

Minutes of Bathford Parish Council Meeting
Monday 20 June 2005 at 7.30pm in the Community Rooms, Mountain Wood,
Bathford

Present: Councillor Shirley Beazer (Chair)
Councillor Stan Cherry
Councillor Wendy Chambers (items 1 to 12)
Councillor Sally Broadway
Councillor Jan Hooker
Councillor Maureen Breeze (items 1 to 12)
Councillor Richard Wickham

Also Present: 1 Member of the public
Ruth Holding (Clerk)

1. Public Five Minutes

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

1.1.1. Sweeping of Garstons – it was reported that Garstons had not been swept although the High Street had been done. Councillor Shirley Beazer said that she would raise this matter again with BANES.

Action: Shirley Beazer

1.1.2. Paths and verges up to Kingsdown – it was reported that these had not been cut. Councillor Shirley Beazer said that she would raise this matter with BANES.

Action: Shirley Beazer

2. Apologies

2.1. Apologies were received from Councillor Andy Ginn and Councillor John Lloyd.

3. Minutes of the Annual Parish Meeting 18 April 2005 and Matters Arising

3.1. The minutes of the Annual Parish Meeting were agreed and signed as a true record of the proceedings.

3.2. The following matters arising were discussed:-

3.2.1. Removal of pews from St Swithun's Church – it was confirmed that a number of pews had been taken out of the church to create more open space. Councillor Wendy Chambers said that traditionally the estate workers from Warleigh had sat in the pews in front of the side chapel and

these pews were referred to as the Warleigh Pews. Their removal had upset a number of people.

3.2.2. Councillor Richard Wickham remarked that any changes to the fabric of St Swithun's were solely a Church matter and the Parish Council had no locus in this issue.

3.2.3. The Parish Council accepted that the removal of the pews was not a matter in which they could intervene, but a number of residents had approached the Council about the changes to the Church's interior. The Council resolved that the Clerk should write to the vicar of St Swithun's to inform him of the concerns raised by residents, ask that consideration be given to removing other pews to create the additional space and asking for confirmation that the Warleigh Pews would not be destroyed.

Action: Clerk

4. Minutes of the Annual Parish Council Meeting 16 May 2005 and Matters Arising

4.1. The minutes of the Annual Parish Council Meeting were agreed and signed as a true record of the proceedings.

4.2. The following matters arising were discussed:-

4.2.1. Committee Terms of Reference – it was confirmed that each Committee would be responsible for preparing its own Terms of Reference. There was an action in paragraph 4.6.2 of the minutes of the Annual Parish Council Meeting for the Highways, Footpaths and Safety Committee and the Amenities Committee to amend their Terms of Reference to incorporate responsibility for sweeping and cleansing.

Action: All Committees

4.2.2. The Clerk was asked to circulate the draft Terms of Reference to the Chair of each Committee for consideration and approval at the Council meeting in September 2005.

Action: Clerk

4.2.3. Liaison with the School Governors (paragraph 5.3.3 of minutes of the Annual Parish Council Meeting) – Jan Hooker reported that she had not had an opportunity to speak to the Clerk to the Governors and asked that this item be deferred to the next meeting.

Action: Councillor Jan Hooker

5. Minutes of the last meeting 16 May 2005

5.1. The minutes of the Parish Council Meeting were agreed and signed as a true record of the proceedings.

6. Matters Arising

- 6.1. Scout Hut Lease – Councillor Stan Cherry reported that the lease had not yet been signed, but it was expected that this would be done shortly.
- 6.2. Sports Field Car Park – the matter rested with the Rugby Club and Councillor Stan Cherry reported that there had been no progress on this issue since the last meeting.
- 6.3. Inclusion of Box Road Gardens in speed limit – Councillor Shirley Beazer reported that this project had not been listed in the Transportation Capital Programme 2005/06 and she had spoken to Peter Bailey at BANES about its omission. Mr Bailey had confirmed that the work was planned, but it had to be arranged in conjunction with another project in Newbridge to reduce costs.
- 6.4. Additional warning sign in Warleigh Lane – Councillor Maureen Breeze reported that she had attended a site meeting with Peter Bailey from BANES who had suggested imposing a width restriction on vehicles using the lane. The sign would be positioned at the junction with the A363. Permission for the sign would need to be obtained from the District Council and this would need to wait until there were a number of new signs for approval. It was Councillor Maureen Breeze's understanding that Peter Bailey would be returning to measure the actual width of the lane at its narrowest point.
- 6.5. Mirror at junction with Warleigh Lane – Councillor Stan Cherry said that vegetation was partially obscuring the mirror. The Council resolved that Roger Millbank be asked to cut back the trees around the mirror.
Action: Councillor Stan Cherry
- 6.6. New Twinning Signs – Councillor Maureen Breeze said that following a site inspection, it would not be possible for the Twinning signs simply to be added to the current village name signs as the poles were too short to hold another sign. Councillor Maureen Breeze said that the replacement of the signposts provided the Council with the opportunity to include other signs on the new poles in addition to the name of the village and the twinning details. Councillors were asked to propose wording for additional signs.
Action: All Councillors
- 6.7. New agricultural buildings at Court Farm – Councillor Jan Hooker reported that revised plans had been submitted and the new proposals were now supported.
- 6.8. Noise Pollution – a recent late night party in Warleigh had caused considerable disturbance and a large number of calls had been made to the Environmental Health Noise Pollution team, telephone number 01225

477477. The Clerk was asked to publicise this number in the Bathford Bulletin.

Action: Clerk

- 6.9. Payment for Birdcage Walk sign – the Clerk confirmed that there was no record of a payment to Mirage for the Birdcage Walk sign. Councillor Wendy Chambers said she would arrange for a copy invoice to be sent to the Clerk for payment.

Action: Councillor Wendy Chambers

- 6.10. Traffic calming priority point 1 – Councillor Shirley Beazer reported that BANES had indicated that there was no money available for revisions to the priority points. Councillor Maureen Breeze said that she had received a call from a resident about this issue, who had suggested that another speed and volume count should be carried out to confirm whether the priority points had made a difference to the traffic using Bathford Hill and the High Street. Councillor Shirley Beazer said that she would contact BANES about conducting a speed and volume count.

Action: Councillor Shirley Beazer

- 6.11. Survey of signs – Councillor Maureen Breeze said that there were 36 signs from the bottom of Bathford Hill to the top of High Street and asked whether the Highways, Footpaths and Safety Committee could carry out a survey of the signs to identify whether any of these were superfluous and could be removed. Councillors Sally Broadway and Shirley Beazer agreed to carry out this survey.

Action: Councillors Sally Broadway and Shirley Beazer

- 6.12. Cutting of verges in Warleigh Lane – Councillor Maureen Breeze said that the verges had been cut, but the job had been very badly done. Councillor Shirley Beazer said that she would complain to Wayne Honey at BANES about the standard of the work.

Action: Councillor Shirley Beazer

- 6.13. Repair of road surface in Warleigh Lane – Councillor Shirley Beazer reported that she had spoken to Alan Sperring at BANES and they would patch up the road surface.

- 6.14. Bank Mandate – Councillor Wendy Chambers said that she had spoken to NatWest about the out of date list of signatories on the Mandate. NatWest blamed the Parish Council for failing to coordinate the changes to the Mandate, despite Councillors providing the necessary paperwork. NatWest asked for a letter confirming the current list of Councillors and requesting the removal of previous Councillors from the Mandate. Councillors were unhappy with the service provided by NatWest, but resolved to ask the Clerk to write to NatWest informing them of the correct details. If NatWest

failed to update the Mandate after this letter, then the Council would consider moving its account to another bank.

Action: Clerk

6.15. Front Page of Bathford Bulletin – Councillor Maureen Breeze reminded Councillors that at the last meeting they had agreed to ask for the front page of the Bulletin to advertise for new Councillors and a new Neighbourhood Watch Coordinator. However the Vicar wanted the front page to promote the open air service in July and therefore it was not available for Council business. Councillor Maureen Breeze and the Clerk had met and agreed that the information should go as an insert in the July Bulletin in order to try to fill the vacancies as soon as possible. Councillor Maureen Breeze said that the Council would be required to meet the cost of producing the insert which would be about £52.

6.16. Councillor Wendy Chambers proposed and Councillor Jan Hooker seconded a motion to meet the cost of printing an insert for the July Bulletin. The motion was carried unanimously.

6.17. Councillor Maureen Breeze tabled some mock-ups of the insert and asked Councillors to indicate their preferred layout for printing.

Action: Councillor Maureen Breeze

6.18. Councillors Jan Hooker and Sally Broadway said that they were happy to cut the inserts to size and Councillor Shirley Beazer said that she would take the inserts to the Bulletin coordinator.

Action: Councillors Jan Hooker, Sally Broadway and Shirley Beazer

7. Committee Reports

7.1. Amenities Committee

7.1.1. Councillor Stan Cherry presented the Amenities Committee monthly report for June 2005 which was noted. The following items were discussed:-

7.1.2. Floodlights for rugby pitch – in response to a query from Councillor Shirley Beazer, Councillor Stan Cherry advised that the Rugby Club have not yet adjusted their floodlights.

7.1.3. Playing Field Benches – Councillor Stan Cherry said that the Cricket Club's donation towards the cost of two new benches may be used towards the cost of the two new benches being installed at the top of the field. The owner of Multi-Serve, the shoe repairers and engravers in The Corridor, Bath, had offered to provide 2 engraved brass plaques for the benches for £20 each which was a very reasonable price.

7.1.4. Councillor Maureen Breeze said that her private purchase of a bench had been transported from Dartmoor with the 3 benches purchased by the

Council. Although there had been no additional cost to the Council for the transportation of a fourth bench, Councillor Maureen Breeze asked if the Council had any objection if she made a donation to the campaign to save the village shop in lieu of transportation costs. The Council had no objection.

7.2. *Communications Committee*

- 7.2.1. Councillor Richard Wickham presented the Communications Committee monthly report for June 2005 which was noted. The following items were discussed:-
- 7.2.2. Publication of Committee Reports – Councillor Jan Hooker said that it was her understanding that Committee Reports would be published on the website as the minutes of the full Council did not record all the details of the reports. Councillor Jan Hooker said that the contents of the Committee Report would be of interest to residents and should be made available.
- 7.2.3. The Council resolved that the Communications Committee should consider the most appropriate way of making the information available.
Action: Communications Committee

7.3. *Finance and Administration Committee*

- 7.3.1. Councillor Maureen Breeze presented the Finance and Administration Committee monthly report for June 2005 which was noted. The following items were discussed:-
- 7.3.2. Grant from BANES towards cost of playground equipment - Councillor Stan Cherry asked the Clerk to check whether BANES had paid the grant for the new playground equipment.
Action: Clerk
- 7.3.3. Internal Audit – following a discussion about whether the Internal Audit could be conducted by a Councillor, the Council resolved that local accountant Mr Vince Parker should be asked to carry out the audit of the annual accounts for the year 2005/2006.
Action: Clerk
- 7.3.4. **Clerk's note** – following the meeting, Councillor Richard Wickham confirmed that the Internal Audit must be carried out by an independent person and a Councillor cannot act as Internal Auditor.
- 7.3.5. Risk Assessments – Councillor Maureen Breeze advised the Council that it needed to demonstrate that it had made an assessment of risk and she

asked each of the Committees to prepare a risk assessment of their areas of responsibility.

Action: All Committees

- 7.3.6. A model risk assessment form was available and the Clerk would send this to each Committee Chair for completion.

Action: Clerk

- 7.3.7. PAYE terms for Clerk – Councillor Shirley Beazer proposed and Councillor Jan Hooker seconded a motion that the Clerk's salary should be paid on a PAYE basis. The motion was passed unanimously.

7.4. Highways, Footpaths and Safety Committee

- 7.4.1. Overhanging bush in school grounds – Councillor Shirley Beazer said that she had received complaints from Link users about a bush in the school grounds overhanging the pathway. The Clerk was asked to write to the Head Teacher of the school asking for the bush to be cut back.

Action: Clerk

- 7.4.2. Start of footbridge works – the Council noted that the footbridge works would take 14 weeks and concern was expressed about the use of traffic lights during the work. The Council resolved that the Clerk write to BANES to ask them to ensure that the contractors keep the use of traffic lights to the minimum necessary during the project.

Action: Clerk

- 7.4.3. Double yellow lines in Ashley Road – Councillor Shirley Beazer reported that there had been a complaint from a resident in Ashley Road and more revised proposals were being put forward. Councillor Shirley Beazer had been advised that enforcement action could not be taken until the whole scheme was in place.

7.5. Planning and Environment Committee

- 7.5.1. Councillor Jan Hooker presented the Planning and Environment Committee monthly report for June 2005 which was noted. The following items were discussed:-

- 7.5.2. Notifications – Councillor Jan Hooker reported that the application for the Orange Mast at Shockerwick had been turned down by the Planning Inspectorate on Appeal. She said that the Inspector's decision letter was very clear and well argued.

- 7.5.3. The Pound Wall – Councillor Jan Hooker reported that she had attended a site meeting with the owner of the land beside The Pound wall and the Enforcement Officer from BANES. The owner wanted to protect his

property with fencing and he said that he expected the wall to disappear over the coming months from theft of the stone.

7.5.4. Councillor Jan Hooker said that the Planning and Environment Committee would like to look at options for protecting what remains of the wall, perhaps identifying it with a small informative plaque.

7.5.5. The Council gave agreement in principle for the Planning and Environment Committee to research the history of The Pound wall and to look at options for preserving it.

Action: Planning and Environment Committee

7.5.6. Financial Support to Batheaston Parish Council – Councillor Jan Hooker reminded Councillors that at the last meeting the Committee had indicated that it would be bring a formal proposal to this meeting to give financial support to Batheaston Parish Council towards the preparation of planning application for an alternative Park & Ride site at Charmy Down.

7.5.7. The proposed Park & Ride site at Lambridge, flood alleviation works, and the new rugby training pitches on Bathampton meadows had significant implications for the parishes of Bathampton, Batheaston and Bathford. The developments represented erosion of the green belt and if the rugby pitches were created then the route of any new A36 link road would be pushed eastwards to Bathford. The potential link road was Bathford's main concern, but mutual support amongst the three parishes was considered very important on the issues of the Park & Ride and the proposed rugby pitches which would have an impact on the whole area.

7.5.8. The Parish Council was supportive of the proposal, but Councillor Richard Wickham expressed doubt about the likelihood of an alternative application being accepted by BANES.

7.5.9. It was resolved that the Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure. Councillor Jan Hooker proposed and Councillor Wendy Chambers seconded a motion that Bathford Parish Council make a contribution of £1,000 to Batheaston Parish Council towards the cost of preparing an alternative application for a Park & Ride at Charmy Down. A vote was taken and the motion was carried unanimously.

8. Standing Orders

8.1.1. Councillor Maureen Breeze introduced the draft Standing Orders which had been circulated to Councillors in advance of the meeting for

consideration. There were no amendments proposed to the Standing Orders and therefore the Standing Orders were approved.

- 8.1.2. The Council unanimously approved the Complaints Procedure which will be published as Annex D of the Standing Orders.

9. Twinning

- 9.1. Councillor Maureen Breeze declared an interest in this matter as a member of Bathford Twinning Association and took no part in the vote.
- 9.2. A paper dated June 2005 from the Bathford Twinning Association setting out the cost of staging the official signing ceremony on 29 October 2005 in Bathford and seeking a donation from the Parish Council towards these costs had been circulated to Councillors in advance of the meeting for consideration.
- 9.3. The Parish Council agreed that the Twinning Ceremony was a very important event for the village and considered that the Council should make a contribution towards the cost of the event which was estimated to be £815.
- 9.4. It was resolved that the Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure. Councillor Shirley Beazer proposed and Councillor Stan Cherry seconded a motion to make a donation of £500 towards the cost of staging the official signing ceremony. A vote was taken and the motion was carried unanimously.

10. Emblem for Bathford

- 10.1. Councillor Maureen Breeze reported that the designer of the Emblem had not had the opportunity to prepare the designs for consideration in time for this meeting. This item was deferred to the next meeting.

11. Update on proposal for a Community Cooperative to operate the village shop

- 11.1. Councillor Maureen Breeze declared an interest in this matter as a member of the Steering Committee and took no part in the vote.
- 11.2. Councillor Maureen Breeze reported that the Steering Committee had brought the project to the stage at which the Committee need to formally register as an Industrial and Provident Society and a public meeting had been arranged for 30 June to confirm the level of support in the parish.
- 11.3. If the public meeting demonstrated sufficient support for the project then the Society would need to be registered. The registration fee was £450. The Steering Committee wanted to know whether the Parish Council would

consider making a contribution to the cost of registration to enable the Society to be formed as a legal entity.

11.4. The Parish Council agreed that the survival of the shop was vital to the life of the village and that it should support this initiative.

11.5. It was resolved that the Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure. Councillor Stan Cherry proposed and Councillor Wendy Chambers seconded a motion to make a donation to the Steering Committee of £450, subject to approval of the venture at the public meeting on 30 June.

12. Disposal of roadside mirror

12.1. The Council agreed that the roadside mirror that was previously sited at the junction of Warleigh Lane and A363 should be offered to sale at a price of £50.

12.2. The Clerk was asked to advertise the sale of the mirror in the next edition of the Bathford Bulletin.

Action: Clerk

13. Parish Office

13.1. This item was deferred to the next meeting.

14. School Governors Report

14.1. There was nothing to report this month.

15. Sweeping and Cleansing

15.1. Councillor Shirley Beazer presented the sweeping and cleansing monthly report for June 2005 which was noted.

15.2. Councillor Stan Cherry reported that the waste bin by the telephone box on Bathford Hill had gone. He said he would report this to the Action Line.

Action: Councillor Stan Cherry

16. Parish Plan

16.1. Councillor Stan Cherry presented the Parish Plan monthly report for June 2005 which was noted.

16.2. Councillor Stan Cherry tabled an example of a parish plan to illustrate the format that would be used for the Bathford plan. 200 copies of the full plan would be printed and a summary issued to each household.

16.3. The Parish Council confirmed that they were content with the proposed format of the plan.

16.4. Councillor Stan Cherry said that the Parish Plan Steering Committee would now discuss and consider the content of Bathford Parish Plan, following which the Parish Council would be asked to confirm that it accepted the proposed content.

16.5. The Parish Council accepted the suggestion by Councillor Jan Hooker that a separate meeting of the full Council be held to consider the draft Parish Plan. Dates for the meeting would be proposed after the Parish Plan Steering Committee had met to prepare the contents of the draft plan.

Action: Stan Cherry

17. Payments for Approval

17.1. Membership of CPRE – the Council agreed to pay the subscription to the Campaign to Protect Rural England of £25 per year by Direct Debit.

17.2. Donation to Bathford Parish Hall – Councillor Shirley Beazer declared an interest as a member of the Parish Hall Management Committee and took no part in the vote. The Council noted that it had not made its customary annual donation to the Parish Hall last year. Councillor Stan Cherry proposed and Councillor Richard Wickham seconded a motion to make a donation of £500 to the Bathford Parish Hall. A vote was taken and the motion was carried unanimously.

17.3. Donation to Royal British Legion – the Council approved a payment of £75 to the Royal British Legion as agreed at the last meeting.

17.4. The Council also approved the following payments:

17.4.1.1.	Mr R Millbank (grass cutting)	£300.00
17.4.1.2.	Mrs R C Holding (Clerk's salary)	£569.45
17.4.1.3.	Mrs R C Holding (expenses)	£65.26
17.4.1.4.	S D Beazer (expenses)	£6.76
17.4.1.5.	Misco (ink cartridges)	£62.19
17.4.1.6.	SWEB Energy (electricity)	£12.54
17.4.1.7.	DJB Haulage Ltd (transport of benches)	£129.25
17.4.1.8.	Complete Weed Control (weed treatment)	£185.06

18. Noticeboards

18.1. This item was deferred to the next meeting.

19. Correspondence

19.1. Councillor Shirley Beazer reported that correspondence had been received on the following matters:-

19.1.1. Bus Shelter – filling in the sides of the stone shelter in Dovers Park had been requested by residents some time ago but no progress had been

made. Councillor Beazer asked that this issue be discussed at the next meeting.

Action: Clerk

19.1.2. Councillor Stan Cherry said that he would speak to BANES about the materials available for providing additional shelter.

Action: Councillor Stan Cherry

19.1.3. Overhanging bushes at 142 High Street – the Clerk was asked to write to the occupiers asking them to cut back overhanging vegetation.

Action: Clerk

20. Items for the Bulletin

20.1. Use of the compost pit on the village green

20.2. Local news page in Chronicle every Saturday

20.2.1. Sale of mirror

21. Any other items to report

21.1. No matters were raised under this item.

22. Items for the next meeting

22.1. Councillor Shirley Beazer asked that planning for celebrations to mark the opening of the footbridge be put on the agenda for the next meeting.

23. Date of next meeting

23.1. The next meeting will be held at 7.30pm on Monday 18 July 2005 in the Community Rooms, Mountain Wood.

The meeting closed at 09:50pm