

**Minutes of Bathford Parish Council Meeting**  
**Monday 19 September 2005 at 7.00pm in the Community Rooms, Mountain**  
**Wood, Bathford**

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

Also Present: Ruth Holding (Clerk)  
1 Member of the public  
Hugh Baker – applicant to become co-opted Councillor  
Susan Barclay – applicant to become co-opted Councillor  
Jean Vesey – applicant to become co-opted Councillor  
Viv Summerill (items 1 to 7)

Councillor Shirley Beazer opened the meeting by welcoming Hugh Baker, Susan Barclay and Jean Vesey and thanked them for applying to become a co-opted Councillor.

**1. Public Five Minutes**

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

1.1.1. Double yellow lines on Ashley Road – it was reported that a gap had been left in the double yellow lines near the corner with High Street but it was not a big enough space in which to park a car. It was requested that the gap be increased to allow parking which would be particularly useful for those using the hairdresser. Councillor Shirley Beazer said that she would look at the area in question and contact BANES as appropriate.

**Action: Councillor Shirley Beazer**

**2. Apologies**

2.1. No apologies were received. Council noted that Councillor Andrew Ginn had been absent for five meetings. Council resolved that the Chair should write to him.

### **3. Declarations of Interest in any item on the Agenda**

- 3.1. The Chair called for any declarations of interest. Councillor Maureen Breeze declared a prejudicial interest in item 14i as a member of the Twinning Committee.

### **4. Minutes of the last meeting 20 June 2005**

- 4.1. The minutes of the last Parish Council Meeting were agreed and signed as a true record of the proceedings, subject to the following amendment:-

- 4.1.1. Paragraph 7.4.2 – change for the first sentence of the paragraph to read “Councillor Shirley Beazer said that Philip Harris had contacted her about the incomplete painting of the finger posts.”

### **5. Matters Arising**

- 5.1. Councillors reviewed the list of actions arising from the last meeting and confirmed where action was complete.

- 5.2. The following matters arising were discussed:-

- 5.2.1. Path along side of village green - Councillor John Lloyd confirmed that he had arranged for two contractors to quote for the work.

- 5.2.2. Wiltshire Hopper Bus Service – It was suggested that Wiltshire County Council would have details of the Wiltshire Hopper route which comes through the village and the Clerk was asked to contact them about picking up in Bathford.

**Action: Clerk**

- 5.2.3. Bus Shelter by the Village Green - Councillor Stan Cherry reported that BANES had arranged for a contractor to quote for the work to fill in the sides of the bus shelter with a low wall and Perspex.

- 5.2.4. Notice board in Meadow Park – Council agreed that the old notice board in Meadow Park should be replaced with the new notice board.

**Action: Councillor John Lloyd**

- 5.2.5. Sign for new notice board – Councillor Stan Cherry said that he would ask Eric Gadras to quote for a sign for the new noticeboard.

**Action: Councillor Stan Cherry**

- 5.2.6. Incomplete road repairs – Councillor Stan Cherry said that he had called BANES' Actionline again about the incomplete road repairs at the bottom of Bathford Hill which had first been reported on 17 June 2005.

### **6. Co-option of new Councillors**

- 6.1. Chair Shirley Beazer confirmed that there were two casual vacancies on the Parish Council and she thanked the three candidates for their applications. Councillor Shirley Beazer invited the applicants in alphabetical order to

each give a two minute presentation to the Council about any relevant experience and their reasons for wanting to become a Councillor. At the end of each presentation Parish Councillors had the opportunity to ask questions.

- 6.2. At the conclusion of the presentations and questions the three candidates left the room and the Council held a paper ballot to elect two Councillors. Viv Summerill counted the votes. In the first ballot, Hugh Baker was elected. In the second ballot Susan Barclay was elected.
- 6.3. After the votes had been counted the candidates were invited back into the meeting and the results announced. Hugh Baker and Susan Barclay then joined the Council at the table.
- 6.4. The post of Neighbourhood Watch Coordinator had been vacant for some months and Jean Vesey accepted the Council's invited to take up this role. She also expressed her willingness to be co-opted onto any of the Council's Committees.
- 6.5. The Clerk was asked to provide the new Councillors with the contact list and any other guidance relevant at this stage.

**Action: Clerk**

**7. Parish Plan**

- 7.1. The Chair agreed to move this matter forward from Item 10 on the agenda as Viv Summerill had attended the meeting to answer Members' questions.
- 7.2. Councillor Stan Cherry confirmed that the Planning and Environment Committee had seen and approved the Village Design Statement (VDS) and the majority of other Councillors had also confirmed that they were content with the document.
- 7.3. Councillor Maureen Breeze asked whether there was a review date in the document. Viv Summerill replied that such documents were usually reviewed every 5 years.
- 7.4. Councillor Jan Hooker asked what happened to the VDS once the Parish Council had approved it. Viv Summerill said that it would be sent to B&NES for adoption by their Planning Committee as supplementary planning guidance. It was confirmed that the VDS was currently with B&NES' officers who would be recommending its adoption by the Planning Committee.
- 7.5. Councillor Richard Wickham asked what the process for amendment was if it was found that there was a significant error in the document after it had been adopted. Viv Summerill said that there was no formal process for amendment prior to the 5 year review, but the VDS was for guidance only

and not a statutory document. Therefore, any errors were not binding and could be disregarded.

- 7.6. Councillor Stan Cherry said that the VDS had been looked at by several residents on a volunteer basis and contained a disclaimer that the views of individuals did not necessarily reflect the Council's view. He also confirmed that 20 colour copies of the VDS would be printed, plus 80 black & white copies.
- 7.7. Councillor Jan Hooker proposed and Councillor John Lloyd seconded a motion to adopt the VDS. The Council RESOLVED unanimously to adopt the VDS.
- 7.8. The Council also recorded its thanks to Councillor Stan Cherry and other members of the Steering Group, particularly the contribution from Viv Summerill, for their work in bringing the VDS to completion.

## **8. Committee Reports**

### *8.1. Amenities Report*

- 8.1.1. Councillor Stan Cherry presented the Amenities Committee monthly report for September 2005 which was noted. The following items were discussed:-
- 8.1.2. Rent from Rugby Club – Councillor Stan Cherry reported that the Clerk had discovered an error in the rent received from the Rugby Club over the last two years and the Club was in arrears. A letter had gone to the Rugby Club requesting the correct rent and a reply was awaited.
- 8.1.3. Floodlights on playing field – Councillor Shirley Beazer said that the angle of the floodlights had not been adjusted and the Clerk was asked to write to the Rugby Club asking them to correct this problem.  
**Action: Clerk**
- 8.1.4. Scout Hut Lease – Council noted that the signed lease had not yet been forwarded from the Rugby Club's solicitors.
- 8.1.5. Rent from Bear Flat Youth Football Club – Councillor Stan Cherry reported that the cheque from Bear Flat YFC had been unpaid by their bank. The Clerk had requested another cheque be issued and the Club had been advised not to use the playing field until the rent was paid.

### *8.2. Communications Committee*

- 8.2.1. Councillor Richard Wickham reported that there had been no meeting of the Communications Committee since the last Parish Council meeting.

- 8.2.2. Councillor Stan Cherry asked Councillor Richard Wickham to take the draft VDS off the website, to be replaced in due course with a copy of the adopted document.

**Action: Councillor Richard Wickham**

- 8.2.3. The Council thanked Councillor Richard Wickham for his work keeping the website up to date.

### 8.3. *Finance and Administration Committee*

- 8.3.1. Councillor Wendy Chambers presented the Finance and Administration Committee monthly report for September 2005 which was noted. The following items were discussed:-
- 8.3.2. Confirmation of Appointment of Clerk – Councillor Wendy Chambers proposed and Councillor Stan Cherry seconded the appointment of the Clerk after satisfactory completion of a probationary period. The Council RESOLVED unanimously the appointment of the Clerk.
- 8.3.3. Confirmed of appraisal and development plan for the Clerk - Councillor Wendy Chambers proposed and Councillor Stan Cherry seconded the appraisal and development plan for the Clerk. The Council RESOLVED unanimously to confirm the appraisal and development plan for the Clerk.
- 8.3.4. Parish Office – Councillor Wendy Chambers advised that after making enquiries about possible office locations in the village, the only suitable premises was the office under the Post Office at the rear (previously used by Vince Parker Accountant). It was acknowledged that the access to the property from Bathford Hill was not ideal, but the office itself offered good sized and practical office space which could be open to the public at a regular time each week.
- 8.3.5. The Council noted that the rent being asked was £100 per month, plus utility costs. This was considered reasonable for office accommodation and the cost of acquiring the office would be commensurate with the benefits of having a modern well equipped office for the Clerk to work in and for the public to visit. It would also provide space for Committee meetings and Council meetings.
- 8.3.6. Councillor Wendy Chambers proposed and Councillor Shirley Beazer seconded a motion to take a 12 month lease on the office under the Post Office, with the first month free, from 1 October 2005, with a view of the opening the office to the public from 1 November 2005. The Council RESOLVED unanimously to accept this recommendation.
- 8.3.7. After the approval of a lease on the office, the following actions were agreed:-

- 8.3.8. Confirm formal agreement with the owner of the Post Office and get appropriate documentation drawn up and signed. Councillor Maureen Breeze suggested a solicitor in the village who may be prepared to draw up the lease for the office.  
**Action: Councillor Wendy Chambers and Councillor Maureen Breeze**
- 8.3.9. Set opening hours with the Clerk by date of next meeting  
**Action: Finance and Administration Committee and Clerk**
- 8.3.10. Hold the Council meeting on 17 October 2005 in the new office as a trial to assess its suitability for holding meetings. Councillor John Lloyd said he would arrange for additional tables and chairs to be provided for the meeting.  
**Action: Councillor John Lloyd**
- 8.3.11. Twining Signs – Full Council unanimously confirmed the decision taken by the Finance and Administration Committee, the Chair and the Vice-Chair to purchase two new twining signs this financial year at a cost of £520. These would be located at the railway bridge and on entering the village from Sally-in-the-Woods. New village name signs when entering from Kingsdown or on the Box Road were deferred until a later date.
- 8.3.12. Half year summary of Income and Expenditure – the Council noted the table showing income and expenditure to mid September 2005.
- 8.3.13. Community Directplus Account from the Co-op Bank – Councillors noted the information provided about the Community Directplus Account. After a discussion about the advantages and disadvantages of the service provided by the Co-op Bank and the Parish Council's existing bankers NatWest, the Council resolved to retain the services of NatWest for the time being. The Clerk was asked to review this matter in 6 months.  
**Action: Clerk**
- 8.3.14. Request to purchase Clerk's Manual – Council noted the information provided about the Clerk's Manual which is published by the Society for Local Council Clerks and agreed it would be a useful reference work for the Clerk and Councillors. Councillor Maureen Breeze proposed and Councillor Shirley Beazer seconded a motion to purchase the Clerk's Manual at a cost of £40 including postage and packing. The Council unanimously RESOLVED to purchase the Manual and the Clerk was asked to place an order.  
**Action: Clerk**

#### 8.4. Highways, Footpaths and Safety Committee

8.4.1. Councillor Shirley Beazer presented the Highways, Footpaths and Safety Committee monthly report for September 2005 which was noted. The following items were discussed:-

8.4.2. Woodland for Sale sign on A363 – Council noted that the three parcels of woodland for sale in Warleigh have been sold and therefore the For Sale sign was no longer necessary. The Clerk was asked to contact the company selling the woodland and arrange for the sign to be removed.

**Action: Clerk**

8.4.3. Cutting of verges - Councillor Wendy Chambers said that she had received a phone call from a resident complaining about the standard of verge trimming and expressing concern that it did not extend to the Wiltshire border. Councillor Shirley Beazer said that she would pursue this matter with B&NES.

**Action: Councillor Shirley Beazer**

8.4.4. Refuse collection from Pleasant Place – the Council noted that B&NES had refused to collect refuse from the rear of the properties on health and safety grounds following falls by refuse collectors on the overgrown lane. Councillor Shirley Beazer said she had contacted John Evered about this matter, making it clear that residents would not take refuse down to the main road. She reported it has been agreed that if residents take refuse to the top of the back lane or put it at the front of their properties it will be collected. The Clerk was asked to write to the residents of 1 to 6 Pleasant Place informing them of the arrangements for refuse collection.

**Action: Clerk**

8.4.5. Clearing Common land at Conkwell – Councillor Shirley Beazer reported that she had been contacted by Tony Parr who was interested in forming a volunteer working party to clear the common land. The Council agreed that the Clerk should put this request in the bulletin and anyone interested in helping Tony Parr should contact him direct.

**Action: Clerk**

8.4.6. Double yellow lines in Ashley Road – Councillor Shirley Beazer informed the Council that a resident of Ashley Road had sent a questionnaire to residents in Ashley Road, Garstons and New Road about the double yellow lines in Ashley Road. Copies of the completed questionnaires had been sent to the Parish Council in the summer with a letter requesting the Parish Council take action.

8.4.7. The matter was considered by the Planning and Environment Committee who concluded that there was little more that the Parish Council could do at this stage given the public consultation that had taken place in the four years since the proposals for double yellow lines were first made. The

Council endorsed the content of a draft reply to the resident which had been prepared by the Planning and Environment Committee. The Clerk was asked to send the letter on behalf of the Council.

**Action: Clerk**

- 8.4.8. Members considered a more detailed analysis of the questionnaires would be useful and Councillor Richard Wickham agreed to undertake this task.

**Action: Councillor Richard Wickham**

- 8.4.9. Service provided by Beat Manager Constable Roger Parker – Councillor Wendy Chambers said that she had contacted the Beat Manager on three separate occasions and had received no reply. Other Councillors also complained about a lack of response to queries. The Clerk was asked to write to Inspector Mogg about the service provided by Roger Parker. Parish Councillors were asked to let the Clerk have details of any particular occasions on which they contacted Constable Roger Parker without getting a reply.

**Action: All Councillors and Clerk**

#### *8.5. Planning and Environment Committee*

- 8.5.1. The Planning and Environment Committee monthly report for September 2005 was noted. The following items were discussed:-

- 8.5.2. New ownership of woodland in Warleigh Woods – Councillor Jan Hooker reported that members of the Planning and Environment Committee had met the new owner of woodlands and discussed her management plan and plans for biodiversity which were welcomed. Details of a biodiversity grant scheme offered in partnership with B&NES were passed to the new owner and Councillor Jan Hooker said that consideration should be given to publicising the availability of these grants more widely.

**Action: Clerk**

- 8.5.3. Councillor Wendy Chambers said that another shed was being erected in the woods on a different plot of woodland and concern was expressed about the size of these buildings. Planning permission did not appear to have been sought. Councillor Jan Hooker confirmed that any retrospective planning applications would come to the Parish Council for consideration in the usual way.

- 8.5.4. Lavington's Yard – Councillor Jan Hooker reported that the enforcement officer would find it helpful to have photographic evidence of items stored on the green belt part of the site to support enforcement action.

### **9. School Governors Report**

- 9.1.1. Councillor Jan Hooker reported that the Secretary to the School Governors had contacted her to confirm that liaison with the Parish



Council would be considered at the School Governors meeting in September and therefore any feedback would be reported to Council at the next meeting.

**Action: Councillor Jan Hooker**

## **10. Payments for approval**

10.1. The Council approved the following payments:

10.1.1. EDF Energy (electricity for Manor basement)	£12.87
10.1.2. Mrs S D Beazer (expenses)	£27.38
10.1.3. Mr R Millbank (grass cutting Aug & Sept)	£600.00
10.1.4. Mrs R C Holding (Clerk's salary August)	£352.63
10.1.5. Mrs R C Holding (Clerk's salary September)	£335.07
10.1.6. Mrs R C Holding (expenses & petty cash)	£48.00
10.1.7. Mrs R C Holding (gift vouchers for prizes at show)	£55.00
10.1.8. Wessex Water (allotment water)	£107.48
10.1.9. The Garden Business (allotment maintenance)	£117.50
10.1.10. The Garden Business (allotment maintenance)	£64.62
10.1.11. Inland Revenue (tax & NI)	£59.32
10.1.12. Multi-serve (signs for allotment gates)	£23.50

## **11. Parish Plan**

11.1. Councillor Stan Cherry confirmed that an informal Parish Plan launch party would be held in the Parish Rooms on Friday 7 October at 7.30pm for 8pm. A picture quiz had been suggested as one event for the evening and Councillor Stan Cherry invited further suggestions for activities during the party.

11.2. Councillor Stan Cherry said that information about the development of the Parish Plan would be presented at the meeting and there would be a presentation from Bathford Enterprise for All about the plans for the shop. Councillor Stan Cherry suggested that a Councillor may wish to use the opportunity of the launch night to inform residents about proposals for the Parish Office.

11.3. Councillor Stan Cherry confirmed that all Parish Councillors were warmly welcomed to the launch party and he hoped that as many Councillors as possible would attend.

## **12. Committee Terms of Reference**

12.1. Several Councillors were unhappy about the content of the proposed Terms of Reference particularly with regard to the Amenities Committee. It was suggested that the introductory section of the document could include the Terms of Reference standard to each Committee to ensure consistency.

12.2. Councillors agreed that further consideration should be given to whether the public could attend Committee meetings. This was particularly relevant to the Planning and Environment Committee.

12.3. Council agreed that a Village Appraisal Advisory Committee was not required.

12.4. The Council RESOLVED that each Committee should look at its own Terms of Reference and send amendments to the Clerk for the November meeting.

**Action: Committee Chairs and Clerk**

### **13. Emblem for Bathford**

13.1. Councillor Maureen Breeze presented the final choice of emblem and confirmed that the artwork had been provided free of charge by the designer Robert Young. Councillor Maureen Breeze said that the emblem would be displayed on a large banner during the twinning ceremony, but the emblem could be used by the Parish Council for its own purposes too. Council agreed that the Communications Committee should consider how the emblem might be used by the Council.

**Action: Communications Committee**

13.2. Councillor Stan Cherry suggested that the emblem, together with the interpretation of the heraldic images, could be displayed at the Parish Plan Launch party and residents could be invited to give their views. Councillor Stan Cherry said that he would ask Viv Summerill to enlarge the image.

**Action: Councillor Stan Cherry**

13.3. The Clerk was asked to send an official letter of thanks to Robert Young for designing the emblem.

**Action: Clerk**

### **14. Twinning**

14.1. Councillor Maureen Breeze formally thanked the Council on behalf of the Twinning Association for the donation made in July. The Twinning Committee had agreed that the money donated by the Council should be spent on items such as the bunting and the banner which would then be available for use by the Parish Council and other village organisations and thereby the Parish Council's funding would have a wider community benefit.

14.2. Councillor Maureen Breeze reported that the police have given permission for two coaches to be parked on the road opposite The Crown for the duration of the twinning visit in October.

14.3. Request from Twinning Association for loan - Councillor Maureen Breeze explained that grant aid for the twinning event had been approved by the EU and funding was guaranteed. However, the grant would only be paid

after the twinning event was completed and this posed a cash flow problem for the Twinning Association. Therefore, the Association was asking the Parish Council to consider making them a loan of up to £2,000 to be repaid when the EU grant was received.

14.4. Councillor Maureen Breeze left the room.

14.5. The remaining Councillors discussed the request for a loan. Several Councillors were uneasy about the proposal on the grounds that it could set a precedent and there were concerns about how repayment would be guaranteed. Councillors also expressed concerns about the precept being used for the purposes of making loans and there were concerns that a loan would cost the parish some of the interest on their reserves, unless the Twinning Association was charged interest.

14.6. Councillors were asked to vote on the proposal to make a loan to the Twinning Association by a show of hands. The result of the vote was:-

For	0
Against	6
Abstentions	3

14.7. The motion to make a loan to the Twinning Association was not carried. Councillor Maureen Breeze returned to the meeting.

14.8. Councillor Maureen Breeze confirmed that the municipal officers from Artannes were keen to meet parish councillors to compare administrative systems if a sufficient number of Members were available to make a meeting worthwhile. Members were asked to contact Councillor Maureen Breeze before the end of the week if they could attend the meeting suggested for Sunday 30 October at 11am until 12 noon.

**Action: All Councillors**

## **15. Footbridge Opening**

15.1. Councillor Shirley Beazer reported that the section of new bridge would arrive on site on 20 September and would be lifted in to place. The road would be closed for 20-30 minutes during the lifting operation.

15.2. The date of the footbridge opening event was confirmed as Wednesday 2 November at 1.30pm. Councillor Richard Wickham was asked to put details on the website.

**Action: Councillor Richard Wickham**

## **16. Correspondence**

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

16.1.1. ALCA AGM – none of the Councillors could attend the ALCA AGM. The Clerk was asked to send apologies.

**Action: Clerk**

16.1.2. Wall at the Hollow, Pleasant Place - Councillor Shirley Beazer reported that she had received a letter from a resident expressing concern at the possibility of a roadway being built into the field off Prospect Place and at the pressure being put on her to take down a wall which had been rebuilt after an accident.

16.1.3. Councillor John Lloyd declared an interest as his company had been asked to tender for the work to create the roadway.

16.1.4. The Council agreed that they could not get involved in any legal dispute between individuals. Members RESOLVED that the letter should be passed to the Planning and Environment Committee to consider whether a letter to BANES was appropriate regarding the threat to the wall.

**Action: Planning and Environment Committee**

16.1.5. Overgrown land by bus stop in Dovers Park – Councillor Shirley Beazer said that there had been a complaint about the overgrown land by the bus stop in Dovers Park. It was agreed that steps would be taken to identify the owner of the land so that they could be asked to clear the land and make it tidy.

**Action: Clerk**

16.1.6. Basement of Bathford Manor – Councillor Shirley Beazer reported that a feasibility study of the site had been carried out, but there had been no confirmation of whether it would be suitable for housing.

## **17. Suggested road safety improvement**

17.1. Members noted that a resident had contacted the Clerk via the website proposing that the junction of Bathford Hill with the A363 should be made into a roundabout.

17.2. Council RESOLVED that the proposal should be considered by the Highways, Footpaths and Safety Committee.

**Action: Highways, Footpaths and Safety Committee**

## **18. Items for the Bulletin**

18.1. Announce cooption of two new Councillors.

18.2. Announce Jean Vesey is the new Neighbourhood Watch Coordinator.

18.3. Ask residents to suggest any special projects for consideration by the Council when setting next year's budget.

18.4. Date of next meeting.

**Action: Clerk**

**19. Any other items to report**

19.1. Councillor Maureen Breeze said that there had been a substantial amount of business to consider at this meeting as there had been no meeting in August. She suggested that consideration could be given to holding an August meeting next year.

**20. Items for the next meeting**

20.1. Preliminary consideration of budgets for 2006-2007.

**21. Date of next meeting**

22. The next meeting will be held at 7.30pm on Monday 17 October 2005 in the Office under the Post Office, Bathford Hill.

The meeting closed at 10.30pm