

Minutes of Bathford Parish Council Meeting
Monday 17 October 2005 at 7.30pm in the Community Rooms, Mountain
Wood, Bathford

Present: Councillor Shirley Beazer (Chair)
Councillor Stan Cherry
Councillor Hugh Baker
Councillor Richard Wickham
Councillor Maureen Breeze
Councillor Jan Hooker

Also Present: Ruth Holding (Clerk)
3 Members of the public
Jean Vesey – applicant to become co-opted Councillor

1. Council Meeting Procedures

- 1.1. Chair Shirley Beazer reminded Councillors of the conduct expected during meetings, particularly when the Chair or other Members were speaking. The Chair reminded members of the public that they were welcome to attend the parish council meetings as observers except when invited to speak by the Chair.
- 1.2. The Chair invited Members to consider ways in which the parish council meetings might be streamlined. Councillor Richard Wickham suggested putting the time against each item on the agenda so that as well as limiting the length of discussion, it would be possible to tell at a glance whether the meeting was running to time.

Action: Clerk

2. Public Five Minutes

- 2.1. The following items were raised by the members of public present:-
- 2.1.1. Cardboard recycling – it was reported that cardboard left for collection was being tied with plastic tape and as this could not be recycled the cardboard would be left on the street to litter the village. The parish council was asked to remind residents that cardboard should be tied with string to ensure that it was collected. It was suggested that a note could appear in the Bathford Bulletin.
- Action: Clerk**
- 2.1.2. Street cleaning – it was reported that there had been no sweeping carried out in Garstons. Councillor Stan Cherry said that Bathford Hill had not

been swept also. Councillor Shirley Beazer said she would pursue this matter with BANES.

Action: Councillor Shirley Beazer

3. Apologies

- 3.1. Apologies for absence were received from Susan Barclay who was on holiday and Wendy Chambers and John Lloyd due to illness.

4. Declarations of Interest in any item on the Agenda

- 4.1. The Chair called for any declarations of interest. None were declared.

5. Minutes of the last meeting 19 September 2005

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

5.1.1. Paragraph 4 – change heading to read “Minutes of the last meeting 18 July 2005”

5.1.2. Paragraph 6.4 - change the word “invited” to “invitation”.

6. Matters Arising

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

6.2. The following matters arising were discussed:-

6.2.1. Notice board in Meadow Park - Councillor Hugh Baker suggested that the notice board should be moved from its present location to the top of the hill at the entrance to Meadow Park. The council noted that there were a number of restrictions about the position of notice boards and the proposed site might not be acceptable to BANES. It was RESOLVED that Councillor Hugh Baker should send a plan to the Clerk showing the suggested location of the notice board and the Clerk would then contact BANES with the proposal.

Action: Councillor Hugh Baker and Clerk

6.2.2. Chairs for new parish office – Councillor Jan Hooker reminded Members that there were a few chairs in the office in the basement of the Manor. Councillor Hugh Baker said that might be able to acquire nine plastic chairs for the office and he would look into this.

Action: Councillor Hugh Baker

6.2.3. Double yellow lines in Ashley Road – Councillor Richard Wickham said that he had analysed the questionnaires about the double yellow lines in Ashley Road which had been organised by a resident and submitted to the council in August. There was a total of 55 responses, about half of which had come from Ashley Road and the other half from residents in Garstons and New Road. Additional comments by residents related

largely to concerns about pedestrian safety and an increase in speed caused by opening up the road. The Council did not consider that the questionnaires raised any issues which would cause them to change the current scheme. Access for emergency vehicles, agricultural vehicles and refuse collection was a real concern and the double yellow lines would help to overcome this problem. The Council RESOLVED that the questionnaires should be retained for reference.

- 6.2.4. Liaison with school governors – Councillor Jan Hooker reported that the matter of liaison between the school governors and the parish council had not been discussed at the governors meeting in September as hoped. However, the Clerk to the governors had indicated that the matter would be put on the agenda for the governors meeting in November.
- 6.2.5. Lavington's Yard – Councillor Jan Hooker reported the view of the enforcement officer that permissions for the hard-standing area were by virtue of established use, but no permissions applied to dumping on the green belt site. If evidence was found of illegal dumping then enforcement action could be taken.
- 6.2.6. Parish Plan – Councillor Stan Cherry asked that the Parish Plan be included as an item on the agenda for the November meeting.

