acoustic assessment: An independent acoustic assessment of the proposed padel courts to ensure an impartial evaluation of potential impacts had been requested. Councillor King reported that the Clerk had followed up on the application outcome, but the outcome was still pending, with BANES currently in discussions with the applicant regarding access arrangements. 6) Recreational Field grass cutting: The Clerk reported that BANES had been contacted and a grass cut requested by the 5th September in preparation for the Village Show. 7) Internal Auditor appointment: The Clerk had re-appointed Paul Russell as the internal auditor for the 2026/27 Financial Year.	

	8) Playground Project: The Clerk reported that correspondence had been sent to suppliers whose proposed designs had not been taken forward to the Community Consultation stage of the procurement process. 9) Defibrillator: The Clerk presented information received from BANES regarding the defibrillator and associated ongoing maintenance costs following installation. Further Information had also been received from Pultney practice. 10) Policy Review Schedule: The Clerk reported that a Policy review schedule had been created and circulated to all councillors. 11) Footpath volunteer Recruitment: It was agreed to include a write up inviting volunteers to assist with footpath maintenance in the next Parish Council newsletter. 12) Mount Pleasant bank: The Clerk reported that she had spoken with the Handyman, who had strimmed the bank my Mount Pleasant. This had improved visibility at the junction, which had previously been affected by overgrown vegetation. 13) ALCA Advice: The Clerk reported that she had sought advice from the ALCA regarding Councillor Ardrey and the appropriate process to follow. Councillor Cossins-White reported that a couple of the newly planted trees on Holcombe Vale had died. Councillor Cossins-White agreed to raise this matter with CURO. It was also agreed to put a mention in the Parish Newsletter encouraging residents, where possible, to water newly planted trees near their homes during periods of hot weather. All remaining unresolved actions were carried forward.	DCW / JH																																										
2026/104	Finance																																											
	a) Financial Report for July 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’s current cash balance stood at £146,555.17 of which £109,483.19 is earmarked for the Playground Project. It was noted that this had increased slightly on last month because of accrued interest.																																											
	Table 2																																											
	Transactions from the 1 st June up to the 30 th June 2026 were noted.																																											
	Table 3																																											
	The Clerk reported that the issues relating to the ALCA invoice had now been resolved, with the invoices matching the expected amounts for the training undertaken. Expenditure totalling £390.85 was approved for payment. The Clerk also referred to two additional costs, received after the circulation of the financial report: 1) Handyman Expenses for mower fuel - £15.22 2) Paul Richardson, (plumber) for the supply and installation of three new taps at the allotments - £164.38. Both additional costs were approved. Net salaries totalling £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>16.07.2026</td><td>Minuteman</td><td>August - Parish Newsletter printing</td><td>£235.00</td><td>£0.00</td><td>£235.00</td></tr><tr><td>16.07.2026</td><td>Village hall Committee</td><td>Playground Consultation events x 2</td><td>£13.20</td><td>£0.00</td><td>£13.20</td></tr><tr><td>16.07.2026</td><td>Valda</td><td>Street Lighting (13th June 26 - 12th July 26)</td><td>£35.72</td><td>1.93</td><td>£37.65</td></tr><tr><td>16.07.2026</td><td>ALCA</td><td>Data Protection Training</td><td>£35.00</td><td>0.00</td><td>£35.00</td></tr><tr><td>16.07.2026</td><td>ALCA</td><td>Chair & Clerk - Training</td><td>70.00</td><td>0.00</td><td>£70.00</td></tr><tr><td></td><td></td><td>Sub Total</td><td></td><td></td><td>£390.85</td></tr></table>	Date	Payee	Details	Net	VAT	Gross	16.07.2026	Minuteman	August - Parish Newsletter printing	£235.00	£0.00	£235.00	16.07.2026	Village hall Committee	Playground Consultation events x 2	£13.20	£0.00	£13.20	16.07.2026	Valda	Street Lighting (13th June 26 - 12th July 26)	£35.72	1.93	£37.65	16.07.2026	ALCA	Data Protection Training	£35.00	0.00	£35.00	16.07.2026	ALCA	Chair & Clerk - Training	70.00	0.00	£70.00			Sub Total			£390.85	
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	As there will be no Parish Council meeting in August, the Council also approved the August net salaries totalling £1,308.22 and the July NEST pension contribution, payable in August of £62.70, to ensure these payments could be made when due.	
	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 18th June 2026. The Clerk reported that the External Auditor, BDO had identified that box 11 of the Accounting Statements had been left blank and requested confirmation that the figures exclude trust transactions. The Clerk confirmed that they do and had therefore ticked 'Yes' in Box 11 and resubmitted the documents. The Clerk reported that, together with Councillor Purpuri and Helps, she had reviewed the results of the Community Consultation for the Playground Project. A summary of the consultation results and supplier feedback, including individual comments specific to each design submission had been prepared. It was proposed and agreed that three suppliers would progress to the next stage of the process and be invited to refine their designs. Following consideration of the preferred designs and feedback received, it was RESOLVED that two suppliers would not be taken forward. The Clerk additionally reported that emails would be prepared to send to suppliers which would be approved via email. The Clerk confirmed that the Zipwire was scheduled to be repaired by HAGS on the 24th July. I was noted that the allotment gate was still sticking. The Clerk reported that she would ask Ryan to inspect the gate again and while on site, request a quotation for its replacement to provide the Parish Council with an indication of the likely cost, should a replacement be required. The Clerk referred to an email received from a resident regarding vehicles being parked on the corner at a junction of Holcombe Lane. The resident had requested the installation of double yellow lines on both sides of the road, citing poor visibility for motorists and pedestrians and missed bin collections due to BANES refuse vehicles being unable to access the street. The Clerk noted that the email had been forwarded to Councillor Purpuri. It was suggested including a write up on the next Parish newsletter to encourage considerate parking and the Clerk was asked to prepare suitable wording. The Clerk referred to an email received from BANES regarding the removal of Common Hogweed. This matter had been forwarded to Councillor Beard, who had liaised with BANES and confirmed that the issue had been resolved. The Clerk referred to correspondence received from BANES regarding a West of England Combined Authority (WECA) Crowdfunding initiative for Community Nature Projects for which Parish Councils are eligible to apply. The information had been circulated to all councillors. It was RESOLVED that Councillor Cossins-White will explore the scheme in more detail. The Clerk reported that, due to a delay in circulating the information and the workshop having already taken place, she had requested a recording of the session and would forward it to Councillors upon receipt. The Clerk finally reported that an email had been received back from Councillor Sarah Warren who had informed her that there was underspending on the road resurfacing programme and that Holcombe Lane was one of two extra scheme that had been approved for delivery. The Clerk noted that she had asked about timings and would forward these onto councillors upon receipt. The Clerk referred councillors to the remaining correspondence detailed within the Clerk's Report.	Clerk Clerk Clerk DCW Clerk

2026/105	Approval of extended Councillor Absence	
	RESOLVED that, having considered the correspondence received from Councillor Ardrey, the Council is satisfied that Councillor Ardrey has not given a final and unequivocal resignation from office and remains a member of the Council. It was RESOLVED further that the Council approves the reason for Councillor Ardrey's absence from meetings under section 85 of the Local Government Act 1972, due to exceptional family circumstances, until January 2027, being a period of six months. The position would be reviewed at the January 2027 Parish Council meeting. The Clerk reported that Councillor Ardrey had confirmed his willingness to continue undertaking the Parish Council quarterly financial reviews.	Clerk
2026/106	Defibrillator Outside Bathampton Surgery	
	The Clerk had circulated information from BANES regarding the existing defibrillator and the approximate on-going maintenance costs following installation. Following discussion, it was RESOLVED that Councillor Cossins-White would request further information from his father-in-law which he would email to the Parish Council, enabling the Council to make a fully informed decision.	DCW
2026/107	Allotment Risk Assessment	
	The Clerk referred to the allotment Health and Safety inspection which had been carried out on the 29th June by herself and Councillor Helps, the findings of which had been circulated to Councillors prior to the meeting. The Clerk reported that an email had been sent to allotment holders on the 30th June, with individual tenants contacted separately regarding issues specific to their plot. It was RESOLVED that the Clerk and Councillor Helps undertake a follow-up inspection towards the end of July or in August to ensure the identified issues had been addressed. It was further RESOLVED that Himalayan Balsam be added to the Health & Safety inspection report, following its identification on a plot by the Handyman during a routine inspection. The Clerk was asked to contact all Allotment Holders to advise them of its presence and provide instructions on its safe removal and disposal. Councillor Helps reported that she and the Clerk would undertake a review of the allotment rules later in the year.	Clerk/JH Clerk Clerk
2026/108	Annual Bathampton Village Show	
	The Council considered whether to take a stand at the 2026 Annual Village Show on the 12th September. Following discussion, it was RESOLVED that the Parish Council would not have a stand this year, as there were no significant projects or current issues requiring public consultation or engagement. Councillors agreed, however, that those available would attend the event and be available to speak with residents.	
2026/109	SharePoint	
	The Council discussed the ongoing use of SharePoint and noted several issues that had been encountered including difficulty in navigating it to find folders. The use of Dropbox alongside SharePoint was also considered. It was agreed that the Parish Council would continue using the current system while working through the issues identified and that further updates would be provided at the September Parish Council meeting.	Clerk
2026/110	Bath & North East Somerset Council Climate and Nature Strategy Survey 2026	
	Following discussion, it was RESOLVED that the Parish Council would not submit a collective response to the consultation. Instead, Councillors agreed that individual responses from members of the Community would be of greater value and to be encouraged.	

2026/111	Bathampton Parish Council Newsletter	
	The Council reviewed and agreed the content for the next Parish Newsletter. It was RESOLVED that all updates should be submitted to Councillor Helps by the agreed deadline to enable the newsletter to be compiled and published on schedule. It was further RESOLVED that the Chair forward an email on the food waste trial to the Clerk.	ALL MB
2026/112	Review of GDPR Compliance Policies	
	The following GDPR Compliance policies had been circulated and reviewed prior to the meeting. a) Privacy Policy b) Data Protection Policy c) Data Breach Policy d) Record Retention Policy e) IT & Communications Policy f) Data Asset Register (DAR) It was noted that there had been no updates to the model templates and no amendments to the Parish Council's existing policies or the Data Asset Register (DAR) were proposed. It was therefore RESOLVED to approve the policies without amendment.	
2026/113	Ongoing Items	
	a) Climate Emergency: It was RESOLVED that a mention of the Emergency Climate Film, together with a link to further information would be included in the Parish Newsletter. b) Playground Project: There was no further update to report, following the discussion under agenda item 2026/104b	JH
2026/114	Group Reports <u>Planning & Conservation</u> Councillor King referred to the planning report, circulated prior to the meeting. Planning applications considered: Application 26/02423/TCA – Station House, Tree works. The planning group recommended a 'No Objection' response, with a request that replacement trees or hedging be considered. Applications: 26/02241/FUL & 26/02242/LBA – Mount Pleasant, High Street. Proposed annex to replace existing greenhouse. The planning group recommended a 'No objection' response subject to BANES including a condition that the annex should not be used as a separate dwelling and should remain ancillary space to the main dwelling. Application 26/02398/TEL – Golf Course Road. Radio and Television Relay. Installation of a new 10kva on concrete base. The planning group recommended a 'No Objection' response. Application 26/02434/FUL – Treetops. 7A Devonshire Road. Erection of single storey rear extension. The planning group recommended a 'No Objection' in principle, with the comment that consideration could be given to incorporate the new roof into the existing roof design to improve overall appearance. The Council considered the recommendations and unanimously agreed the proposed response to all applications.	

	<u>Highways</u> Councillor King suggested that an update regarding the recent Traffic Regulation Orders (TRO's) would be welcomed. <u>Footpaths & Drainage</u> Councillor Beard provided an update on recent footpath clearance work that had been undertaken. He also referred to the recent heavy rainfall, noting that hay dropped from trailers transporting loads to the National Trust (NT) fields had blocked the road grilles along the High Street, resulting in significant flooding. It was noted that this had also occurred last year and it had taken residents a long time to clear the debris away this time. Councillor Beard reported that he had raised the matter with the NT, who would discuss the issue with their contractors. It was further noted that BANES additionally supported this and had sent correspondence to the NT, recognising this as a high-risk flooding area. It was RESOLVED that no further action was required by the Parish Council at this time. Regarding the rubble washed down from St George's Hill, Councillor Beard reported that he would speak to Ward Councillors Kevin Guy and Sarah Warren to seek their support in arranging for the debris to be removed. Regarding the historical sign on the humpback bridge, Councillor Beard reported that the Canal & River Trust (CRT) had identified the presence of lead paint on the sign which would be removed by a specialist contractor before being repainted and returned. <u>Leisure & Amenities</u> Councillor Helps reported that Plot 2 at the allotments had been cleared by the Handyman and covered to help maintain its condition until it is brought back into use. There was nothing further to report. <u>Policy & Finance:</u> There was nothing further to report. <u>BPC's Digital Presence:</u> The Clerk reported that Councillor Schofield would take lead responsibility for Digital matters going forward, with support from Councillor Purpuri. <u>Canals:</u> There was nothing further to report.	TP DB
2026/115	Open Forum Councillor King raised concerns regarding a newly growing sycamore tree growing on the pavement side of the wall bordering Ling Edwards School playing field. It was RESOLVED that the Clerk contacts the Clean and Green team to request the removal of the tree, along with other vegetation encroaching along that section of pavement.	Clerk
2026/116	Date of next Parish Council meeting. The meeting date would take place on the 17th September 2026.	
	There being no further business the meeting closed at 21.06 pm	

Signed:

Chair

Date: