

**Minutes of Bathford Parish Council Meeting  
held on Monday 17 July 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 Sally Broadway  
Councillor Wendy Chambers  
Councillor Jan Hooker  
Councillor John Lloyd  
Councillor Jean Vesey  
Councillor Richard Wickham

Also Present: 3 members of the public  
Ruth Holding (Clerk)

**1. Public Five Minutes**

- 1.1. 713 Bus Service – the parish council was congratulated on its work to prevent the 713 bus service being withdrawn on Sunday evenings and Bank Holidays. The Chair acknowledged this thanks and said that the success of the campaign was due in most part to the work of Cllr Wendy Chambers, members of the Amenities Committee and to the residents for supporting it.

**2. Apologies**

- 2.1. Apologies for absence were received from Cllr Maureen Breeze due to work commitments and Cllr Susan Barclay for personal reasons.

**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 19 June 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. Risk Assessments – a risk assessment had been prepared by the Amenities Committee for consideration under item 6a(iv). Cllr Jan Hooker confirmed that the Planning and Environment Committee's

risk assessment had been drafted and would be presented at the next meeting.

**Action: Planning and Environment Committee**

- 5.2.2. Local Authority buses parked in Dovers Park – buses continued to park on the double yellow lines outside the Carrswood Centre (Tyndale) if they were unable to access the car park. Cllr Richard Wickham reported that he had been into the centre to advise them about the location of the bus earlier in the day. Cllr Shirley Beazer said that there would be an opportunity for further discussion on this matter under item 6c(i).
- 5.2.3. Creation of hard-standing in front garden of property in Mountain Wood – Cllr Jan Hooker read from a letter received from BANES' enforcement officer who considered that the work fell within the category of permitted development for which planning permission was not required. It was suggested that although the hard-standing did not need permission, this did not give residents the right to drive a vehicle across the footpath unless permission had been granted by Highways for a dropped kerb. Cllr Jan Hooker said she would look at this matter further.
- Action: Cllr Jan Hooker**
- 5.2.4. Installation of freezers in the sub-basement – The village shop management committee had been informed that the council had no objection to freezers being kept in the sub-basement for a trial period of 6 months but a date for their installation had not yet been set. Cllr Stan Cherry reported that additional ventilation was required and negotiations were continuing between the village shop and the landlord.
- 5.2.5. Discussion with Bath Preservation Trust about Charmy Down as a site for Park & Ride - Cllr Jan Hooker reported that the letter from the Bath Preservation Trust had been passed to Steve Mackerness who would arrange a meeting with the Trust when considered appropriate.
- 5.2.6. Loop system for parish hall – Cllr Shirley Beazer reported that the proposal for a loop system in the parish hall was to be considered at the next meeting of the parish hall management committee.

## **6. Committee Reports**

### *6.1. Amenities Committee*

- 6.1.1. Cllr Stan Cherry presented the Amenities Committee monthly report for July 2006. The following items were discussed:-
- 6.1.2. Play Area Safety Inspection Report – the Amenities Committee had a number of concerns about the recent play area inspection report as it appeared to identify risks with the equipment which the committee did not consider were justified and also contained a number of inaccuracies about the condition of items which had recently been replaced. The committee had drafted a letter of complaint to the inspector who had contacted the Clerk to request a meeting to

discuss the matter on site. Cllr Stan Cherry said that he would make the arrangements for the meeting after checking the availability of other members of the committee.

**Action: Cllr Stan Cherry**

- 6.1.3. Bench Project – Cllr Hugh Baker said that funds currently stood at £2,770 and it was proposed to purchase and install 7 new benches with this money. Residents had been consulted about the proposals to site a bench in the sheltered housing complex and on the Dovers Park green. There had been some objections to the proposals and concerns had been taken into account. A bench would be sited in both these locations. In the case of Dovers Park green it would be positioned at the lower end to enable children to continue to play on the green and its use would be monitored to address concerns that young people might create disturbance in the area if they congregated at the bench.
- 6.1.4. Cllr Hugh Baker reported that the benches would be purchased from HM Prison in Kirkham, Lancashire and he asked for the council's approval to proceed with the purchase.
- 6.1.5. Cllr Hugh Baker proposed and Cllr Stan Cherry seconded the proposal to purchase and install 7 new benches in agreed locations around the parish. A vote was taken and the council RESOLVED to approve the proposal by 8 votes and one abstention.
- 6.1.6. Report of the Mobility Focus Group - members noted the excellent report on mobility issues in and around Bathford prepared from surveys carried out by volunteers. The group had identified 7 priorities for improvements to the pavements and roadways for those with mobility difficulties, the highest of these being the access from Church Street to the pavement access on Bathford Hill and the provision of a dropped kerb opposite The Crown. Cllr Stan Cherry reported that an officer from B&NES was to carry out a survey of the Church Street/Bathford Hill area on 18 July and he would report to the council when the findings of that survey were known.
- Action: Cllr Stan Cherry**
- 6.1.7. It was suggested that the police or community support officers should be asked to monitor the parking around the school particularly vehicles obstructing dropped kerbs providing disabled access.
- Action: Cllr Shirley Beazer**
- 6.1.8. The Clerk was asked to write a letter of thanks to the individual members of the mobility focus group.
- Action: Clerk**
- 6.1.9. Bridleway from Bathford Hill to Recreation Ground – Cllr Stan Cherry said that over the past few weeks the Amenities Committee had given careful consideration to the suggestion that the parish council should take over responsibility for the bridleway from Whitehaven. The committee had concluded that the parish council should, subject to

