

Minutes of Bathford Parish Council Meeting Monday 16 May 2005 at 7.30pm in the Community Rooms, Mountain Wood, Bathford

Present: Councillor Shirley Beazer (Chair)
Councillor Stan Cherry
Councillor Richard Wickham
Councillor Wendy Chambers
Councillor Maureen Breeze
Councillor Jan Hooker
Councillor John Lloyd

Also Present: Ruth Holding (Clerk)
Steve Mackerness (for part item 5)
2 members of the public

1. Public Five Minutes

1.1. The following items were raised by the members of the public present:-

- 1.1.1. Birdcage Walk – required strimming. Particularly the side running alongside the copse and Manor Field;
- 1.1.2. Stone Bus Shelter – a request had been made to fill in the sides of the shelter to provide protection against bad weather, but nothing had been done. Councillor John Lloyd confirmed that the provision of stone in-fill had been investigated but was too expensive, and alternative proposals such as the provision of wooden shuttering were being considered.
- 1.1.3. Map of Conservation Area – it was reported that the map of the conservation area had gone from the noticeboard and a request was made for this to be re-instated.
Action: Clerk
- 1.1.4. Sweeping in Garstons – it was reported that this was not being done and there was concern that weeds were taking hold which could result in damage to the road surface. Councillor Shirley Beazer said she would contact B&NES about street cleansing in Garstons.
Action: Councillor Shirley Beazer
- 1.1.5. Removal of grass cuttings – it was noted that it was not B&NES policy to remove grass cuttings, but it was considered that this encouraged the growth of weeds and damaged the grass. Councillor Shirley Beazer said she would bring these concerns to the attention of B&NES again.

Action: Councillor Shirley Beazer

2. Apologies

- 2.1. Apologies were received from Councillor Andy Ginn and Councillor Sally Broadway.

3. Minutes of the last meeting

- 3.1. The minutes of the last meeting were agreed, subject to the following amendments:-
- 3.1.1. Add Councillor Jan Hooker to the list of Councillors present at the meeting;
- 3.1.2. Item 6.2.3 – correct the address of the website to www.bathford.org.uk
- 3.2. The minutes were then signed as a true record of the proceedings.

4. Matters Arising

- 4.1. Item 4.1 Mud on Warleigh Lane – Councillor Maureen Breeze reported that work to clear the mud was not completed, but the mud had ceased to be a problem due to the dry weather. The matter would be regarded as closed for the time being, but would be reopened if the problems recurred.
- 4.2. Item 4.2 Freedom of Information (FOI) – No advice had been received from ALCA. Councillor Richard Wickham said that the Government website on FOI contained a lot of helpful information about complying with the requirements of the legislation, including advice on Publication Schemes. He said that the current content of the Parish Council's website was based on a Government model. It was agreed that the Communications Committee would look at FOI and the implications for the Council.

Action: Communications Committee

- 4.3. Item 6.1.4 Scout Hut Lease – Councillor Stan Cherry reported that the lease had not been signed and he had sent a strongly worded e-mail to the Solicitor acting for the Council indicating the Council's dissatisfaction at the further delay.
- 4.4. Item 6.1.5 Sports Field Car Park – Councillor Stan Cherry reported that a site meeting had been held with Neil Harvey from B&NES. He had indicated that B&NES would support an application for a car park, but only for a maximum of 20 cars. Councillor Stan Cherry said that B&NES also appeared to favour a single point of access to the car park instead of a separate entrance and exit. The Council agreed that their preference was for two access points in the interests of safety. Councillor Stan Cherry said that the Rugby Club is arranging for new plans to be drawn up and once this was done there would be a new joint meeting between Whitehaven, the Rugby Club and the Parish Council.
- 4.5. Item 6.4.2 Speed Limit in Box Road – Councillor Shirley Beazer reported that the resiting of the speed limit had been proposed but approval was awaited.
- 4.6. Item 6.4.3 Additional warning sign in Warleigh Lane – Councillor Shirley Beazer reported that Peter Bailey considered that an additional sign part way down

Warleigh Lane would be too late to warn large vehicles of the narrow road. He recommended a new sign at the top of the lane imposing a maximum width limit. This new sign would replace the existing sign.

- 4.7. Councillor Maureen Breeze said that she was due to have a site meeting with Peter Bailey re the new Twinning signs and would talk to him about the Warleigh Lane sign at the same time.
Action: Councillor Maureen Breeze
- 4.8. Item 6.4.4 Dangerous trees on High Street – Councillor Shirley Beazer reported that action had been taken and one of the trees had been removed.
- 4.9. Item 6.5.2.4 Application for barn at Court Farm – Councillor Jan Hooker reported that B&NES Planning Department shared the Parish Council's concerns about the location of the proposed new barn and access to it. B&NES are to ask the owner for more information. No site meeting had been arranged although all parties are willing to meet when appropriate.
- 4.10. Item 6.5.3 The Pound wall – Councillor Jan Hooker said that she intends to meet John Dando from B&NES and the owner of the wall. It is understood that the owner wanted to widen the access to make it easier to take his vehicles onto the land. He also wants to erect a chain link fence to discourage vandalism. B&NES have recommended that this is black, but the owner favours green. Councillor Jan Hooker expressed concerns that any fence was likely to be unattractive. The Chair closed the meeting to allow Fae Hall to speak. Fae Hall said that the Pound Wall was of significant historic value and a neighbouring parish had restored their Pound Wall due to its importance. Councillor Jan Hooker asked if anyone had any information about the Pound wall to send this to her before her meeting on Friday.
- 4.11. Item 6.5.4 Lavington's Yard – Councillor Jan Hooker reported that the clearance was not complete. She said that Philip Harris had gone back through the minutes to 1993, but had found no reference to any permissions being granted in this period. A search of previous minutes, which had been deposited with B&NES, would be made. Councillor John Lloyd said that he had been granted permission for storage in Lavington's Yard, but that permission had been renewable and would have lapsed by now.
- 4.12. Item 6.5.6 Chapel Row enforcement – Councillor Jan Hooker reported that most of the wall had been rendered and prepared for painting so a successful outcome had been achieved.
- 4.13. Item 10.1.1 Rise in bus fares – there had been no response to the Council's letter of 26 April to First. The Clerk was asked to chase a reply.
Action: Clerk
- 4.14. Item 621 removal of hedge from Morris Lane – Councillor Jan Hooker confirmed that the plans for the new houses showed that a beech hedge would be reinstated.
- 4.15. Item 630 harassment by local youths – Councillor Shirley Beazer confirmed that P C Roger Parker had visited the resident who had been the victim of harassment by youths.

- 4.16. Website – Councillor Richard Wickham queried whether the disclaimer requested by the Parish Council with regard to the content of the website managed by Ken Spencer had appeared in the Bathford Bulletin. It was explained that the request had been for the disclaimer to be put on Ken's website. Details of the Parish Council's web site will be put in June's Bulletin as the Clerk had missed the deadline for entries for the Bulletin last month.

5. Committee Reports

5.1. Amenities Committee

- 5.1.1. Councillor Stan Cherry presented the Amenities Committee monthly report for May 2005 which was noted. The following items were discussed:-
- 5.1.2. Additional Benches - Councillor Stan Cherry reported that in response to the Parish Plan questionnaire over 30 individuals or organisations had indicated that they would be willing to sponsor a bench. The Cricket Club had offered to contribute £200 to two benches on the playing field, one from the senior team and the other from the youth team.
- 5.1.3. Playforce Ltd had been asked to quote for two benches but installation costs were high. Councillor Stan Cherry suggested that the cheapest option was to purchase two benches from HM Prison Dartmoor and the Amenities Committee would arrange the installation.
- 5.1.4. Councillor Maureen Breeze asked that as the Cricket Club was not covering the full cost of the bench, any plaque on the bench should make it clear that the cost had been met by both the Cricket Club and the Parish Council.
- 5.1.5. Councillor Stan Cherry proposed and Councillor John Lloyd seconded a motion to purchase two benches for the playing field, the cost to be partly funded by the Cricket Club. The motion was **agreed**.

Action: Councillor Stan Cherry

5.2. Planning and Environment Committee

- 5.2.1. Councillor Jan Hooker asked to bring this item forward on the agenda to enable Steve Mackerness to make a presentation and leave for a private engagement. The Council agreed.
- 5.2.2. The Chair closed the meeting to allow Steve Mackerness to make the presentation.
- 5.2.3. Lambridge Park & Ride and associated matters - Steve Mackerness said that he would outline a proposal at this meeting for formal consideration at the next meeting; the proposal being that Bathford Parish Council should increase its financial support to Batheaston Parish Council in preparing a planning application for a Park & Ride (P&R) at Charmy Down as an alternative to the site in Lambridge. Bathford Parish Council had previously made a small donation towards some costs associated with this matter.

- 5.2.4. Steve Mackerness said that two other major planning issues arose from the proposals for a P&R at Lambridge, the first was the necessity for major flood alleviation works in the meadows and the second was the proposed relocation of Bath Rugby FC's training facilities to land east of Mill Lane in Bathampton. These proposals included 4 training pitches, two of which would be under floodlights, and a large pavilion. Development on this scale would blight the view of the meadows from Bathford and destroy the ecology of the area.
- 5.2.5. Steve Mackerness reported that B&NES appeared dismissive of alternatives to a P&R at Lambridge. In an effort to make B&NES give serious consideration to other sites, Batheaston Parish Council had agreed to spend up to £16,000 to prepare a full and robust case for siting the P&R at Charmy Down. It was suggested that as the meadows was an important area for Bathampton, Batheaston and Bathford Parishes, it would be reasonable for Bathford to make a significant financial contribution to the development of Batheaston's plans to ensure that the planning application for Charmy Down was thoroughly researched.
- 5.2.6. Steve Mackerness concluded by stating the formal proposal for increased financial support to Batheaston Parish Council would be made at the next meeting. The Clerk was asked to include a separate item on the agenda.
Action: Clerk
- 5.2.7. Councillor Jan Hooker presented the Planning and Environment Committee monthly report for May 2005 which was noted. The following items were discussed:-
- 5.2.8. Reporting of Listed Building and Planning Infringements – Councillor Jan Hooker reported that the Planning and Environment Committee had become aware of alterations to a listed building which had been carried out without consent and the Committee had been divided on whether infringements should be reported to the planning department. A vote had been taken and the outcome showed that the Committee was in favour of reporting known infringements of planning regulations on the grounds that this would discourage others from trying to avoid obtaining the proper consents. The full Council **endorsed** the decision taken at the Planning and Environment Committee to report known infringements.
- 5.2.9. 56 Bathford Hill – Councillor Jan Hooker confirmed that the building was not listed and therefore consent was not required for the removal of the porch. In response to a question from a member of the public, Councillor Jan Hooker said she would check whether the building was in the conservation area and if so, would talk to B&NES planning services again.
Action: Councillor Jan Hooker
- 5.2.10. World Heritage Site Buffer Zone – Councillor Jan Hooker reported that Mark Dunningham, a member of the steering group implementing a buffer zone around the World Heritage Site, had spoken at the Committee meeting on 11 May. They are proposing a buffer zone of about a mile around the city to enhance the approaches to and definition of the City of Bath. However, there

were good reasons for proposing that the whole of the parish of Bathford should form part of the buffer zone to protect the approaches to the city.

- 5.2.11. Councillor Jan Hooker proposed the motion that the whole of the parish of Bathford should form part of the buffer zone to the World Heritage City of Bath. The motion was **carried** unanimously.

Action: Councillor Jan Hooker

5.3. Communications Committee

- 5.3.1. Councillor Richard Wickham presented the Communications Committee monthly report for May 2005 which was noted. The following items were discussed:-

5.3.2. Additional information for website – The Council was asked to consider what other information should be put on the website. Councillor Richard Wickham said that he would like to put the conservation area map on the site and it was suggested that the contact details for Bathford's community police officer should also be added to the site.

5.3.3. E-mail addresses on the website – Councillor Richard Wickham acknowledged that some businesses were content for their e-mail addresses to be published on the website, but he was considering ways to prevent SPAM being sent to these addresses before adding them to the site.

5.3.4. Website Content Management software offered by Zethics Ltd – The Council considered the promotional literature from Zethics Ltd which had been sent to the Clerk following a cold call from the company. Councillor Richard Wickham explained that the Council's website incorporated the features offered by Zethics' software. The Council **agreed** that the Council had no need of the product offered by Zethics and there was no justification in the Council spending money on the software and monthly usage fee.

5.4. Finance and Administration Committee

- 5.4.1. Councillor Wendy Chambers introduced the report from the Finance and Administration Committee in the absence of Councillor Andy Ginn.

5.4.2. In response to two issues raised by the Clerk outside the meeting, Councillor Wendy Chambers asked the Clerk to check mileage rates with B&NES and to obtain information about PAYE from the Inland Revenue.

Action: Clerk

5.4.3. Councillor Wendy Chambers announced that the Finance and Administration Committee would meet with the Clerk to consider the future for the Parish Office and the Clerk said it would be helpful to meet with the Committee as soon as possible to discuss the preparation of the Annual Accounts.

Action: Finance and Administration Committee and Clerk

5.4.4. Payment for Birdcage Walk sign – Mirage claimed that they had not received payment for the sign. The Clerk was asked to check the ledger.

Action: Clerk

5.4.5. British Legion – Councillor Shirley Beazer said that she had been approached by the British Legion who claimed that they had not received their annual donation of £75 from the Parish Council in 2004. The Clerk had confirmed that no payment had been recorded in the ledger. It was proposed by Councillor John Lloyd and seconded by Councillor Richard Wickham that a payment of £75 be made to the British Legion. The Council accepted the proposal and the Clerk was asked to arrange payment.

Action: Clerk

5.4.6. Renewal of Insurance – The Council reviewed the insurance schedule circulated by the Clerk. Councillor Maureen Breeze asked that the mirror at the junction of the A363 and Warleigh Lane should be added to the schedule at a replacement cost of £830. The Clerk was asked to obtain a revised premium and was given authority to raise a cheque for signature by two Councillors before the renewal date of 1 June 2005. The Council agreed that quotes should be obtained from other insurers when the policy was due for renewal in 2006 to confirm whether the Council was getting the best price for its insurance.

Action: Clerk

5.5. Highways Committee

5.5.1. Councillor Shirley Beazer presented the Highways Committee monthly report for May 2005 which was noted. The following items were discussed:-

5.5.2. Removal of Priority Point 1 – there had been a request at the Annual Parish Meeting for the removal of the priority point at the British Legion on the grounds that it was in the wrong place and put vehicles in danger. Councillor Shirley Beazer said that the Parish Council had contacted B&NES on at least two occasions about this matter but the requests had been refused. There was some discussion on the resiting of the priority point as an alternative to removal. The Council concurred that the priority point did not have the effect of slowing traffic coming down the hill, but forced traffic coming up the hill to stop which created difficulties for large vehicles such as the regular bus service.

5.5.3. Councillor Shirley Beazer proposed a formal vote on the removal or resiting of priority point 1. The Council carried a motion that B&NES should be informed that in the view of the Parish Council priority point 1 was in the wrong place and should be moved to the position as originally proposed or removed altogether.

Action: Councillor Shirley Beazer

- 5.5.4. Caravan on Dovers Park and trailer on green – Councillor Shirley Beazer said that there had been a complaint about a caravan parked permanently on Dovers Park and a trailer on the green. She said that PC Roger Parker would be asked to speak to the owners.

Action: Clerk

- 5.5.5. Councillor Wendy Chambers reported that the verges of Warleigh Lane were in urgent need of cutting and the road surface of Warleigh Lane above the junction with Ferry Lane was also in poor condition.

Action: Councillor Shirley Beazer

5.6. School Governors Report

- 5.6.1. There was nothing to report this month.

5.7. Sweeping and Cleansing Committee

- 5.7.1. Councillor Shirley Beazer presented the Sweeping and Cleansing Committee monthly report for May 2005 which was noted. The following item was discussed:-

- 5.7.2. Grass Cutting on Dovers Park Green – Councillor Shirley Beazer reported that there had been a complaint that the grass had not been cut on the green in Dovers Park. Councillor Shirley Beazer reported this and the grass had been cut the following day.

6. **Payments for approval**

- 6.1. The following accounts were presented and approved for payment:-

6.1.1.	Playforce (new equipment and improvements to play area)	£2,671.48
6.1.2.	Mr R Millbank (grass cutting)	£300.00
6.1.3.	Mrs R C Holding (purchase of two books <i>Local Council Administration</i> and <i>The Local Council Clerk's Guide</i>)	£ 61.75
6.1.4.	Mrs R C Holding (Clerk's Salary)	£563.69
6.1.5.	The Society of Local Council Clerks (joining fee and subscription)	£93.00

7. **Emblem for Bathford**

- 7.1. Councillor Maureen Breeze said that she had been investigating the creation of an emblem for Bathford in preparation for Twinning, but any emblem created should belong to the Parish. Robert Young, who maintains a website about civic heraldry, had agreed to design an emblem for a fee of £10 and a local resident had offered to prepare some images free of charge. The Council agreed to pursue an emblem for Bathford. Councillor Maureen Breeze said she would speak to Fae Hall, Chair of the Bathford History Society for any ideas they may have. Councillor Richard Wickham said it was important that the emblem contained images which captured the identity of Bathford.

- 7.2. Councillor Maureen Breeze said that she would bring some images or mock-ups of ideas for an emblem to the next meeting for consideration.

Action: Councillor Maureen Breeze

8. Standing Orders

- 8.1. Councillor Maureen Breeze advised the Council that the Standing Orders were now in the final draft form. Some minor matters were outstanding, but it was agreed that the Standing Orders would be circulated to Councillors for adoption at the next meeting.

Action: Councillors Maureen Breeze, Wendy Chambers, Shirley Beazer and the Clerk

- 8.2. Councillor Maureen Breeze advised that the Terms of Reference for each Committee had also been drafted and these needed to be checked by the Chairs of the Committees. It was proposed that the Terms of Reference should be considered for adoption at the Council meeting in September.
- 8.3. Councillor Maureen Breeze also drew the Council's attention to a formal Complaints Procedure governing complaints by members of the public about the Parish Council's performance. These should be agreed with the Standing Orders.

9. Parish Office

- 9.1. Councillor Wendy Chambers said that there had been little progress on this issue recently but the Finance and Administration Committee would meet with the Clerk to discuss this matter as soon as possible.

Action: Finance and Administration Committee and the Clerk

10. Twinning

- 10.1. Councillor Maureen Breeze reported that a delegation had gone to France for a symposium to mark European Day on Monday 9 May.
- 10.2. The French delegation for the Twinning celebrations planned for 28-30 October 2005 would comprise at least 70 people including the Mayor and three Deputy Mayors who had asked to meet members of the Parish Council. Councillor Maureen Breeze said that the official Twinning ceremony in the Parish Rooms on 29 October would be a major event attended by three MEPs and Don Foster MP. The signing ceremony would be followed by drinks and canapés and Councillor Maureen Breeze asked if the Parish Council would consider making a donation to the cost of refreshments. The Council agreed to consider this at its next meeting and Councillor Maureen Breeze said she would provide an estimate of likely costs for the Council's consideration.

Action: Councillor Maureen Breeze

- 10.3. Councillor Maureen Breeze also reported for the Council's information that French veterans wanted to make contact with the British Legion.

11. Questions for cluster meeting - 6 July 2005

- 11.1. Councillor Shirley Beazer passed the Clerk a list of matters to be raised at the Cluster Meeting covering sweeping and cleansing; cutting of grass verges; road

markings on A363; slow sign for the High Street; resiting speed signs on the Box Road; affordable housing for Tyndale and The Manor basement; Bathford to be included in Wiltshire Hopper route.

11.2. The Clerk was asked to forward these issues to the Cluster Meeting Co-ordinator at B&NES.

Action: Clerk

12. Correspondence

12.1. Councillor Shirley Beazer said correspondence had been received on the following matters:-

12.1.1. Council for the Protection of Rural England (CPRE) – membership information had been received. The Clerk was asked to confirm whether or not the Council was already a member of CPRE and, if not, to investigate the options for membership.

Action: Clerk

12.1.2. Attempted Burglary – Councillor Shirley Beazer reported that there had been an attempted burglary in Mountain Wood at the end of April. Two men posing as officials from the water company had attempted to enter an elderly person's home, but were refused entry.

12.1.3. Village Diary – The Clerk was reminded to write the dates of Council Meetings in the Village Diary in the Post Office.

Action: Clerk

12.1.4. Future use for Tyndale – The Clerk was asked to write to B&NES to ask if there were any plans for the use of Tyndale after Carrswood's two year lease of the building expired.

Action: Clerk

12.1.5. Mandate for bank account – The records held by NatWest appeared to be out of date. Several Councillors did not appear to be listed on the Mandate, but Councillors Jan Hooker, Richard Wickham and Stan Cherry all confirmed that they had completed the necessary paperwork. The Clerk was asked to investigate.

Action: Clerk

12.1.6. Trafalgar Weekend – the Council had been sent a glossy brochure by the organisers of Trafalgar Weekend in October 2005 outlining the activities being planned to celebrate Nelson's victory. It was agreed that a copy of the brochure would be sent to the Vicar as services of commemoration were proposed and the details and a link to the Trafalgar Weekend website would be placed on the Council's website.

Action: Clerk

- 12.1.7. Cotswold Conservation Board Community Event – details of the event were passed to Councillor Jan Hooker to consider whether a member of the Planning and Environment Committee would like to attend.
Action: Councillor Jan Hooker
- 12.1.8. Contemporary Arts Talks Programme – details of these talks had been placed on the Council's website.

13. Items for the Bulletin

- 13.1. It was agreed that the following items would be notified for inclusion in the next edition of the Bathford Bulletin:-
- 13.1.1. Items from the last meeting which missed the publication deadline (see paragraphs 9.1.1 - 9.1.13 of previous minutes)
- 13.1.2. New allotment rents
- 13.2. Councillor Maureen Breeze said that following Peter Ardley's resignation there were now two casual vacancies for Councillors. She suggested taking the front page of the Bathford Bulletin to encourage expressions of interest in becoming a Councillor. The Clerk was asked to notify Ken Spencer that the Parish Council would like the front page of the July edition of the Bulletin.
Action: Clerk
- 13.3. Councillor Maureen Breeze said that she would coordinate the article for the front page of the Bulletin.
Action: Councillor Maureen Breeze

14. Any Other Business

- 14.1. ALCA Newsletters – it had not been the practice to circulate the newsletters to all Councillors and the Clerk was asked to ensure that all members of the Council saw future newsletters.
Action: Clerk
- 14.2. Items for next Meeting
- 14.2.1. Update on proposals for a Community Cooperative to operate the village shop
- 14.2.2. Parish Plan – Council representatives for Committee set up to draft Parish Plan
- 14.2.3. Noticeboards – location and repair
Action Clerk
- 14.3. Calor Village of the Year – Councillor Maureen Breeze said that the Council had been sent a form to enter this competition. It was considered that Bathford had a good story to tell this year following the work of the Parish Plan, but the form required a lot of detail that Councillor Maureen Breeze said she could not provide on her own. The Council agreed that Councillor Maureen Breeze should contact

the competition organisers to find out what were the benefits of entering the competition before deciding whether time should be spent completing the form.

Action: Councillor Maureen Breeze

- 14.4. Publication of minutes – it was agreed that the minutes of meetings should be posted on the website as soon as possible following the meeting but should be clearly marked as draft.

Action: Clerk and Councillor Richard Wickham

15. Date of Next Meeting

- 15.1. The next meeting will be held at 7.30pm on Monday 20 June 2005 in the Community Rooms, Mountain Wood.

The meeting closed at 09.51pm