

Minutes of the Meeting held on 17th September 2026
Bathampton Village Hall, 7.30pm.

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

One member 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.	
2026/117	Apologies: G. Ardrey (GA) due to family commitments.	
2026/118	Declarations of interest: None	
2026/119	Minutes of the previous meeting	
	The Minutes of the previous Bathampton Parish Council meeting held on the 16 th July 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
2026/120	Public Participation	
	A member of the public, who had been invited by Councillor Cossins-White, attended the meeting to provide information regarding the defibrillator, following the existing unit being taken out of use as it is no longer considered suitable. The member of the public has a professional background as a paramedic and subsequently worked in first aid training. He provided information and advice to the Parish Council regarding potential replacement options and the ongoing management of a defibrillator. The importance of having rapid access to a defibrillator in the event of a cardiac arrest was emphasised. The Parish Council thanked him for attending and for providing the information, following which he left the meeting. It was RESOLVED that the matter would be placed on the agenda for the October meeting, when the Parish Council would consider the options and decide whether to purchase a replacement defibrillator. It was RESOLVED that the Clerk was asked to obtain costings for suitable replacement units, together with the costs of any additional supplies required for its ongoing management and maintenance. The Clerk was also asked to contact the doctors' surgery in Bathampton to confirm that they would still be willing to look after the defibrillator should a new unit be installed.	Clerk Clerk Clerk
2026/121	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) Tynning Lane signage: It was reported that new parking time restriction signage had been installed. 2) Bench on the green opposite the Doctor's Surgery: Councillor Purpuri confirmed that the bench was rotten and had therefore been dismantled and appropriately disposed of. 3) Picnic bench: It was reported that the picnic bench located on the same green, owned by the café, had been moved back across the road onto the pavement outside the cafe. 4) Parking opposite a driveway on Down Lane: Councillor Purpuri reported that this matter had been raised with BANES and included within a Traffic Regulation Order (TRO). 5) Footpath Volunteers: A write up had been included in the August Newsletter seeking volunteers to assist with footpath maintenance. No one had expressed an interest, and it was agreed that the action could be closed. 6) Allotment Rules: Councillor Helps and the Clerk had reviewed and revised the allotment rules. The revised version had been included on the meeting Agenda for discussion and approval. 7) WECA Crowdfunding Workshop: The Clerk had circulated the workshop recording to all councillors. 8) Inclusion of Himalayan Balsam in Allotment Health & Safety Inspection Report: The Clerk confirmed that this had been included in the report. 9) SharePoint: This had been included on the meeting agenda for discussion. 10) Traffic Regulation Orders (TROs): Councillor Purpuri provided an update to the Council. All remaining unresolved actions were carried forward.																																																	
2026/122	Finance																																																	
	a) Financial Report for August 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 £143,901.32 of which £109,483.19 is earmarked for the Playground Project.																																																	
	Table 2																																																	
	Transactions from the 1 st July up to the 31 st August 2026 were noted.																																																	
	Table 3																																																	
	Expenditure totalling £1,714.26 was approved for payment. <table><tr><th>Date</th><th>Payee</th><th>Details</th><th>Net</th><th>VAT</th><th>Gross</th></tr><tr><td>17.09.2026</td><td>Cllr Purpuri</td><td>Expenses - Microsoft 365 licences - May - August 2026</td><td>£211.28</td><td>£42.24</td><td>£253.52</td></tr><tr><td>17.09.2026</td><td>HMRC</td><td>PAYE Qtr 2 (July - September 2026)</td><td>£364.41</td><td>£0.00</td><td>£364.41</td></tr><tr><td>17.09.2026</td><td>Valda</td><td>Street Lighting (13th August 26 - 12th Sept 26)</td><td>£43.13</td><td>2.16</td><td>£45.29</td></tr><tr><td>17.09.2026</td><td>ICO</td><td>Data Protection Fee</td><td>£47.00</td><td>0.00</td><td>£47.00</td></tr><tr><td>17.09.2026</td><td>HAGS</td><td>Zipline Repair</td><td>521.70</td><td>104.34</td><td>£626.04</td></tr><tr><td>17.09.2026</td><td>BDO</td><td>BDO</td><td>315.00</td><td>63.00</td><td>£378.00</td></tr><tr><td></td><td></td><td>Sub Total</td><td></td><td></td><td>£1,714.26</td></tr></table> Councillor Purpuri reported that an error had been made when setting up the Clerk's Microsoft 365 licence, resulting in a premium licence being purchased rather than a standard licence. This had resulted in an additional cost £7.67 per month above the budgeted mount. The licence contract was for a 12-month period. The Council retrospectively approved the additional expenditure. Councillor Purpuri agreed to change the Clerk's licence to a standard licence when the 12-month contract expires.	Date	Payee	Details	Net	VAT	Gross	17.09.2026	Cllr Purpuri	Expenses - Microsoft 365 licences - May - August 2026	£211.28	£42.24	£253.52	17.09.2026	HMRC	PAYE Qtr 2 (July - September 2026)	£364.41	£0.00	£364.41	17.09.2026	Valda	Street Lighting (13th August 26 - 12th Sept 26)	£43.13	2.16	£45.29	17.09.2026	ICO	Data Protection Fee	£47.00	0.00	£47.00	17.09.2026	HAGS	Zipline Repair	521.70	104.34	£626.04	17.09.2026	BDO	BDO	315.00	63.00	£378.00			Sub Total			£1,714.26	
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	The Chair suggested that a Basic licence would be sufficient for her requirements, rather than a standard licence. It was agreed that the licence requirements would be reviewed and the licence downgraded to the appropriate level when the current contract expires. The Clerk reported that the Local Government Pay agreement for 2026/27 had been agreed. The revised salary calculations had been sent to the Chair and Vice Chair for approval, and the back dated pay for April – August had been included in the September salary payments. Net salaries totalling £1,606.38 and the NEST pension contribution of £75.11 were also authorised. The Clerk finally noted an additional invoice from Valda for Streetlight electricity which was received on the 21st July (after the July parish Council meeting) and paid on the 31st July. The Invoice totalled £40.14.	TP
	b) External Auditor's Report	
	The Clerk referred to the External Auditors Report and Certificate for the financial year 2025/26. Bathampton Parish Council was subject to the Limited Assurance Regime and was selected as part of the 5% sample for an intermediate level 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. The External Auditor identified no matters giving cause for concern that relevant regulatory requirements had not been met. However, the auditor had noted that the level of general reserves was greater than net revenue expenditure and advised that the level of reserves held should be considered when making future precept requests and as part of the annual budgeting process. It was also noted that box 11 of the AGAR had initially been answered incorrectly as 'No' The Clerk had amended the paperwork to reflect that the Accounting Statements did not include any trust transactions. It was RESOLVED that the Clerk review the level of reserves in relation to expenditure. The Clerk also reported that the audit arrangements for smaller authorities are moving towards a fully digital Annual Governance and Accountability Return (AGAR), which will affect how smaller authorities prepare, submit and manage their AGAR's. The Clerk had attempted to book onto a relevant training seminar, but all available sessions were currently fully booked. The Clerk would look to attend a seminar when further dates become available.	Clerk Clerk
	c) Clerk's Report	
	The Clerk referred Councillors to the Clerk's Report, which had been circulated in advance of the meeting and provided an update on matters arising from the previous Parish Council meeting held on 16 July 2026. The Clerk reported that Councillor Ardrey had carried out the quarterly verification of the accounts for April to June 2026. No issues had been raised. The Clerk reported that the zipwire seat and chain had been repaired on 3rd August 2026. A resident had subsequently contacted the Clerk to report that the wooden struts on the platform had become worn, making the zipwire difficult to use in wet weather. The Clerk agreed to inspect the platform and review the findings of the forthcoming Operational Report. The Clerk reported that the Council's contract with IONOS was due to expire on 11th October 2026. IONOS had offered to continue the current discounted rate of £1.80 per month, with the new contract running until October 2027. It was RESOLVED to approve the new contract.	Clerk