confirmation of some issues, adopt the bridleway in order to safeguard the access to the recreation ground.

- 6.1.10. The main issue to be addressed was to establish the ownership of the wall which formed the boundary of the properties in Titan Barrow. To resolve this issue would incur solicitor's fees and the Amenities Committee was seeking approval from full council to pursue this matter further. It had also been suggested that a structural engineer should be commissioned to survey the wall to identify whether there were any major structural problems to be addressed or what maintenance work was required. There would be a cost to the council for such a survey.
- 6.1.11. Members agreed, in principle, that the parish council should take over control of the bridleway if this was in the best interests of preserving the future access to village amenities, but a formal decision could not be made until the council was certain of the position with regard to the wall and any other liabilities. Cllr Stan Cherry proposed and Cllr John Lloyd seconded a proposal that the Amenities Committee should proceed with further investigation of the ownership and condition of the wall after which members would be asked to consider the next step. A vote was taken by a show of hands and the Council RESOLVED unanimously to accept the proposal, up to a maximum total expenditure of £500 on solicitor's fees and the services of a structural engineer.

**Action: Amenities Committee**

- 6.1.12. Amenities Committee Risk Assessment – council noted the risk assessment and suggested it should be amended to include a column to indicate whether the risk was considered High/Medium/Low.

**Action: Amenities Committee**

## 6.2. *Finance, Administration and Communications Committee*

- 6.2.1. The Finance, Administration and Communications Committee had not met since the last parish council meeting and therefore there was no written report for consideration. The following items were discussed:-.
- 6.2.2. Additional funding for production of Bathford Bulletin – council noted that it was proposed to increase the size of the Bulletin by the addition of an A5 flyer, possibly from September 2006, but this would lead to an increase in production costs which would need to be funded. It was hoped that organisations taking advantage of the increased size of the Bulletin would eventually cover the cost of producing their own flyers, but start-up funding for the new format was required.
- 6.2.3. It was suggested that parish plan funds be used to cover the additional cost as the changes to the Bulletin were being made as a direct result of the views expressed by residents in response to the parish plan questionnaires. Cllr Stan Cherry said that if regular funding was required for a larger bulletin, then this should be budgeted for in future years, but he considered that it was reasonable

for a one-off payment to be made from the parish plan funds to get this initiative started.

- 6.2.4. Council RESOLVED to make an initial one-off payment of £50 in September 2006 to St Swithun's PCC from the parish plan fund to pump-prime the production of a larger Bulletin.

**Action: Clerk**

- 6.2.5. Prizes for Best Kept Allotment Competition in Bathford Flower Show 2006 – Councillors noted the request by the Bathford Flower Show Committee for the parish council to again provide gardening gift vouchers to the value of £20, £15, £10 and 2 x £5 for the winners and runners-up in the annual Best Kept Allotment Competition.

- 6.2.6. Members agreed that it was appropriate for the council to continue with the tradition of providing these modest prizes for the competition and RESOLVED that the council in accordance with its powers under sections 137 and 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. Cllr Richard Wickham proposed and Cllr Stan Cherry seconded expenditure of £55 for the prizes. A vote was taken and council RESOLVED unanimously to agree the expenditure. The Clerk was authorised to purchase the vouchers and reclaim the expenditure at the next meeting.

**Action: Clerk**

- 6.2.7. Mandate for NatWest bank accounts – members recorded their annoyance that the Mandate was incorrect despite councillors taking their details to the bank on previous occasions, but agreed to complete and resubmit the forms and supporting documentation. The Clerk issued the forms to the 10 councillors who would be signatories to the Mandate and asked them to take these to named individuals at the bank. The Clerk would complete the other forms required. When the bank held a full set of papers the Mandate could then be amended.

**Action: All Councillors to be signatories to the Mandate and Clerk**

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

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

- 6.3.2. Council Transport parked outside Carrswood Centre, Tyndale – parked buses continued to cause a nuisance. The Council asked the Clerk to write to the Manager of the Carrswood Centre asking them not to park the buses on the double yellow lines after the bend in Dovers Park and asking that only transport with sufficient clearance to be able to access the car park at Tyndale be used in future.

**Action: Clerk**

#### 6.4. *Planning and Environment Committee*

- 6.4.1. Cllr Jan Hooker presented the Planning and Environment Committee monthly report for July 2006 which was noted. The following items were discussed:-
- 6.4.2. Forestry Shed in Orchard Wood, Warleigh – Cllr Jan Hooker reported that she had spoken to the planning officer and it was confirmed that permission for the shed had been granted for one year on condition that it was used for forestry purposes only and not for other uses such as camping. Monitoring its use would be difficult, but councillors were asked to report any possible unauthorised activity.
- 6.4.3. Travellers camp at Conkwell – Cllr Wendy Chambers reported that following the serving of the initial warning notice the site appears to have been vacated.
- 6.4.4. Conservatory erected on property in Warleigh – Cllr Wendy Chambers said that concerns had been raised by residents in Claverton about a conservatory being erected in Warleigh. No planning notification had been received. Cllr Jan Hooker agreed to look into this.  
**Action: Cllr Jan Hooker**
- 6.4.5. Planning application for Park & Ride on Charmy Down – Cllr Jan Hooker reported that the application was on the agenda for consideration at BANES' GDCC meeting on 19 July. Steve Mackerness was listed to speak on behalf of Bathford, but BANES would give no indication as to whether the application was to be determined at the meeting. Supporters of the application wanted the application to be deferred as it was still being revised. It was hoped that ward councillors would support a deferment.

#### 7. **Sign-off the parish council's annual accounts for 2005-2006**

- 7.1. Councillors noted the statement of accounts in Section 1 of the Annual Return which had been prepared on a receipts and payments basis, together with the accompanying Bank Reconciliation and the Explanation of Variances.
- 7.2. The council approved the Statement of Accounts for the year ended 31 March 2006 and section 1 was signed by the Responsible Financial Officer and the Chair.
- 7.3. Councillors considered parts 1 to 8 of the Statement of Assurance in Section 2 of the Annual Return. The council agreed with each of the statements in parts 1 to 8 of Section 2 and the Statement of Assurances was approved. Section 2 was signed by the Responsible Financial Officer and the Chair.
- 7.4. The Council noted the Annual Internal Audit Report to the Council in Section 4 of the Annual Return.

7.5. The council noted that the completed return would be submitted to the external auditor prior to 14 August 2006.

**Action: Clerk**

**8. Liaison with School Governors – oral report from Cllr Jean Vesey**

8.1. Cllr Jean Vesey reported that she had met the Headteacher and Chair of the Governors on 5 July for discussion and a tour of the school. She said that local authority funding for the school had fallen but pupil numbers were increasing and an additional teacher would be employed from September 2006. The condition of the temporary classrooms was deteriorating and plans were being made to build additional classrooms and a school hall if funding from government was available. The school were pleased that the parish council was taking an interest in their affairs and Cllr Jean Vesey said that she hoped to attend the next school governors' meeting in September.

8.2. The Clerk confirmed that minutes of the school governors' meetings were emailed to her by the Clerk to the governors and a copy could be made available to any councillor on request.

**9. Consider request from Avon Wildlife Trust for discussion with the council about aiding the management of Brown's Folly**

9.1. Members noted the letter from Avon Wildlife Trust in response to the council's concerns about the amount of litter accumulating in the nature reserve. The Trust had proposed a meeting with the council to discuss how it could aid the management of the reserve.

9.2. Members agreed that they would be interested to talk to the Trust and asked the Clerk to invite a representative of the Trust to the Council meeting in October as the agenda for September was likely to be full after the summer break.

**Action: Clerk**

**10. Update on village shop enterprise**

10.1. There was no written report to the council as Cllr Maureen Breeze had intended to be present at the meeting but was unavoidably detained at work at the last minute. Several of the councillors had been present at the Bathford Enterprise for All AGM in the previous week and were therefore aware that the shop was doing reasonably well at the moment, but there were still issues to be addressed, not least the need for more volunteers to work behind counter.

**11. Parish Office**

11.1. Members noted that the office would open to the public on a Thursday evening for the last time on 20 July. However, the office would remain available as a resource for use by the Clerk and for Committee meetings. The public would be able to contact the council or access the council's records by appointment with the Clerk who could be contacted by post, telephone or mail.

## **12. Proposed Citizen of the Year Award**

12.1. Council RESOLVED that a notice should go in the Bulletin asking if there were any volunteers who would be interested in forming a group to look at this idea.

**Action: Clerk**

## **13. Correspondence**

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

13.2. Floodlights on rugby field – the Clerk was asked to write to the rugby club asking for the floodlights to be adjusted to prevent light shining into residential areas.

**Action: Clerk**

13.3. Sheltered Housing – Cllr Shirley Beazer reported that she had attended an open meeting arranged by Somer Community Housing Trust, but had not been given any further information with regard to the decision to withdraw the residential Sheltered Housing Officer from Mountain Wood.

13.4. Revised timetable for 713 bus service – BANES confirmed that a reduced service would operate every 90 mins on Sunday evenings. The Bank Holiday service would run every 30 mins during the day and every 90 mins in the evening.

13.5. New legislation – legislation would come into force in the Autumn making it illegal for employers to discriminate on the grounds of age.

13.6. Work to wall in Church Street – St Swithun's PCC had put work in hand to repair a wall on Church Street which bordered the church grounds in the interests of safety, but disputed with BANES the ownership of the wall.

13.7. Sheltered Housing newsletter – members noted the newsletter which had been circulated to all councillors on a round robin.

13.8. Sustainable Communities Bill – an acknowledgement of the parish council's support had been received.

13.9. Funding for youth projects - Cllr Shirley Beazer reported that a youth worker from BANES had spoken at the Cluster Meeting about funding for projects relating to 13 to 19 year-olds. To qualify for funding the project proposal must be made by the children themselves. Further information would be sent to the Clerk shortly. It was agreed that the information would then need to be issued to the groups in the village who were working with young people.

#### **14. Items for the Bulletin**

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

14.1.1. 713 bus service on Sunday evenings and Bank Holidays

14.1.2. Consultation on future management of refuse

14.1.3. Proposal for Citizen of the Year Award

14.1.4. Date of next meeting

14.2. It was also suggested that the parish council's contact details, including telephone number, email address and website should be displayed permanently in a separate box in the section of the Bulletin reserved for notes from the parish council. The Clerk was asked to contact the editor of the Bulletin about this proposal.

**Action: Clerk**

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

15.1. Council noted:

15.1.1. Revised timetable for 713 bus service on Sunday evenings and Bank Holidays;

15.1.2. Public consultation by BANES about the future management of the refuse that could not be recycled or composted.

15.2. Council agreed that, in future, matters such as the public consultation about the management of refuse did not need to be copied to all councillors with the agenda but could be raised under correspondence and information posted on the notice boards and website.

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

16.1. Update on village shop;

16.2. Half yearly financial report;

16.3. Initial planning for 2007/2008 budget;

#### **17. Consider whether there should be a council meeting in August**

17.1. It had been suggested last year that there should be a meeting in August as there had been so many items on the agenda for the September meeting following the break. Council considered that meeting times had got shorter recently due to the way in which the business was being managed and that councillors would benefit from break from parish council business over the summer. Cllr Stan Cherry proposed and Cllr Wendy Chambers seconded a proposal that there should be no meeting of the parish council in August. A vote was taken by a show of hands and the proposal was carried unanimously.

#### **18. Payments for approval**

18.1. A member of the public had presented the Council with receipts for photocopying papers at North Wiltshire District Council's offices relating to the proposed telecommunications mast in the old railway sidings, Shockerwick. Approval for the expenditure had not been obtained in advance, but the council acknowledged that the member of the public had acted in good faith in obtaining these papers. The papers had been required quickly to enable the council to successfully oppose the

application and in this exceptional circumstance the council RESOLVED to reimburse the modest expenditure. The council made it clear that this payment was an exception and any expenditure on behalf of the council should be approved in advance by a committee or a full meeting of the council:-

Bathford Post Office	Rent for parish office – July and Aug 06	£200.00
Bathford Link	Bathford Link	£100.00
Somer Housing Trust	Room Hire	£15.00
EDF Energy	Street Lighting	£3.21
Mrs S D Beazer	Councillors' expenses	£10.26
R Millbank	Grass cutting and clearing vegetation	£360.00
Mrs R C Holding	Clerk's salary July 06	£441.08
Mrs R C Holding	Clerk's expenses, petty cash etc	£125.97
HM Revenue & Customs	Tax and National Insurance	£10.71
Mr A Coffin	Photocopying planning papers	£9.50

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

19.1. The next meeting will be on Monday 18 September at 7.30pm in the parish office under the Post Office, Bathford Hill.

The meeting closed at 9.22pm