

**Minutes of Bathford Parish Council Meeting  
held on Monday 19 June 2006 at 7.30pm in the Parish Office, basement  
of the Post Office, Bathford Hill, Bathford**

Present: Councillor Shirley Beazer (Chair)  
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: 2 members of the public  
Ruth Holding (Clerk)

**1. Public Five Minutes**

- 1.1. Planning application for telecoms mast at Shockerwick – a member of the public was pleased to note that the application had been refused.
- 1.2. Rubbish in Brown's Folly nature reserve – a member of the public pointed out that there was a significant amount of rubbish in the nature reserve particularly on the open grassy area below the folly. They also informed the council that the folly had been broken into. The Clerk was asked to write to Avon Wildlife Trust and the Folly Fellowship about these problems.

**Action: Clerk**

**2. Apologies**

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

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

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

**4. Approval of the Minutes of the last meeting 15 May 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. Unkempt land in Dovers Park – Cllr Jan Hooker confirmed that a letter had been sent to B&NES as the local planning authority asking them to consider using powers under Section 215 of the Town and Country Planning Act 1990 to order the clearance of the land. A reply was awaited.
- 5.2.2. Photographs of Councillors – it was suggested that photographs be taken of the Committees as a group rather than individuals. Cllr Hugh Baker agreed to coordinate with Committee Chairpersons.  
**Action: Cllr Hugh Baker**
- 5.2.3. Sports car park – it was noted that a site survey was to be carried out next week with the architect.
- 5.2.4. Bench Project – Cllr Hugh Baker requested that the bench project be put as a separate item on the agenda for the next meeting.  
**Action: Clerk**
- 5.2.5. Road narrows sign for Warleigh Lane – B&NES had confirmed that a sign had been ordered and should be installed shortly.
- 5.2.6. Risk Assessments –a risk assessment report had been prepared by the Highways, Footpaths and Lighting Committee. The Chairpersons of the remaining committees expressed concern about the level of information required. Members noted the wording of the statement of assurance section of the annual return and agreed that the matters to be assessed were primarily strategic financial and administrative processes. Each Committee agreed to consider this matter further.  
**Action: All Committees that have not completed risk assessments**
- 5.2.7. Travellers Camp at Conkwell – Cllr Jan Hooker read a letter from Wiltshire County Council which indicated that progress had been made on identifying ownership of the land, but also that consideration of enforcement action would be deferred until early June. It was noted that a further letter had been received from Wiltshire CC that morning which confirmed that enforcement action was being taken by the County Council. Cllr Jan Hooker confirmed that the Planning Committee would consider this latest letter and report again at the Council meeting in July.
- 5.2.8. Winnebago parked at junction of Ostlings Lane and Bathford Hill – the Clerk was asked to raise resident's concerns about the location in which the vehicle was parked with PC Roger Parker.  
**Action: Clerk**
- 5.2.9. Completed items – Cllr Richard Wickham reported that the action relating to the use of the Bathford Emblem, access to papers on the website and the development of a house style could be deleted from the action sheet as these were all complete.  
**Action: Clerk**

**6. Approval of the Minutes of the Annual Parish Meeting held on 8 May 2006**

- 6.1. The minutes were agreed and signed as a true record of the proceedings.

**7. Approval of the Minutes of the Annual Parish Council Meeting held on 15 May 2006**

- 7.1. The minutes were agreed and signed as a true record of the proceedings.

**8. Committee Reports**

*8.1. Amenities Committee*

- 8.1.1. Members noted the Amenities Committee monthly report for June 2006. The following items were discussed:-

- 8.1.2. Bus Shelter by Crown – Cllr Hugh Baker reported that B&NES had received three letters of complaint about the location of the shelter and therefore it was to be moved further down the hill where the pavement was wider and the style of shelter was to be changed. It had been agreed that while work was being done to raise the height of the pavement at the bus stop a dropped kerb would be put in alongside it at the same time.

- 8.1.3. Bench Project – Cllr Hugh Baker said that he had been given an estimate of the cost of putting down a concrete base for each bench which would allow him to calculate the total cost of each bench and determine the number of benches that could be purchased. Letters had been sent to residents where new benches were proposed inviting their views.

*8.2. Finance, Administration and Communications Committee*

- 8.2.1. Members noted that Cllr Richard Wickham was the new Chair of the Finance, Administration and Communications Committee.

- 8.2.2. It was reported that the Communications Group had met on 15 June but few members of the group had been able to attend and therefore discussion had focussed on the proposed changes to the Bulletin. It was expected that the Bulletin would increase in size and that there would be a corresponding increase in production costs. The parish council would be asked to consider an increase in the financial assistance given to the Bulletin at the next meeting.

**Action: Clerk**

- 8.2.3. Donation to Bathford Link – Councillors considered the letter from Bathford Link (Link) requesting financial assistance from the parish council as Link's operating costs had exceeded its income and it was relying on reserves to continue its work. Council agreed that Link provided a very valuable service to the residents of the parish. There was some discussion about whether a payment from the parish council should be made now or at a point when Link's reserves fell further. On balance the council considered that Link had been very honest about its financial situation and was acting responsibly in

ensuring that its reserves did not fall to the point where the future of the organisation was jeopardised.

- 8.2.4. It was RESOLVED that the council, in accordance with its powers under section 137 and 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the council, is the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure. A vote was taken and council RESOLVED unanimously to make a contribution of £100 to Bathford Link to ensure the continued financial viability of the organisation. It was to be made clear to Link that this was a one-off payment and did not constitute any promise of future funding from the council.

**Action: Clerk**

### 8.3. *Highways, Footpaths and Lighting Committee*

- 8.3.1. Cllr Shirley Beazer presented the Highways, Footpaths and Lighting Committee monthly report for June 2006 which was noted. The following items were discussed:-

- 8.3.2. Damaged manhole in Garstons – Cllr Shirley Beazer reported that the large hole had been reported the B&NES and an inspection carried out.

- 8.3.3. Council Transport parked outside Carrswood Centre, Tyndale – further complaints had been made about B&NES parking its low level buses on the bend in Dovers Park because they could not use the car park. Cllr Shirley Beazer reported that Cllr Stan Cherry was to email the manager of the Carrswood Centre about this matter.

**Action: Cllr Stan Cherry**

- 8.3.4. Funding for maintenance of fingerposts, milestones and marker stones – Cllr Shirley Beazer reported that B&NES had written to parishes in the Cotswold Area of Outstanding Natural Beauty (AONB) asking them to assist in conducting a survey of fingerposts, milestones and marker stones with a view to funding being made available for maintenance of these items. Cllr Shirley Beazer informed the council that due to the timetable imposed by B&NES, she had already confirmed the parish council's willingness to participate in the project and a volunteer had come forward to carry out the survey within this parish. The decision to participate was confirmed by full council.

- 8.3.5. There had been a suggestion that Bathford Parish Council should offer to make a modest contribution towards the maintenance of fingerposts as a sign of good faith and to encourage funding from other sources. However, B&NES had not made any request for funds and no details had been provided about how the maintenance costs would be met. The council considered that it would be premature for the council to consider supporting the project financially at this stage. Council RESOLVED that the volunteer should continue to work with

B&NES on the survey and the matter of funding should be deferred until any formal request was made by B&NES.

- 8.3.6. Morris Lane – Cllr Hugh Baker reported that he had contacted an officer in B&NES about the missing no entry sign and the very poor condition of the road surface around the entrance to the new houses.

8.4. *Planning and Environment Committee*

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

- 8.4.2. Appeal against refusal to grant planning permission for outbuildings, 6 Bathford Hill – council noted that this case had gone to appeal. Council RESOLVED that it should restate its objections to the application to ensure that these were noted by the Planning Inspector.  
**Action: Clerk**

- 8.4.3. Parcel 5266, Shockerwick – Cllr Jan Hooker confirmed that a retrospective application for the exercise area for horses had now been made and this would be considered by the committee at its next meeting.

- 8.4.4. Forestry Shed in Orchard Wood, Warleigh – a copy of the notification had been received but not yet seen by the planning committee. It appeared that permission for the shed was granted only until 1 April 2007, when the matter would be reviewed.

- 8.4.5. Parcel 1963, Conkwell – in response to a question from a councillor about this application, the Planning Committee confirmed that the proposed works were sympathetic to the surroundings and there were no reasonable grounds for objection.

- 8.4.6. Creation of parking space in front garden in Mountain Wood – Cllr Jan Hooker agreed to investigate a report that work was being carried out without planning permission.  
**Action: Cllr Jan Hooker**

- 8.4.7. Cllr Jan Hooker reported that Ward Councillor Tony Cox had recommended that if the parish council considered that a planning application should be called in for consideration by a committee at B&NES then it should make their concerns known to the Ward Councillor and also ensure that separate objections were received by the planning authority instead of the parish council making one objection on behalf of the parish.

9. **Risk Assessments – submission of Risk Assessments prepared by Committees**

- 9.1. This item was had been discussed previously under paragraph 5.2.7 above.

## **10. Update on village shop enterprise**

- 10.1. Council noted the report on the encouraging progress of the Bathford Community Shop since its opening, but noted that there were challenges to the overcome particularly in finding sufficient volunteers to staff the shop.
- 10.2. Council noted that there would be an official opening of the shop by Don Foster MP on 8 July.
- 10.3. Many residents had expressed an interest in the progress of the shop and the council suggested that it might be appropriate for a flyer to be inserted in the Bathford Bulletin to keep people informed. Cllr Wendy Chambers agreed to speak to Cllr Maureen Breeze about this.

**Action: Cllr Wendy Chambers**

## **11. Parish Office**

- 11.1. Request by village shop to keep two chest freezers in the sub-basement of the office – the village shop committee had approached the parish council with a request to store two chest freezers in the sub-basement of the parish office as the current off-site storage arrangements were not ideal in the long term. The parish council agreed that it should make space available in the basement to assist the shop and there was no reasonable alternative at present. The sub-basement could be accessed directly without the need for anyone to enter the parish office and therefore there were no issues of confidentiality arising from the arrangement. Council RESOLVED to allow the shop to put freezers in the sub-basement of the parish office for a trial period of 6 months, subject to suitable arrangements being made to cover electricity costs and an assurance that the key would be held securely and used by nominated persons. Cllr Wendy Chambers agreed to pass this information to the shop manager.

**Action: Cllr Wendy Chambers**

- 11.2. Office opening hours – the council noted that there had been no visitors to the parish office on a Thursday evening since its opening in April and therefore the effectiveness of the arrangements should be reviewed. Following a discussion council RESOLVED that the office should close on Thursday evenings from mid July. It was agreed that a note should be put in the Bulletin advising parishioners of the change and advising them of the various ways in which they could contact the clerk and councillors about any matters of concern.

**Action: Clerk**

## **12. Suggestions for items for the parish cluster meeting to be held on Wednesday 5 July, The Rhymes Pavilion, Batheaston**

- 12.1. Council noted that the following items had been proposed for discussion at the Cluster Meeting:-

12.1.1. Proposed cuts to No.13 bus service

12.1.2. Changes to refuse collection

12.1.3. Provision of additional barriers/reflector posts on A363

- 12.1.4. Safe routes to school initiative and progress of proposals for the Ashley Road/High Street junction
- 12.1.5. Removal/resiting of priority point one in Bathford Hill

12.2. **Clerk's note** – since the parish council meeting the dated for the Cluster Meeting has been changed to Thursday 6 July. The venue remains the same.

**Action: Clerk**

### **13. Letter of thanks to the Mayor of Artannes for hospitality during recent Twinning visit to France**

13.1. Cllr Shirley Beazer reported that the Twinning visit to Artannes had been a huge success and the warmth of the welcome from the people in Artannes had been overwhelming. Cllr Shirley Beazer said that, subject to the council's agreement, she would like to write an official letter of thanks to the Mayor of Artannes expressing the council's gratitude for their kind hospitality and many gifts. The Council RESOLVED that a letter should be written and asked the Clerk to prepare this for signature by Cllr Shirley Beazer.

13.2. **Action: Clerk**

### **14. Correspondence**

14.1. Cllr Shirley Beazer reported the following correspondence issued on behalf of the council or received by the council:-

14.2. Invitation to Royal British Legion fundraising event – members noted that a fundraising event was being held at the Legion on Monday 10 July.

14.3. Bonfires – a resident had complained about bonfires being lit during the day. The Clerk was asked to put a note in the Bulletin asking residents to be considerate when lighting bonfires and inform them that guidance on bonfires was available on the B&NES website.

14.4. Letter from resident about various issues – a member of the public had raised a number of issues with the parish council including their disappointment that wreaths are not displayed on the war memorial even on Remembrance Day, but are kept inside the church. The Clerk was asked to write to the Vicar of St Swithun's asking why the wreaths were not displayed and asking him to consider changing this practice on Remembrance Day.

**Action: Clerk**

14.5. Bike Week – members noted correspondence about the events taking place during bike week, particularly the Treasure Hunt being held on 24 June. It was confirmed that the poster had been displayed in the shop and on the notice boards in Meadow Park and Dovers Park.

14.6. Transport Map – Cllr Shirley Beazer drew members' attention to the Transport Map which had been issued to all households in B&NES.

14.7. Response from First about proposed cuts in bus service – Cllr Shirley Beazer read an email from the bus company which stated that they had

not received confirmation that the 713 service on Sunday evenings and Bank Holidays was to be withdrawn. There was still a possibility therefore that the service would be retained. Confirmation would be requested from B&NES at the Cluster Meeting.

- 14.8. Bath Preservation Trust – following the council's letter to the Bath Preservation Trust about the alternative Park & Ride scheme proposed for Charmy Down, the Trust had replied to say that it would be interested in having discussions with the parish council about the perceived advantages of the Charmy Down site.

**Action: Cllr Jan Hooker**

- 14.9. Citizens Advice Bureau (CAB) – the council had received a general letter from CAB reminding the council about the services offered by them and asking the council to consider financial support for the organisation.

- 14.10. Parishes Liaison Meeting – Members noted the agenda for the Parishes Liaison Meeting to be held on 21 June. No councillors from Bathford were available to attend.

- 14.11. Survey of parish councils – the University of Aberystwyth is conducting a review of the Quality Council Scheme on behalf of DEFRA. Part of the review involves a survey of council's which do not hold quality council status. The Clerk was asked to complete the survey on behalf of Bathford Parish Council.

**Action: Clerk**

- 14.12. Weekend festival at By Brook Meadows, Box Road – Cllr Shirley Beazer reported that North Wilts District Council had granted a temporary events licence for a weekend music festival at the site. Bathford Parish Council had not been consulted about the proposed event. Any noise nuisance could be reported to North Wilts DC on 01249 706111.

## **15. Items for the Bulletin**

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

- 15.1.1. Dates of mobile library
- 15.1.2. Guidance on bonfires
- 15.1.3. Changes to parish office opening hours
- 15.1.4. Date of next meeting;

**Action: Clerk**

## **16. Any other items to report**

- 16.1. Council noted:

- 16.1.1. Draft annual accounts – sent to the internal auditor for consideration.
- 16.1.2. Local Area Agreement – proposal to set up a Joint Working Party to consider the Local Area Agreement which is prepared by B&NES.

## **17. Items for the next meeting**

- 17.1. Additional funding for production of the Bulletin;
- 17.2. Bench project;
- 17.3. Request for prizes for Best Kept Allotment Competition;
- 17.4. Mandate for Nat West Bank Account.

## **18. Payments for approval**

18.1. The council authorised the following payments:-

Bathford Post Office	Rent for parish office – June 06	£100.00
EDF Energy	Electricity for office in Manor Basement	£33.97
BT	Quarterly broadband charge	£70.46
BT	Quarterly line rental and call charges	£54.77
Bathford Parish Hall	Hire of hall for Annual Parish Meeting	£20.00
R Millbank	Grass cutting	£300.00
Mrs R C Holding	Clerk's salary June 06	£497.44
Mrs R C Holding	Clerk's expenses, petty cash etc	£39.00
HM Revenue & Customs	Tax and National Insurance	£23.63

## **19. Date of next meeting**

- 19.1. The next meeting will be on Monday 17 July at 7.30pm in the parish office under the Post Office, Bathford Hill.

The meeting closed at 9.25pm