	The Clerk provided an update on the Council's Grant Application process and confirmed that the application deadline had been extended to 30 November 2026. One application had already been received and recorded. It was RESOLVED to promote the grant application process. The Clerk referred to the date of the December 2026 Parish Council meeting. It was proposed that the meeting be held on 10 December 2026, allowing sufficient time for the minutes to be prepared and circulated before the Christmas period. It was RESOLVED that the December Meeting would be held on the 10th December. The Clerk reported that an offer had been received from a resident to donate a rebound net for use on the Recreation Field. The Clerk had sought advice from BANES Council, which had advised against installing the net within the play area or making it a permanent feature of the Recreation Field, as it was not designed for public-sector use and does not meet the relevant playground equipment standard. Considering this advice, it was RESOLVED to decline the offer. The Clerk agreed to speak with the resident. The Clerk reported that an email had been received on 2nd September 2026 concerning an unsafe manhole cover on Down Lane. The issue had also been identified by the Handyman during a routine inspection and was reported to Openreach. The manhole cover was repaired the following day. The Clerk reported that a resident had requested an update regarding the restoration of the historical signs. The Clerk had advised that the Canal Bridge sign was currently being repaired and that she was awaiting information from BANES Council regarding the restoration of the sign at St Nicholas Church, should the Parish Council decide to proceed. A further follow-up email had been sent to BANES Council. The Clerk referred Councillors to the remaining correspondence detailed in her Report.	Clerk Clerk
2026/123	Allotment Rent – 2028 Rate	
	RESOLVED that the rate per square metre rate for 2028 will be set at £0.51 per square metre, representing an increase of 2 pence per square metre on the 2027 rate.	
2026/124	Allotment Rules – 2027 Review	
	The Clerk referred to the proposed Allotment Rules which had been circulated prior to the meeting. The revised rules reflected issues and circumstances that had arisen over the prior 12 months. The Rules had also been modernised and reformatted with the use of clear headings, numbered sections and bullet points, making them easier to read and understand. It was RESOLVED to adopt the revised Rules, which would be circulated to allotment tenants during October alongside their allotment plot renewal letters.	Clerk
2026/125	Bathampton Road Resurfacing Works	
	The ongoing road resurfacing works in Bathampton were discussed. It was noted that the works were progressing well and, while causing some temporary disruption, were considered necessary and would significantly improve the condition of the roads, including addressing existing potholes. The Clerk reported that, although some concerns had been raised regarding the disruption caused by the works, positive feedback had also been received directly from residents who welcomed the improvements being made to the area. Councillor Purpuri noted that information from BANES had not been forthcoming to the Parish Council regarding the road works. When a response was not received, enquiries were made with another department to obtain the required information. It was noted that residents had raised queries regarding parking bays, bus services, bin collections and other arrangements during the works. The Parish Council considered it important to receive timely and accurate information from BANES so that this could be shared with residents through the village community groups. It was felt that the Parish	

	Council should have been regarded as a useful resource for communicating information to the community and assisting with any queries arising from the notification letters. It was also noted that some residents had experienced confusion regarding the receipt of notification letters and the arrangements for road closures during the works. It was RESOLVED that Councillor Purpuri email Ward Councillor Kevin Guy with the Parish Council's feedback regarding the communication and provision of information to residents.	TP
2026/126	SharePoint	
	The use of SharePoint was discussed. Councillor Purpuri offered to meet with Councillors individually to help with setting up and using SharePoint and to help resolve any difficulties or queries they may have.	All
2026/127	Bathampton Parish Council Playground Project	
	The Playground Project Team presented the Parish Council with its recommended playground design following consideration of the revised proposals received from the shortlisted suppliers. The Clerk and Councillor Purpuri outlined the reasons for the recommended design and identified several minor amendments proposed by the Project Team. It was noted that these amendments did not alter the formal scoring or the basis on which the preferred design was selected. The Parish Council considered the preferred design and the proposed minor amendments. It was RESOLVED that the Parish Council approve Dragon Play as the successful supplier and approve the preferred playground design, incorporating the minor amendments identified by the Playground Project Team. It was further RESOLVED that the Clerk contact Dragon Play to request that the agreed amendments be incorporated into the design and that the supplier provide an updated final design visual reflecting the Council's decision. The Clerk was authorised to progress the procurement and contract arrangements with Dragon Play in accordance with the approved procurement process, design and amendments. The final design visual, once received, will be circulated to Parish Councillors for information.	Clerk Clerk Clerk
2026/128	Ongoing Items	
	a) Climate Emergency: There was no further update to report. b) Playground Project: There was no further update to report, following the discussion under agenda item 2026/127	
2026/129	Group Reports Planning & Conservation Councillor King referred to the planning report, circulated prior to the meeting. Planning applications considered: Application 26/02969/FUL – 79 Warminster Road. To erect a three-bed dwelling following demolition of the existing dwelling, (25/033681/DEM). The planning group recommended a 'No Objection' response, subject to the following comments: • The neighbouring property owner has raised concerns that the plans appeared to show development extending across the boundary with their property. To request that this matter be resolved before any works commenced. • To request where possible, contractors' vehicles be parked within the site rather than on Warminster Road, in the interests of road safety. Concerns were noted regarding the parking of vehicles associated with another development along the road, which is causing a road safety issue.	

	Application: 26/03215/TCA – 8 High Street, Tree works. The planning group recommended a 'No Objection' response. Application 26/03303/TCA – Elmsleigh, Bathampton Lane, Tree works. The planning group recommended a 'No Objection' response. The Council considered the recommendations and unanimously agreed the proposed response to all applications. Councillor King also reported on the Committee Meeting she had attended to consider the Padel tennis application. The application had been approved by a vote of 5 to 4. It was noted that the Parish Council had not received notification of the decision. The Clerk agreed to follow this up with BANES.	Clerk
	<u>Highways</u> The absence of bollards on the pavement on the school side of the bridge was raised. It was noted that vehicles were mounting the pavement in this area due to the presence of a dropped kerb and the lack of a bollard. A similar issue was identified before the speed ramp, where there is also a dropped kerb. It was RESOLVED that Councillor Purpuri would contact BANES to establish whether a bollard could be installed at these locations. Councillor Purpuri referred to correspondence received from a resident who was opposed to the Padel Court application. The resident was planning to write to Network Rail asking them to reconsider their position regarding access for Padel Court traffic onto Station Road. Councillor Purpuri asked whether the Parish Council should also write to Network Rail. It was RESOLVED that as BANES are the determining authority for the planning application, the Parish Council would not become involved at this stage. The resident would instead be advised to raise their concerns directly with BANES. The Council discussed the lack of involvement by the Primary School in relation to the Padel Court application, following advice from its Trust. Councillors expressed concern that the absence of input from the school was unhelpful, particularly given the potential impact of the application on the surrounding area. It was RESOLVED that Councillor Purpuri would convey the Council's concerns regarding their lack of involvement to the Primary School. <u>Footpaths & Drainage</u> Councillor Beard provided an update on recent footpath clearance work that had been undertaken. Councillor Beard also provided an update on the Definitive Map Modification Order (DMMO) process. Councillor Beard reminded councillors that six applications had previously been submitted, three of which were successful. It was reported that one application relating to the footpath near the University, was unlikely to be successful due to insufficient evidence with two applications still outstanding. The Clerk referred to the cutting down of trees alongside the Devonshire Road footpath. The Council was unsure who had undertaken the work. No further action was considered necessary. It was reported that there was a large pothole on the Towpath near to the swing bridge presenting a potential danger to cyclists. It was RESOLVED that Councillor Beard would investigate the matter and establish whether responsibility for the repair is with BANES or the Canal & River Trust (CRT). <u>Leisure & Amenities</u> Councillor Helps referred to her Leisure & Amenities report, which had been circulated prior to the meeting. She updated the Council on the delivery of the Cherry trees and reported that a section of the allotment stone wall was crumbling. It was RESOLVED that	TP TP TP DB

	Councillor Helps would arrange to meet the Handyman on site to inspect the wall and determine what action, if any, is required. <u>Policy & Finance:</u> There was nothing further to report. <u>BPC's Digital Presence:</u> There was nothing further to report. <u>Canals:</u> There was nothing further to report.	JH
2026/130	Open Forum Councillor Helps gave her apologies for the October and November Parish Council meetings. Following a discussion regarding the Parish Christmas tree, it was RESOLVED that the Clerk would obtain a quote from the Scouts, in addition to obtaining a quotation from last year's supplier, for consideration by the Council. The Clerk referred to an email received which was to inform the Parish Council that the bicycle rack nearest to the parking bays outside of the doctor's surgery was to be removed. This was due to the end one being too close to the parking bay which risks it being damaged or the bike damaging a vehicle. Regarding the email received on behalf of Older People's Voice (OPV), it was RESOLVED that the Clerk would contact OPV to establish what information they would wish to include in a Parish Council newsletter. The Council was supportive of the proposal in principle, subject to receiving further details. Councillor King reported that a planning portal training email had been sent to her from the Clerk, but the email had no information included. The Clerk agreed to re-send. Councillor Cossins-White reported that the wall of the bridge over the railway appeared to be separating, with chalk marking having been included to highlight the issue. It was RESOLVED that Councillor Cossins-White would contact Network Rail using the telephone number displayed on the sign by the bridge and request that they inspect the wall. He further reported that several vans were parked up on Bathampton Lane and appeared to have people living in them. It was RESOLVED that the Clerk contact the Bath Outreach group at Julian House to make them aware of the situation. Councillor Schofield referred to a streetlight on Dark Lane which was leaning. It was RESOLVED that the Clerk would confirm whether the streetlight is owned by the Parish Council and if so, ask Volker to inspect it when they attend to repair the Streetlight on Devonshire Road.	Clerk Clerk Clerk DSW Clerk Clerk
2026/131	Date of next Parish Council meeting. The meeting date would take place on the 15th October 2026.	
	There being no further business the meeting closed at 21.11 pm	

Signed:

Chair

Date: