

**Minutes of Bathford Parish Council Meeting
held on Wednesday 26 April 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 Sally Broadway
Councillor Wendy Chambers
Councillor Jan Hooker
Councillor John Lloyd
Councillor Jean Vesey
Councillor Richard Wickham

Also Present: Ruth Holding (Clerk)
3 Members of the public
Mike Smith (village shop enterprise)

1. Public Five Minutes

- 1.1. Footpath across the Village Green – the council was asked when there would be progress on this matter. Cllr Stan Cherry confirmed that a contract had been placed and work would start as soon as possible. It was expected that the work would take less than a week to complete after the start date.
- 1.2. Application for a mobile phone mast – a member of the public had learned recently that an application for a mobile phone mast in the old railway sidings, Shockerwick had been made in the neighbouring authority. The council confirmed that it too had been made aware of this application and this would be discussed later in the meeting.

2. Apologies

- 2.1. Apologies for absence were received from Cllr Maureen Breeze due to commitments with the village shop project.

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 20 March 2006

- 4.1. The minutes 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. Planning application for sports field car park – Cllr Hugh Baker reported that he was meeting a planning officer from B&NES on site on Friday 28 April to discuss the proposals.

5.2.2. Unkempt land in Dovers Park – Cllr Richard Wickham informed the council that new legislation may give parish councils powers to deal with such problems. He said he would look into this.

Action: Cllr Richard Wickham

5.2.3. Front page of May edition of Bathford Bulletin – Cllr Wendy Chambers confirmed that this had been prepared and sent to the editor of the Bulletin. She confirmed that she would contact him to confirm receipt.

Action: Cllr Wendy Chambers

5.2.4. Village of the Year Competition – Cllr Wendy Chambers said that a meeting of the Finance & Administration Committee (F&A Committee) would be called to look at this issue.

Action: F&A Committee

5.2.5. Condition of Tree on Dovers Park green – Cllr Susan Barclay confirmed that BANES had felled the diseased tree and another tree had been planted.

6. Nuisance motorbikes using Brown's Folly

6.1. The speaker from Avon Wildlife Trust was unable to attend the meeting and this item was deferred until the next meeting on 15 May.

7. Committee Reports

7.1. Amenities Committee

7.1.1. Cllr Stan Cherry presented the Amenities Committee monthly report for April 2006 which was noted. The following items were discussed:-

7.1.2. Bridleway between Bathford Hill and rugby club– Members noted that there were a number of issues to be resolved by the Amenities Committee before the parish council could make a decision about whether to adopt the bridleway.

7.1.3. New benches – council noted that there had been a complaint about the idea of putting a bench in the sheltered housing complex. Cllr Stan Cherry confirmed that no benches would be put in new locations in the village without prior consultation with and agreement from residents around the location.

7.1.4. Minutes of the Mobility Focus Group – council noted the minutes of the Mobility Focus Group meeting held on 11 April 2006. Cllr Stan Cherry said that the survey of the parish was almost complete and he would be putting the results in a report. Two routes were in particular

need of attention for mobility impaired residents and pushchair users. The first was from Church Street to the Post Office as mobility scooters were forced out into the road and the second was the route down Bathford Hill to The Crown as there were no dropped kerbs down which to cross the road.

- 7.1.5. It was agreed that Cllr Stan Cherry should make a draft report of the Group's findings available at the Annual Parish Meeting for information and comment by residents.

Action: Cllr Stan Cherry

- 7.1.6. Cllr Wendy Chambers asked for confirmation of the Mobility Group's involvement in the proposed village welcome pack as this issue was also being looked at by the Church and the Communications Group. It was considered that this matter should be led by the Communications Group. Cllr Richard Wickham said that if there were members of the Mobility Group who were particularly interested in the production of the village welcome pack then they would be very welcome at the Communications Group meetings. Cllr Stan Cherry said that the Mobility Group was considering its future and he would encourage this enthusiastic group of people to become involved in the other projects which were being taken forward.

7.2. Finance and Administration Committee

- 7.2.1. Format of Annual Parish Meeting – councillors noted the proposed format for the Annual Parish Meeting which comprised short oral reports from Committee Chairs, a tea/coffee break and a question and answer session. Cllr Richard Wickham said that the reports needed to be written in time for them to be copied prior to the meeting. It was agreed that reports should be made available either as people came in or for them to take away, rather than one copy be placed on each seat.

- 7.2.2. It was agreed that Inspector Peter Warren should be invited to the Annual Parish Meeting to talk briefly about sector policing and to answer questions. Cllr Stan Cherry said that the issue of policing had raised the most questions at the Batheaston Annual Parish Meeting. It was agreed that it would be important to control the time allowed for this item to ensure that it did not dominate the meeting.

- 7.2.3. It was further agreed that village groups would be invited to put up a display in the Parish Hall which residents could view during the coffee break. Responsibility for contacting each of the groups was allocated as follows:-

- 7.2.3.1. Cllr Jean Vesey – Neighbourhood Watch
7.2.3.2. Cllr Wendy Chambers – contact Cllr Maureen Breeze about shop project and Twinning, Website/Communications Group
7.2.3.3. Cllr Stan Cherry – Mobility Group report, bus service, parish plan & VDS, telephone Rev Tim Ling about the Consolidated Charities report
7.2.3.4. Cllr Susan Barclay – Emblem

- 7.2.3.5. Cllr Hugh Baker – bench project, sports field car park, Royal British Legion
- 7.2.3.6. Cllr Jan Hooker – Park & Ride
- 7.2.3.7. Cllr Shirley Beazer – Parish Hall usage/groups
- 7.2.3.8. Clerk – to contact Bathford Link and School Governors
- 7.2.4. The History Society was asked to provide information about its work and Cllr Shirley Beazer suggested a display of photographs of the new footbridge.
- 7.2.5. Refreshments – It was agreed that refreshments should comprise tea and coffee and biscuits. It was suggested that it would be helpful to have someone responsible for preparing the tea and coffee during the meeting ready to be served at the right time. Several names were suggested. Cllr Wendy Chambers said that she would contact them.
Action: Cllr Wendy Chambers
- 7.2.6. Photographs of Councillors – Cllr Hugh Baker said that he would arrange the photographs.
Action: Cllr Hugh Baker
- 7.2.7. Name Badges – Cllr Stan Cherry said that he would make a name badge for each councillor and the clerk.
Action: Cllr Stan Cherry
- 7.2.8. Communications Group – Cllr Wendy Chambers reported that the group had met for the second time on 25 April 2006. Each of the sub-groups working on notice boards, the Bulletin and the welcome pack reported on their progress. It had been concluded that the format of the Bathford Bulletin would not alter radically in the short term, but may be made bigger by the inclusion of an A5 flyer. This would increase production cost by up to £100 per year and the question was raised about whether this additional funding could come from Parish Plan funds. Cllr Stan Cherry said that if the change was an improvement based on findings from the parish plan then an application for funding could be considered. The editor of the Bulletin was concerned that there would not be sufficient information to fill two A4 sheets and that is why an incremental increase in the size of the Bulletin was suggested. The editor proposed to speak to contributors and to the Vicar about getting the message across that contributions to the Bulletin could be made by anyone in the village and was not restricted to particular groups.
- 7.2.9. The notice boards were the subject of some criticism by the group, particularly the old notice board in Meadow Park. Notices were found to be out of date, notices overlapped and there were no contact details displayed. Discussions would be held with the shop about improvements to the notice board in there.
- 7.2.10. The next meeting of the Communications Group would be held on Thursday 15 June 2006 in the Community Rooms, Mountain Wood.

- 7.2.11. Annual Subscription to Community Action – council RESOLVED to renew its annual membership of Community Action at a cost of £20.00.
- 7.2.12. Annual Subscription to The Society of Local Council Clerks (SLCC) – council RESOLVED to renew its annual membership of SLCC at a cost of £84.00.
- 7.2.13. Mandate for NatWest Accounts – Council noted the reply from NatWest to its complaint about the failure to update the Mandate. The bank suggested that the alterations to the Mandate should be managed by one person. Cllr Stan Cherry suggested that the Council should consider reducing the number of authorised signatories if this made the paperwork easier to manage. Council RESOLVED to give authority to the Clerk to meet NatWest to find out what was needed to ensure that the Mandate was changed.
Action: Clerk
- 7.2.14. Annual increase in Clerk's salary – Council noted the annual increase in the Clerk's salary in line with budgeted provisions.
- 7.2.15. Appointment of Internal Auditor – Council RESOLVED to appoint Vince Parker as Internal Auditor for the annual accounts 2005-06.

7.3. *Highways, Footpaths and Lighting Committee*

- 7.3.1. Cllr Shirley Beazer presented the Highways, Footpaths and Lighting Committee monthly report for April 2006 which was noted. The following item was discussed:-
- 7.3.2. Change to edge of property refuse collection – Cllr Shirley Beazer reported that ward councillor Tony Cox has contacted her about the form that residents are required to complete to apply for assisted collections. He was unhappy with the size of the form and the amount of detail required. Cllr Cox asked the parish council to encourage all residents who considered that they might qualify for assisted collections to apply. The Council RESOLVED to put details in the Bulletin.
Action: Clerk
- 7.3.3. Carrswood Centre (Tyndale) – Cllr Shirley Beazer reported that the manager of the centre had confirmed that the removal of ivy from the slipway wall was included in their maintenance schedule. It was noted that the management at the centre had been very prompt to move a bus from a dangerous position in Dovers Park when concern was expressed about its position. Their cooperation was greatly appreciated.

7.4. *Planning and Environment Committee*

- 7.4.1. Cllr Jan Hooker presented the Planning and Environment Committee monthly report for April 2006 which was noted. The following items were discussed:-

- 7.4.2. Shed in Warleigh Woods – Cllr Wendy Chambers asked whether there was any progress on the retrospective planning application for the large shed in Warleigh Woods. Cllr Jan Hooker said that the parish council had not been notified of a decision and she would contact B&NES about this application.
Action: Cllr Jan Hooker
- 7.4.3. Planning application for Orange telecommunications mast, Old Railway Sidings, Shockerwick – Cllr Jan Hooker reported that the council had been contacted by a member of the public through its website about a planning application for a 15 metre lattice tower in the old railway sidings which was of relevance to views from some parts of the village. The council had not been notified of the application by North Wiltshire District Council (DC). Cllr Jan Hooker said that she had contacted the planning officer at North Wilts DC who was happy to extend the deadline for comments by a further week and he had indicated that the council had received very few objections. There was a presumption that the application would be approved unless it could be shown that the mast would cause material harm. Cllr Jan Hooker said that the mast would show above the tree line especially in winter. A stealth design was not possible in this location close to the railway line.
- 7.4.4. Cllr Shirley Beazer closed the meeting to allow a member of the public to speak. They reported that ward councillor Tony Cox had indicated that neighbouring authorities were obliged to notify the council of planning applications affecting the parish. The meeting was reopened. The Council RESOLVED to ask the Clerk to write to North Wilts DC to complain that they had not notified the parish council of the application.
Action: Clerk
- 7.4.5. Cllr Jan Hooker reported that Box Parish Council had objected to the application. The Clerk was asked to contact Box council to find out their grounds for objection.
Action: Clerk
- 7.4.6. Members agreed that Bathford Parish Council should lodge a formal objection to the application on the grounds that the proposed site is in the Cotswold AONB and in a rural landscape which the council has tried to protect in the past. It was agreed that Cllr Jan Hooker would discuss this proposal with Philip Harris and residents of Kingsdown and prepare a draft letter for review by planning committee members.
Action: Cllr Jan Hooker

8. Review of format of Annual Parish Meeting

- 8.1. This item was discussed under item 7.2.1 above.

9. Update on village shop enterprise

- 9.1. Mike Smith attended the meeting to inform the council that it had been found that the fluorescent light in the shop's new storeroom was connected to the parish council's electric meter, not the shop's meter.

He explained that it would be very expensive for the system to be rewired and asked if the council could agree to the system remaining as it was.

- 9.2. Members noted that the periodic use of a fluorescent light would result in a minimal cost on the Council's account. A vote was taken and the Council RESOLVED unanimously that the existing wiring system should remain unchanged.
- 9.3. Council noted that ALCA had advised that there were no legal obstacles to prevent the parish council sharing its premises.

10. Parish Plan

- 10.1. Handover of Accounts - Cllr Stan Cherry reported that the Parish Plan account had been transferred to the control of the parish council and Ruth Holding and Shirley Beazer had been added as authorised signatories to the account.
- 10.2. Possible donation for youth projects – Cllr Stn Cherry reported that he had been contacted by the ex-Treasurer of Bathford Youth Club which was no longer in existence. A small balance remained in the club's account and as it was unlikely that the club would be reconstituted, it was proposed to donate the funds to the Parish Plan account on the understanding that it was used solely for youth projects.
- 10.3. Review of parish plan projects – the Parish Plan Steering Committee had indicated at its final meeting that it would be happy to reconvene at the parish council's request to carry out a review of progress of parish plan projects.

11. Parish Office

- 11.1. The Clerk reported that a desk, two lockable filing cabinets and a cupboard had been purchased for the office within the £500 budget allocated. The second hand meeting table had been delivered "on approval". Members agreed that the meeting table was right size to seat 12 Councillors. The final price of the table was not known. The Council RESOLVED to allocate a budget of a maximum of £250 for the table.
- 11.2. **Clerk's note:** the meeting table was subsequently purchased for £150
- 11.3. Cllr Stan Cherry reported that a sign had been ordered for the door giving the telephone number and opening times.

12. Action for Rural Communities Annual Conference 2006

- 12.1. Members noted the details of the Action for Rural Communities Annual Conference 2006.

13. Correspondence

- 13.1. Cllr Shirley Beazer reported the following correspondence issued on behalf of the council or received by the council:-
- 13.2. Noise from British Legion – Members noted the complaint from a resident about late night noise from the Royal British Legion and the

burglar alarm which had not been turned off promptly. Cllr Shirley Beazer reported that the Clerk had given the complainant B&NES' out of hours telephone number for reporting noise nuisance (01225 477477) and it was agreed that the parish council could do no more. It was noted that the statutory enforcement powers lay with B&NES and the concerns would need to be resolved between the Royal British Legion and the residents affected.

- 13.3. Changes to the No.13 bus service – it was noted that Cllr Stan Cherry and the Clerk had written to B&NES on behalf of the Mobility Focus Group and the parish council respectively, expressing concern about the proposal to withdraw the No.13 bus service on Sunday evenings and on Bank Holidays. Two issues needed to be addressed; the first was the lack of consultation prior to the decision being made to cut the service and the second issue was the actual reduction in the bus service. B&NES had replied to Cllr Stan Cherry indicating that the decision was based largely on the need for the council to find savings.
- 13.4. Members noted that Batheaston Parish Council was also considering their response to the reduction in bus service. It was agreed that further objections, possibly in the form of a letter writing campaign, should be coordinated with Batheaston.
Action: Cllr Wendy Chambers
- 13.5. National Express – the company had responded to the council's concerns about the proposal to stop picking up passengers in Bathford and Batheaston. National Express claimed it had no stop in Bathford. The Clerk was asked to write again to National Express and request a copy of the revised timetable.
- 13.6. Bathford Link – Cllr Shirley Beazer reported that Bathford Link may be facing a loss on its operating income as it relies on voluntary donations to cover the cost of travel. Council RESOLVED that Bathford Link may be invited to apply for help from the parish council if they found themselves in financial difficulty.
Action: Cllr Shirley Beazer
- 13.7. Diamond Travelcard – Council noted the introduction of the Diamond Travelcard from 1 April 2006 giving free bus travel to those aged 60 and above.
- 13.8. Compliment from resident – Councillors noted the kind comments of a resident complimenting the parish council on the spring flowers and appearance of the village green area.
- 13.9. Dilapidated garages in Mountain Wood – Somer had indicated that they were considering the future for these garages which were likely to be demolished and replaced with hardstanding.
- 13.10. Letter of thanks – Cllr Shirley Beazer reported that the Clerk had prepared a letter of thanks to David Howells which would be sent with a copy of the Village Design Statement as a small token of the parish

council's appreciation for the report he had prepared which recorded all the fingerposts, milestones and way markers in the parish.

Action: Cllr Shirley Beazer

- 13.11. Former Tyndale building – Cllr Shirley Beazer reported that she had asked B&NES' planning office whether there were any firm plans for Tyndale as the Council's preferred option was for affordable housing. It was suggested that the parish council write to B&NES property services. It was noted that the parish council had already written to B&NES previously and been advised that the site would eventually be offered for sale to the highest bidder.

14. Items for the Bulletin

14.1. The council RESOLVED to publish the following notes in the Bulletin:-

- 14.1.1. date of Annual Parish Meeting;
- 14.1.2. encourage residents to apply for assisted refuse collection;
- 14.1.3. action being considered in response to proposed cuts in the No.13 bus service

Action: Clerk

15. Any other items to report

15.1. Council noted:

- 15.1.1. receipt of the Annual Return for the year ending 31 March 2006 for completion by July;
- 15.1.2. part payment of the parish precept;
- 15.1.3. the request by EDF Energy for an actual reading from the electricity meter in the basement of The Manor.

16. Items for the next meeting

- 16.1. Presentation from Avon Wildlife Trust (deferred from this meeting)
- 16.2. Complaints about appearance of private property
- 16.3. Response to proposed changes to No.13 bus service

17. Payments for approval

17.1. The council authorised the following payments:-

Bathford Post Office	Rent for parish office - April 06	£100.00
Playforce	Installation of Playtower and bench	£3,368.73
Playforce	Installation of Spring Rider	£640.38
BANES	Tree works - village green	£1,057.50
BANES	Tree works - playing field	£528.75
Somer Housing Trust	Room Hire (Comms Meeting)	£15.00
Cyber-cottage.co.uk	Purchase of Wireless Router	£66.12
EDF Energy	Street lighting	£3.21
SLCC	Renewal of Membership	£84.00
Community Action	Renewal of Membership	£20.00
R Millbank	Grass cutting and spraying	£173.00
The Garden Business	Allotment work	£70.50
R J Sully	Seeding and rolling playing field	£172.50

Mrs R C Holding	Clerk's salary April 06	£455.11
Mrs R C Holding	Clerk's expenses, petty cash etc	£91.58
HM Revenue & Customs	Tax & NI for April 06	£16.61

18. Date of next meeting

18.1. The next meeting will be the Annual Parish Council Meeting at 7.00pm on Monday 15 May followed at 7.30pm by the parish council meeting, to be held in the parish office under the Post Office, Bathford Hill.

The meeting closed at 9.30pm