Action: Clerk

7. Resignation of Councillor Andrew Ginn

- 7.1. Chair Shirley Beazer confirmed that Councillor Andrew Ginn had written to her on 28 September 2005 resigning from the parish council due to work commitments. Members agreed that Andrew Ginn's input to the council and as Chair of the Finance and Administration Committee would be greatly missed. The Clerk was asked to write formally to him to acknowledge his resignation and thank him for his contribution to the council.

Action: Clerk

- 7.2. Councillor Maureen Breeze asked the Chair if she could raise an issue relating to her own involvement with the parish council. As the council was aware, a substantial amount of work had been done on plans to operate the village shop as a cooperative. However, Councillor Maureen Breeze was concerned that unless someone came forward to coordinate the project it would fail. Councillor Maureen Breeze said that she would like to act as the coordinator but in order to do so, she would have to give up membership of all council committees until May 2006. She confirmed that she would remain as a parish councillor and attend the monthly meetings of the full council.
- 7.3. Councillor Stan Cherry said that the future of the shop was vital to the life of the parish and the council should do all it could to support Councillor Maureen Breeze in her work to bring the project to a successful outcome.

7.4. Councillor Shirley Beazer proposed and Councillor Stan Cherry seconded a motion that Councillor Maureen Breeze be allowed to step down from all committee business until May 2006. The motion was carried unanimously.

7.5. New Chair of Finance and Administration Committee – in the light of Councillor Maureen Breeze's decision and the absence of Councillor Wendy Chambers, the council RESOLVED that the matter of the new Chair of the Finance and Administration Committee should be deferred to the next meeting.

8. Co-option of new Councillors

8.1. Chair Shirley Beazer confirmed that following Councillor Andy Ginn's resignation there was a casual vacancy on the Parish Council. Jean Vesey had agreed that her previous application for cooption in September 2005 could be considered for this new vacancy. There had been no other applications.

8.2. Councillor Stan Cherry proposed and Councillor Jan Hooker seconded a proposal that Jean Vesey be co-opted to the parish council. The proposal was carried unanimously and Jean Vesey then joined the Council at the table.

8.3. Councillor Jean Vesey said that since her appointment as Neighbourhood Watch Coordinator at the last meeting, she had contacted the coordinator at Bath Police Station and she was waiting for a list of neighbourhood watch representatives in Bathford parish. Councillor Jean Vesey said that when she received the list she would arrange to meet the police coordinator to discuss her role. Councillor Stan Cherry said that he would also talk to Councillor Jean Vesey about the post.

Action: Councillor Stan Cherry

9. Committee Reports

9.1. Amenities Committee

9.1.1. Councillor Stan Cherry made an oral report for October 2005. The following items were discussed:-

9.1.2. Trees – Councillor Stan Cherry said that there had been complaints about low branches on trees along the side of the playing field. Two quotes had been obtained to carry out tree surgery work, but he had been advised that some of the trees were diseased and may have to be removed. Councillor Stan Cherry said that he had contacted Denise Hart at BANES about conducting a tree survey in the parish. The Council noted that Councillor Stan Cherry had commissioned a full report at a cost of £80. The report would contain a full inventory of the condition of all the trees in the area together with the condition and a prioritised list of work required.

9.1.3. Bus Stop on Village Green – Councillor Stan Cherry reported that BANES had quoted a cost of £470 to enclose the open sides of the bus shelter with a small wall and Perspex screen. No designs had been seen but Councillor Stan Cherry understood that the stonework would match the existing work.

9.1.4. Councillor Stan Cherry proposed and Councillor Shirley Beazer seconded a motion to accept the quote to install a screen at the bus shelter. The Council RESOLVED to accept the quote subject to approving the design of the new additions to the shelter.

Action: Councillor Stan Cherry

9.1.5. Children's Play Area – Following the safety inspection carried out by BANES, the parish council was required to install a safety barrier around the swings to prevent children running across the swings from the side. He reminded the council of the plans to finish the swing bridge with a tower. Councillor Stan Cherry said that he was awaiting a quote from Playforce for the work to enable him to submit the grant application to BANES.

Action: Councillor Stan Cherry

9.2. *Communications Committee*

9.2.1. Councillor Richard Wickham reported that there had been no meeting of the Communications Committee since the last parish council meeting. The website was being kept up to date, but other matters requiring the Committee's attention were not being moved forward. Councillor Richard Wickham said that he would welcome more members of the Communications Committee.

9.2.2. Bathford Calendar - Councillor Richard Wickham said that he had received e-mail from an individual who had published a calendar using photographs of Bathford and requesting help from the parish council to publicise it. Chair Shirley Beazer closed the meeting to allow Fae Hall to speak. She confirmed that the calendar was of excellent quality and had been produced as a profit making venture. Chair Shirley Beazer reopened the meeting. The Council agreed that it should not publicise the calendar on its website, but should be as helpful as possible in directing the publisher to alternative places to advertise. Councillor Richard Wickham said that he would reply to the enquiry.

Action: Councillor Richard Wickham

9.2.3. Village Design Statement (VDS) - Councillor Richard Wickham said that the VDS could not be uploaded to the website in its current format and he would speak to Councillor Stan Cherry about the best way to make the document available on the website.

Action: Councillor Richard Wickham and Councillor Stan Cherry

9.3. Finance and Administration Committee

9.3.1. Council noted the Finance and Administration Committee monthly report for October 2005 which was noted. The following items were discussed:-

9.3.2. Parish Office – It was noted that the parish council would lease the office from 1 November 2005. It was expected that it would be open to the public from 1 December after the Clerk had the opportunity to set up the office. Councillors expressed further concern about the access to the office which was from Bathford Hill. It was suggested that PC Roger Parker and Peter Bailey at BANES could be asked for advice about increasing safety around the entrance. The Clerk was asked to inform Pat Dennis if the parish council no longer wanted the Community Rooms for its meetings. The council RESOLVED that the next meeting should be held in the new office.

9.3.3. Expenses Claim Form – Councillors noted the proposed expenses claim form and made the following comments:

9.3.3.1. Cost of printing – Councillors were concerned that the suggested rate of 5p per sheet for printing could prove expensive for the council. It was confirmed that the Clerk would undertake most large print jobs, such as production of the agenda and supporting papers, but Members would be able to claim for any print costs necessarily incurred as part of their duties. The council RESOLVED to review the costs claimed for printing after the new expense forms had been in regular use.

9.3.3.2. Format of form – the Clerk was asked to increase the size of the boxes on the form to make it easier to use.

Action: Clerk

9.3.3.3. Supporting Documentation – Members agreed that the form should specify that the expenses claim form must be accompanied by proper documentation such as actual receipts or itemised phone bills with the relevant items highlighted

Action: Clerk

9.3.4. It was agreed that the form would be amended to incorporate Members' comments and reissued for use.

Action: Clerk

9.4. Highways, Footpaths and Safety Committee

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

- 9.4.2. Letter from resident about condition of Bathford road bridge – Members noted the recent letter from a resident which raised concerns about the condition of the road bridge. The council RESOLVED that the matters raised in the correspondence should be considered by the Highways, Footpaths and Safety Committee.

Action: Highways, Footpaths and Safety Committee

9.5. *Planning and Environment Committee*

- 9.5.1. Councillor Jan Hooker presented the Planning and Environment Committee monthly report for October 2005 which was noted. The following items were discussed:-
- 9.5.2. 56 Mountain Wood, Bathford – Councillor Jan Hooker reported that an outline planning application had been received for two semi-detached dwellings on land adjacent to 56 Mountain Wood. Initially the council had indicated that it had reservations about the development but had no objection in principle. However, since writing the planning committee had been made aware that two dwellings would constitute over development of the site and residents in Mountain Wood had claimed that the area in question had been designated a green space on the estate and should not be built on. There was also concern about additional pressure on parking in an already congested area. Councillor Jan Hooker said that she had sent supplementary comments to the planning officer dealing with this case.
- 9.5.3. Land between The Crown and West Lodge – an application had been made to convert the swimming pool outbuildings into a four bedroom family home. Councillor Jan Hooker said that she had requested a site meeting to discuss the plans which proposed the use of modern materials and to assess the impact on the conservation area. Councillor Jan Hooker invited other Councillors to join her at the site meeting.
- 9.5.4. Jewson View Farm Barn – permission for change of use had been refused but there were reports that door and window openings had been made. BANES had confirmed that enforcement action could be taken if unauthorised work was being carried out.
- 9.5.5. Land east of Mill Lane Bathampton – Councillor Jan Hooker reported that BANES have delayed consideration of the application for the new rugby training ground and the flood compensation scheme. The latest application for the flood compensation proposals would be considered by Steve Mackerness on his return from holiday.
- Action: Steve Mackerness**
- 9.5.6. Greater Bristol Transport Plan – Councillor Jan Hooker reported that the consultants preparing the transport plans for the greater Bristol area had

issued a document showing road proposals. The A36 link road was mentioned in the document as a medium to long term proposal for BANES to consider.

9.5.7. Security at Browne's Folly – The Folly Fellowship had written to the parish council enclosing details of new security proposals to prevent unwanted access to the structure. The folly had been broken into a number of times and the interior had been damaged. The Folly Fellowship was concerned that a serious accident could occur if measures were not put in place to prevent entry. The proposal included installation of a heavy steel door which would be locked from the inside and could not be opened with cutting equipment.

9.5.8. Chair Shirley Beazer closed the meeting to allow Fae Hall, Chair of the Bathford Society to comment on the proposals. She confirmed that The Folly Fellowship had long term plans to restore the building and therefore any work to prevent further damage should be welcomed.

9.5.9. Chair Shirley Beazer reopened the meeting. Councillors discussed the proposals and alternative ways of improving security of the Folly such as blocking up the doorway or removing the screen of trees. The council concluded that the suggestion by The Folly Fellowship offered the most effective security solution. Council RESOLVED that the Clerk write to the Folly Fellowship confirming that the parish council had no objection to their proposals.

Action: Clerk

9.5.10. Wall at the Hollow, Pleasant Place - Councillor Jan Hooker said that Members may recall the 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. The planning committee had concluded that the matter was largely a private issue between individuals, but considered that it was appropriate for parish council to write to the planners at BANES about the possible removal of the wall. Following the letter to BANES, the parish council had received correspondence from the landowner and the tenant of the farmland about the parish council's involvement in this matter. The parish council had responded, or would be responding, to the further matters raised.

10. Liaison with School Governors

10.1. This item was discussed under 6.2.4 above.

11. Payments for approval

11.1. The Council approved the following payments:

11.1.1. SWEB Energy (street lighting)	£ 3.81
11.1.2. Society of Local Council Clerks (Clerks' Manual)	£ 40.00
11.1.3. Mr R Millbank (grass cutting October)	£300.00
11.1.4. Mrs R C Holding (Clerk's salary October)	£504.51
11.1.5. Mrs R C Holding (expenses & petty cash)	£ 39.00
11.1.6. Mrs R C Holding (reimburse purchase of ink cartridges)	£ 39.98
11.1.7. Inland Revenue (Tax and National Insurance)	£ 30.54

12. Preliminary Consideration of budgets for 2006-2007

12.1. Each Committee was asked to make an assessment of budget requirements to be submitted to the Clerk for consideration at the next meeting. Councillor Maureen Breeze asked that any budget increases above the rate of inflation be accompanied by a short explanation for the increase.

Action: All Committees and Clerk

12.2. Councillor Stan Cherry queried the expenditure to date for mowing the playing field as this was carried out by BANES and the invoice would not be submitted until the end of the financial year. It was established that Roger Millbank's charges had been noted incorrectly in the accounts and these would be amended accordingly.

Action: Clerk

13. Entry for Wynne Wilson Memorial Recreation Ground on the GuideStar UK website

13.1. Members noted that a new website called GuideStar UK was being set up by the Charity Commission to list details of every charity in England and Wales. The Wynne Wilson Memorial Recreation Ground had an entry on the site and Councillors noted the print out of the text.

13.2. Councillor Stan Cherry reported that the parish council was required to submit details of income and expenditure to the Charity Commission with regard to the Wynne Wilson Memorial Recreation Ground, together with confirmation of the trustees. Councillors queried what should be included in the accounts and Councillor Stan Cherry said that he would contact the Charity Commission to clarify what information was required.

Action: Councillor Stan Cherry

14. Parish Office

14.1. This item was discussed under 9.3.2 above.

15. Twinning

15.1. Councillor Maureen Breeze confirmed that the plans for the Twinning ceremony were going well and she reminded Councillors who had not

confirmed whether they would be attending to return the RSVP as soon as possible.

- 15.2. The council noted that the new Twinning road signs would be fitted within the week.
- 15.3. Councillor Maureen Breeze showed Members a large banner printed with the Bathford emblem which cost £80 and had been purchased from the donation made by the parish council. It was intended that this would be retained in the Parish Office after the Twinning ceremony as a parish resource.
- 15.4. Councillor Maureen Breeze confirmed that the meeting between parish councillors and the French and Italian municipal officials would take place at 11 am on Sunday 30 October.
- 15.5. It was noted that a reciprocal Twinning Ceremony would be held in Artannes over the weekend of 27 May 2006 and it was hoped that there would be a coach from Bathford leaving on the Thursday or Friday.

16. Footbridge Opening

- 16.1. Councillor Shirley Beazer confirmed the itinerary for the opening ceremony on Wednesday 2 November as follows:

12.30pm Lunch at The Crown (by invitation only)
13.10pm. Speeches
13.30pm Official opening by Councillor Phyllis Gay, Chairman of B&NES Council (public welcome)
13.45pm Photographs (including local school children) with reporter from The Bath Chronicle

- 16.2. It was confirmed that BANES would contribute £125 towards costs.

17. Correspondence

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

- 17.1.1. IT Training in the parish – Bridgwater College had written to the parish council with details of IT training courses that could be set up in village halls using laptops. The courses would run for 10 weeks. Councillor Shirley Beazer suggested that the information should be passed to the parish hall management committee, but first she would obtain further details from Bridgwater College about the cost of the courses.

Action: Councillor Shirley Beazer

- 17.1.2. Use of Tyndale - Councillor Maureen Breeze said that she would like to record how helpful the Manager of the Carrswood Activity Centre (current users of Tyndale) had been and had agreed to open the building specially

as a meeting point for the arrival of the French and Italian guests at the start of the Twinning weekend.

- 17.1.3. Illegal gypsy site at Charmy Down – Councillor Shirley Beazer said that the council had received a letter from the Charmy Down Residents Association asking that the parish council write to BANES requesting that they take action to remove the illegal gypsy site. Chair Shirley Beazer closed the meeting to allow members of the public to speak. After discussion Chair Shirley Beazer reopened the meeting. The council RESOLVED that the Clerk should find out what response Batheaston Parish Council had made to the Residents Association and if they had written to BANES then Bathford Parish Council should add its support.

Action: Clerk

- 17.1.4. Cluster Meetings 2006 – Councillor Shirley Beazer informed Members that the Cluster Meetings would be held on Wednesday 1 February 2006 and Wednesday 5 July 2006 at 6.30pm in the Reg Rhymes Pavilion, Batheaston. Members agreed that Bathford Parish Council would be happy to host one of these meetings and RESOLVED that the Clerk should write to Debbie Clark offering to hold one of these meetings in the Community Rooms, Mountain Wood.

Action: Clerk

18. Items for the Bulletin

- 18.1. Announce cooption of Jean Vesey.

- 18.2. Remind residents that cardboard for recycling should not be tied with plastic tape.

Action: Clerk

19. Any other items to report

- 19.1. Chair Shirley Beazer closed the meeting so that a member of the public could ask a question about whether the parish council had any role to play in the matter of the entrance to the field off Pleasant Place. It was explained that the council had no statutory remit in the matter. Chair Shirley Beazer then reopened the meeting.

- 19.2. The Council noted that some of the village groups which had received donations from the parish council in previous years had not made a request for support this year. The Clerk was asked to write to the Revd Tim Ling and Professor Almond asking whether the Bathford Bulletin and the Parish Rooms respectively would be making a request for funding this financial year.

Action: Clerk

20. Items for the next meeting

- 20.1. Parish Plan
- 20.2. Committee Membership
- 20.3. Proposed budgets for 2006-2007
- 20.4. Annual Parish Meeting
- 20.5. Donations to Bathford Bulletin and Parish Hall
- 20.6. Council Christmas Party

21. Date of next meeting

- 21.1. The next meeting will be held at 7.30pm on Monday 21 November 2005 in the Office under the Post Office, Bathford Hill.

The meeting closed at 9.40pm