

Minutes of Bathford Parish Council Meeting
Monday 16 January 2006 at 7.30pm in the Parish Office, basement of the
Post Office, Bathford Hill, Bathford

Present: Councillor Shirley Beazer (Chair)
Councillor Stan Cherry
Councillor Hugh Baker
Councillor Susan Barclay
Councillor Maureen Breeze
Councillor Sally Broadway
Councillor John Lloyd
Councillor Jan Hooker
Councillor Jean Vesey
Councillor Richard Wickham

Also Present: Ruth Holding (Clerk)
2 Members of the public

1. Public Five Minutes

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

1.1.1. Bus Stop on Village Green – it was reported that users were very appreciative of the work done to improve the shelter, but many seemed unaware that it was the parish council that had commissioned the work. It was suggested that the council could make it known via the Bulletin that it had responded to users' requests to fill in the side of the shelter. It was noted that the guttering of the shelter was in poor repair and Councillor Stan Cherry confirmed that plans for remedial work were in hand. It was also noted that a system for sweeping out the shelter would need to be set up as rubbish now accumulated inside.

Action: Councillor Stan Cherry

2. Apologies

2.1. Apologies for absence were received from Councillor Wendy Chambers due to work commitments.

3. Declarations of Interest in any item on the Agenda

3.1. The Chair called for any declarations of interest. None were made.

4. Minutes of the last meeting 21 November 2005

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

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. Parish Office – Councillor Stan Cherry said that when the opening hours had been agreed, he would arrange for a sign to be made for outside the office. Councillor Hugh Baker said that the Clerk should not work alone in the evening and suggested that a Councillor should join the Clerk on a rota system.

Action: Clerk

- 5.2.2. Display of Twinning Charter and gift – Councillor Maureen Breeze said that members of the Twinning Association were preparing a montage of photographs to be displayed with the Charter and the painting and therefore any information plaque should not be commissioned until this was complete. Twinning Association members would liaise with the Parish Hall Management Committee and make arrangements to hang these. Councillor Maureen Breeze further reported that the Twinning Association would meet the cost of the plaque and the photographic montage from EU funding if this was received as expected.

Action: Councillor Maureen Breeze and Bathford Twinning Association

- 5.2.3. Chairs for new parish office – Councillor Hugh Baker reported that the council could acquire 9 plastic non-stacking chairs in return for a £15.00 donation to the Rotary charity. The council considered this was a reasonable proposal and agreed to make the donation in return for the chairs. Councillor Hugh Baker said he would pass the relevant payment details to the Clerk.

Action: Councillor Hugh Baker and Clerk

6. Committee Reports

6.1. Amenities Committee

- 6.1.1. Councillor Stan Cherry presented the Amenities Committee monthly report covering December 2005 and January 2006 which was noted. The following items were discussed:-

- 6.1.2. Grant for play area - Councillor Stan Cherry reported that B&NES had agreed to make a grant of £463.25 towards the cost of a replacement spring rider.

- 6.1.3. Tree work– Councillor Stan Cherry said that he had given approval for B&NES to use an experimental treatment on trees infected with “rust” as an alternative to felling. The treatment used mulch from tree cuttings and was not a chemical treatment.
- 6.1.4. Installation of play tower – Councillor Stan Cherry said that money had been precepted last year for the addition of a play tower to the swing bridge in the play area. The cost had risen by £200 to £2,497 + VAT and Councillor Stan Cherry was seeking the council's approval for the revised expenditure.
- 6.1.5. Councillor Stan Cherry proposed and Councillor Susan Barclay seconded the increased expenditure on the play tower. The council RESOLVED unanimously to go ahead with the play tower at the revised cost.
Action: Councillor Stan Cherry
- 6.1.6. Cricket Pavilion – Councillor Stan Cherry said that previous proposals to replace the lean-to structure behind the cricket pavilion with a steel container had been rejected on the grounds that the material was out of place in the rural environment. However, he had seen a similar installation recently which had been painted to blend with the environment. Councillor John Lloyd confirmed that the container could also be clad in wood. The size was approximately 8ft high by 20ft in length. Councillor Stan Cherry confirmed that the cricket pavilion would remain and the steel container would only replace the existing lean-to structure. In the light of the discussion, the council agreed that it was not opposed to a steel container in principle and agreed that the Amenities Committee should consider this matter further.
Action: Amenities Committee
- 6.1.7. Playing field car park – Councillor Stan Cherry reported that the Whitehaven Trustees were content with the revised plans and this matter would be discussed at the next Amenities Committee meeting on 18 January. .
Action: Amenities Committee
- 6.1.8. Youth Shelter – Several Councillors had seen the youth shelter in Batheaston parish and considered that the material and style of that particular shelter would not be suitable for Bathford. The Council supported the provision of a youth shelter in principle and suggested that the location should be agreed first before the design and cost was considered. It would be important to consult the young people in the village about youth shelter and the Amenities Committee was asked to continue to look at this issue.
Action: Amenities Committee

6.1.9. Footpath on Village Green – Councillor Stan Cherry reported that B&NES had no objection to the parish council putting a footpath on the Green, but B&NES' legal department wanted to review the parish council's licence for use of the Green.

6.2. *Communications Committee*

6.2.1. Councillor Richard Wickham confirmed that the work of the Communications Committee had been amalgamated into the remit of the Finance and Administration Committee.

6.2.2. Council noted that there would be no separate Communications reports in future.

6.2.3. It was further noted that the Finance and Administration Committee would need to revise its Terms of Reference to include Communication issues.

Action: Finance and Administration Committee

6.3. *Finance and Administration Committee*

6.3.1. Council noted the Finance and Administration Committee monthly report for January 2006 which was noted. The following items were discussed:-

6.3.2. Proposed budget 2006-2007 – Councillor Richard Wickham tabled a revised proposed budget for consideration which indicated a precept of £20,738.12 was required, an increase of around £1,500 on last year. The following issues were discussed:-

6.3.2.1. Depreciation - Councillor Richard Wickham said that the budget had not made any allowance for depreciation. The Clerk said that the assets register prepared for the end of year accounts did not include any element of depreciation. Councillor Maureen Breeze said that if the budget did not allow for depreciation then a figure should be included in the budget for replacing equipment.

6.3.2.2. Playing field car park – Councillor Stan Cherry said that since the Whitehaven Trustees had accepted the proposals for the playing field car park then the parish council could proceed with an application for planning permission. Therefore the budget should include a sum to cover the cost of making an application.

6.3.2.3. Lighting for Birdcage Walk – it was agreed that the proposed budget of £500 should be retained. A request has been made for funding from B&NES for the installation of lighting in Birdcage Walk next year.

6.3.2.4. Unexpected items – Councillor Stan Cherry said that the council had responded to a number of unplanned items in 2005-2006, such as refurbishing the bus stop and tree works. He noted that a figure should be included in the budget for repairs to property.

- 6.3.2.5. Mobility – Councillor Shirley Beazer confirmed that this item had emerged as a high priority in the parish plan. Councillor Stan Cherry said that plans were in hand to recruit a volunteer team to survey the village for accessibility for wheelchair users, pushchairs etc. The money in the budget could be used to assist with work to improve access to organisations or services in the village if necessary. It was suggested that the heading of Mobility should be replaced with the heading “Parish Plan Projects”.
- 6.3.2.6. Notes to the accounts – Councillor Maureen Breeze suggested that there should be notes to the budget to explain what the monies against headings such as traffic calming, donations, general expenses etc were to be used for.
- 6.3.2.7. Staff costs – council did not agree to the suggestion that the Clerk’s expenses should be moved under the heading of “Personnel”.
- 6.3.2.8. Grant from B&NES – council agreed that the grant from B&NES for play equipment should appear as income.
- 6.3.2.9. Parish Plan funds – Councillor Stan Cherry confirmed that money for parish plan projects would be ring fenced in a separate bank account managed by parish councillors. There was an opening balance in the account of £900 and money in the parish plan account could only be used for parish plan projects.
- 6.3.3. Council agreed that the following amendments should be made to the budget:-
- 6.3.3.1. Add grant from B&NES of £463.25 to income;
- 6.3.3.2. Rename “Mobility” as “Parish Plan Projects”;
- 6.3.3.3. Add notes to the budget;
- 6.3.3.4. Add £200 to cover the cost of applying for planning permission for the playing field car park.
- 6.3.4. Councillor Maureen Breeze suggested that last year’s budget should be available at the Annual Parish Meeting to enable residents to see where increases had occurred. Councillors considered that a straight comparison would be difficult as the budget headings for 2006-2007 were very different from last year.
- 6.3.5. Councillor Stan Cherry proposed and Councillor Hugh Baker seconded acceptance of the budget with the amendments set out in paragraph 6.3.3 above. The Council RESOLVED to accept the budget as amended of £20,475.00 (rounded up).
- 6.3.6. The Finance & Administration Committee would make the changes to the budget and let the Clerk have the final precept figure before 16 February 2006 which is the deadline for returns to B&NES.

Action: Finance and Administration Committee

- 6.3.7. Donation to St Swithun's PCC – Council noted the email from the Hon Treasurer of St Swithun's PCC accepting the parish council's offer of financial assistance. The Council confirmed that the payment of £700 could be made.

Action: Clerk

6.4. Highways, Footpaths and Safety Committee

- 6.4.1. Councillor Shirley Beazer presented the Highways, Footpaths and Safety Committee monthly covering December 2005 and January 2006 which was noted. The following items were discussed:-
- 6.4.2. Speed Box – Councillor Shirley Beazer reported that B&NES would be installing a temporary speed box (alerting motorists to slow down) at the top of the High Street sometime in February/March 2006.
- 6.4.3. Double Yellow lines at the junction of Prospect Place and High Street – Councillor Shirley Beazer said that she had received a further letter from Dr and Mrs Rideal and one from another resident about the double yellow lines. Dorothy Miley, Parking Team Leader at B&NES had also received correspondence from Dr Rideal.
- 6.4.4. Councillor Maureen Breeze said that she was very uneasy that the yellow lines in this area did not appear to have been considered by the parish council as there was no record of a discussion in the minutes and she did not recall seeing the plans. Councillor Maureen Breeze said that she had some sympathy with the residents about the apparent lack of consultation. However, other councillors did recall seeing the proposed plans and which included the proposals for Ashley Road and Prospect Place.
- 6.4.5. Councillor Shirley Beazer said that Notices of Intent were properly posted and Dorothy Miley had confirmed that residents had called to clarify the location of the double yellow lines but no written objections were made.
- 6.4.6. Councillor Stan Cherry referred to a short entry in the minutes of a meeting in 2004 which indicated that plans for double yellow lines were being processed. Councillor Maureen Breeze said that she was concerned that the council had not looked properly at this issue the council must learn lessons about the importance of full and accurate recording of discussions in the future.
- 6.4.7. Councillor Sally Broadway said that the Highways, Footpaths and Safety Committee had made a site visit and concluded that the double yellow lines were necessary on safety grounds. There had been a question

about whether the lines in the High Street could be made shorter, but it was concluded that the lines improved visibility and should remain as they are.

- 6.4.8. Councillor Shirley Beazer asked the Council to confirm that it was content that it should maintain the view that the double yellow lines should remain. The Council agreed, with one abstention from Councillor Maureen Breeze. It was agreed that the Clerk should write to Dr and Mrs Rideal and Catherine Tofts confirming the council's position.

Action: Clerk

- 6.4.9. Resurfacing of Bathford Hill – council agreed that the Clerk should write to B&NES on behalf of the Council expressing their disappointment and concern that the resurfacing of Bathford Hill had been restricted to the stopping distance from the junction. Parts of Bathford Hill remained in poor condition and B&NES should be asked to extend the resurfacing up to the traffic calming point.

Action: Clerk

- 6.4.10. Bridleway on Wiltshire side of Ashley Lane – Councillor Shirley Beazer reported that Wiltshire County Council had replied to the Council's enquiry about the application to upgrade the Bridleway. Many applications had been received prior to an expected change in the law and it would take the council a long time to determine them all. The County Council advised the parish council to monitor this issue.

6.5. *Planning and Environment Committee*

- 6.5.1. Councillor Jan Hooker presented the Planning and Environment Committee monthly report covering December 2005 and January 2006 which was noted. The following items were discussed:-

- 6.5.2. Notifications – Councillor Jan Hooker reported that the parish council had not been notified of decisions since last Autumn, but these did seem to be coming in now. The Clerk had recently checked the status of outstanding applications on the B&NES website. The latest notifications received related to 102 High Street on which the application for solar panels had been refused and 56 Bathford Hill on which the application to convert outbuildings to accommodation had also been refused.

- 6.5.3. Travellers Camp – Councillor Jan Hooker said that the enforcement officer had visited the site, but concluded that it was over the border in Wiltshire and therefore outside B&NES jurisdiction. Council RESOLVED to ask the Clerk to write to Wiltshire County Council to inform them about the presence of the camp.

Action: Clerk

- 6.5.4. Listed Building Register – Councillor Jan Hooker said that she and Councillor Sally Broadway had begun to put together a database of listed buildings in the village including photographs. A speaker from B&NES listed buildings team had been invited to speak at a future Planning Committee meeting. Residents with an interest in the village's built environment would also be invited to participate in the project.
- 6.5.5. Parish Plan follow-up – Councillor Jan Hooker said that updates on parish plan projects would be included in the Planning and Environment Committee report.
- 6.5.6. Section 137 financial assistance to Batheaston Parish Council – Councillor Jan Hooker reminded councillors of the discussion at the last meeting about giving further financial assistance to Batheaston Parish Council to amend the planning application for a park & ride at Charmy Down. At that time, there was some question about whether Bathford Parish Council could allocate further free resource to the neighbouring parish. Councillor Jan Hooker confirmed that since the last meeting it had been established that Bathford Parish Council had sufficient remaining free resource to allocate this financial year and this project came within the conditions for giving financial assistance under section 137.
- 6.5.7. The council acknowledged the significant effort and funding that Batheaston Parish Council had committed to producing a credible alternative to the park and ride at Lambridge. A lot of work had been done by Bathampton, Batheaston and Bathford to protect the meadows from development and the council was grateful for the efforts made. The benefits to Bathford of the meadows remaining free of development were evident from the results of the parish plan.
- 6.5.8. Councillor Jan Hooker said that B&NES was due to consider the applications for a new rugby training ground and a revised scheme for flood alleviation works on 18 January. If permission is refused, the proposal for the park & ride at Charmy Down could be looked on more favourably.
- 6.5.9. Councillor Jan Hooker asked the council to consider giving a further £1,000 to Batheaston Parish Council towards the increased costs of developing the planning application for a park & ride at Charmy Down.
- 6.5.10. The Clerk read an extract from the Clerks' Manual which confirmed that section 137 funding was appropriate in this case.
- 6.5.11. It was RESOLVED unanimously that the council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, should make a payment to Batheaston Parish Council of £1,000 towards the cost of the planning application for a park & ride at Charmy Down

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. **Action: Clerk**

7. Liaison with school governors

7.1. Councillor Jan Hooker reported that this matter had been considered by the Governors at their meeting in November. They concluded that a governor should attend the parish council meeting on a rota basis and that minutes of the meeting should be sent to the parish council.

7.2. Council considered that there was no benefit in councillors regularly attending meetings of the school governors as most of the business would not be of interest to the parish council. Council RESOLVED to ask the Clerk to write to the Clerk to the Governors to inform them that the council would appreciate receiving a copy of the minutes of the governors meetings and would be happy to consider help or advice on matters in which the governors considered that the parish council had an interest for could offer help and visa versa.

Action: Clerk

8. Coordination of contact between parish councillors and officers from B&NES

8.1. Councillor Jan Hooker raised concerns that parish councillors are contacting B&NES officers direct about matters that are the remit of a committee but the committee is left unaware that an approach has been made. This could lead to duplication of contact between the parish council and B&NES and the committee may not be aware of relevant information when considering an issue which may have a bearing on their decision.

8.2. The council RESOLVED that in the case of urgent matters, councillors should contact B&NES direct, but also notify the Chair of the relevant committee. In the case of all non-urgent items, these should be reported to the committee Chair for the committee to take forward.

Action: All Councillors

9. Parish Plan

9.1. Councillor Stan Cherry reported that the Village Design Statement was now at the printers.

9.2. Councillor Stan Cherry suggested that the parish council should write to members of the parish plan steering committee to express their thanks for their involvement. Council RESOLVED to ask the Clerk to write on behalf of the council. Councillor Hugh Baker said that he would let the Clerk have a list of names and addresses.

Action: Councillor Hugh Baker and Clerk

9.3. Councillor Stan Cherry said that the South West Area Network had allowed Bathford to retain £500 of the grant given towards the Parish Plan and this

together with money from fundraising gave an opening balance in the parish plan account of around £900. Councillor Stan Cherry said that funds for parish plan projects would be kept in a separate Lloyds TSB bank account which would be transferred from the control of the Parish Plan Steering Committee to the Parish Council. The Council noted and agreed that new signatories to the account would include Councillor Shirley Beazer and the Clerk.

9.4. Councillor Stan Cherry agreed with the point made by Councillor Jan Hooker that it was very important to review progress on the projects listed in the parish plan. He said that he had prepared a spreadsheet listing all the projects in parish plan and who was responsible for taking them forward and a system for measuring progress would need to be found.

9.5. Councillor Stan Cherry asked the Clerk to include the review process as an item on the next agenda.

Action: Clerk

10. Parish Office

10.1. Council noted that the new telephone line and broadband internet access would be installed in the parish office shortly and further noted that the office telephone number would be 01225 859007. It was RESOLVED that the number should be publicised in the Bulletin and in a poster campaign.

Action: Clerk

10.2. Councillor Stan Cherry confirmed that he would arrange for a sign to be made for display outside the office when the opening hours had been agreed.

10.3. Councillor Shirley Beazer suggested that signs should be put up in the office indicating the way to the emergency exits and there was a need for a torch in case the power failed and a domestic fire extinguisher suitable for all types of fire. The night storage heating was not considered practical in an office which was not used every day and council agreed that a fan heater should be purchased. Councillor Stan Cherry offered to obtain the torch and the fan heater. Councillor Hugh Baker said he would look into obtaining the fire extinguisher.

Action: Councillor Stan Cherry and Councillor Hugh Baker

11. Proposed date for Annual Parish Meeting

11.1. Council agreed the date of 8 May 2006 for the Annual Parish Meeting. Council RESOLVED that the Parish Hall should be booked now for the third Monday in April 2007.

Action: Clerk

- 11.2. The Council noted the full list of council meeting dates in 2006 and RESOLVED that the decision about whether to hold a meeting in August would be taken at the July meeting.

12. Review of format of Annual Parish Meeting

- 12.1. Councillor Maureen Breeze reminded council that a small working group had been established to carry out a complete review of the format of the Annual Parish Meeting as this was the one occasion each year that the parish council had to engage the residents of the parish. Councillor Shirley Beazer said that Batheaston Parish Council did not give reports at the Annual Parish Meeting but invited questions from the public and coffee was served at the meeting. Councillor Stan Cherry suggested that reports were helpful in order to prompt questions from the floor, but said that reports should be brief.
- 12.2. The Clerk was asked to put a notice in the Bulletin asking residents to make suggestions for ways of improving the format of the Annual Parish Meeting and encouraging people to attend.
- Action: Clerk**
- 12.3. Councillor Richard Wickham said that the Finance and Administration Committee would look at this issue as part of its Communications brief and invited councillors to pass any comments they had on this matter to any member of the Finance and Administration Committee.

Action: All Councillors

13. Village Shop Update

- 13.1. Councillor Maureen Breeze reported that this was proving to be a big project and start-up funding of £25,000 was needed, of which £5,000 had been raised so far. A number of grant applications had been made. The Steering Committee's aim was a provisional opening date in early May. The Steering Committee was dealing with the significant matter of Health and Safety and legal issues, and they needed someone to act as the Volunteer Coordinator to lead the team of volunteers who would be the core of the shop's success.
- 13.2. Councillor John Lloyd asked why so much initial capital was required. Councillor Maureen Breeze said that it would cost £12-15,000 to stock the shop and equipment such as new freezers and a bar code reading till were required.
- 13.3. Councillor Maureen Breeze said that every other month the Shop Committee would be arranging for an insert to go into the Bulletin to keep residents informed of progress. The Carol singing event before Christmas

had done much to raise awareness of the project as well as funds. A fundraising quiz was planned for the weekend of 3 March.

13.4. Councillor Richard Wickham reminded Councillor Maureen Breeze that there was a page on the parish website for the shop project.

13.5. It was suggested that a note about the need for a Volunteer Coordinator could be included in the next edition of the Bulletin. Councillor Maureen Breeze said that she would let the Clerk have some wording after the meeting closed.

Action: Councillor Maureen Breeze

14. Payments for approval

14.1. The Council approved the following payments:

14.1.1. Bathford Post Office (office rent)	£ 100.00
14.1.2. Bath Preservation Trust (standing order for subscription)	£ 15.00
14.1.3. EDF Energy 1 Ltd (street lighting)	£ 3.21
14.1.4. R J Sully (cutting allotment hedges)	£ 58.75
14.1.5. J Vesey (expenses – room hire)	£ 20.00
14.1.6. B&NES (grass cutting –recreation ground)	£1,706.45
14.1.7. Mrs R C Holding (salary for Dec 05 and Jan 06)	£ 701.75
14.1.8. Mrs R C Holding (expenses & petty cash)	£ 116.50
14.1.9. Mrs S J Beazer (expenses –telephone calls)	£ 14.40
14.1.10. St Swithun's PCC (Bulletin and churchyard)	£ 700.00
14.1.11. Batheaston Parish Council (Charmy Down)	£1,000.00

15. Correspondence

15.1. Councillor Shirley Beazer reported receipt of the following correspondence:-

15.2. Warden at Somer Housing – Somer Housing group had replied offering reassurance about warden cover at the sheltered housing in Mountain Wood. It had been suggested a Bathford Link meeting that mobile warden cover would be based in Bathampton. The Clerk was asked to reply to Somer asking where the cover would be based.

Action: Clerk

15.3. Sustainable Communities Bill – a reply had been received from Don Foster MP in which he confirmed his support for the Bill.

15.4. Unkempt patch of ground by Dovers Park Bus Stop – there had been no response from the owner of the land to the parish council's request for it to be tidied up. It was agreed that B&NES should be asked to remove the damaged litter bin from the site. Councillor Stan Cherry said that he would contact the Action Line.

Action: Councillor Stan Cherry

- 15.5. Consolidated Charities Representative – Phillip Harris had confirmed that he no longer wished to continue with this role after the Annual Parish Meeting. Councillor Shirley Beazer said that she would be happy to stand for the role at that time.
- 15.6. Parking at the RUH – the RUH had acknowledged receipt of the council's letter expressing concern about the lack of patient car parking at the hospital.
- 15.7. Community Action Lunch - details of a lunch organised by B&NES and Community Action to bring together volunteer groups in the area were circulated.

16. Items for the Bulletin

- 16.1. parish council to publicise its role in filling in the side of the bus shelter on the village green;
- 16.2. ask for volunteers to join the Neighbourhood Watch scheme, particularly from Mountain Wood;
- 16.3. ask for Volunteer Coordinator for the community shop;
- 16.4. ask residents for ideas about improving the format of the Annual Parish Meeting.

Action: Clerk

17. Any other items to report

- 17.1. Cluster Meeting Dates - Members noted the dates of the Cluster meetings in 2006 and further noted that the meeting on 1 February would be held in the Community Rooms, Bathford.
- 17.2. Use of Warleigh Woods for camping - Councillors noted the situation with regard to camping on privately owned areas of Warleigh Woods.

18. Items for the next meeting

- 18.1. System of Reviewing progress on Parish Plan
- 18.2. Update on Neighbourhood Watch
- 18.3. Length of meetings
- 18.4. Development of Parish Office

19. Date of next meeting

- 19.1. The next meeting will be held at 7.30pm on Monday 20 February 2006 in the Office under the Post Office, Bathford Hill.

The meeting closed at 10pm