

**Minutes of Bathford Parish Council Meeting
held on Monday 20 November 2006 at 7.30pm in the Parish Office,
basement of the Post Office, Bathford Hill, Bathford**

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

Also Present: 1 member of the public
Ruth Holding (Clerk)

1. Public Five Minutes

1.1. No matters were raised under this item.

2. Apologies

2.1. Apologies for absence were received from Cllr Shirley Beazer, Cllr Maureen Breeze and Cllr Wendy Chambers.

3. Declarations of Interest in any item on the Agenda

3.1. The Chair called for any declarations of interest. Cllr Stan Cherry declared an interest in a matter listed in the report of the Planning and Environment Committee.

4. Approval of the Minutes of the last meeting 16 October 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. Request from school for financial assistance – council noted that a letter had been received from the Clerk to the School Governors asking the parish council to consider making a donation towards the cost of bike racks to allow pupils' to keep their bicycles secure on the premises. The letter had been received too late for consideration at

this meeting and it was agreed that the matter should be put on the agenda for the meeting in January 2007.

Action: Clerk

- 5.2.2. Relocate Ashley Road street sign – BANES had been contacted about relocating the street sign. No site visit had been made to date.
- 5.2.3. Possible planning application for telecoms mast at Shockerwick – there had been no indication that any application was to be made and therefore this matter was closed.
- 5.2.4. Wreath laying on War Memorial - members noted that the Chair of the parish council has laid the parish council's wreath on the War Memorial during the Act of Remembrance at 11am in accordance with the wishes expressed by residents. All other wreaths would be moved to the Memorial on the day after Remembrance Sunday.
- 5.2.5. Dropped kerbs outside properties in Mountain Wood – this matter was on going.

Action: Cllr Jan Hooker

- 5.2.6. Loop system for parish hall – it was noted that the Parish Hall Management Committee was actively pursuing the installation of a loop system and would be approaching the parish council about applying for external grant aid at a future date.
- 5.2.7. Bridleway and sports car park – members noted that since the last parish council meeting the Whitehaven Board had withdrawn its agreement for land to be used for a sports car park and had also decided to retain ownership of the bridleway. The Amenities Committee had therefore suspended work on the car park planning application, although some costs may have been incurred to date which the parish council would need to pay.
- 5.2.8. Planning Applications relating to American Museum – it was reported that no comments had been received by the planning committee.
- 5.2.9. Dates for reviewing parish council papers held in the basement of the Manor – it was agreed that this item should be deferred until spring 2007 (March meeting)

Action: Clerk

6. Committee Reports

6.1. Amenities Committee

- 6.1.1. Cllr Stan Cherry presented the Amenities Committee monthly report for November 2006. The following items were discussed:-
- 6.1.2. Equipment for play area – a quote of £783 had been received for installing the necessary swing safety barriers at the side of the large and small swings (2 barriers for large swings and 1 barrier for small swings). This work was not eligible for grant aid, but further grant money was available from BANES which presented the council with an opportunity to replace the broken abacus and noughts and crosses

game. A quote of £1,021 had been received for the replacement equipment, including installation, of which 85% could be met from grant aid.

- 6.1.3. Cllr Stan Cherry proposed and Cllr Hugh Baker seconded a proposal to spend £783 on the swing safety barriers and to apply for a grant for the replacement equipment. A vote was taken and the council RESOLVED unanimously to agree the expenditure. The safety equipment would not be ordered until it was known whether a grant had been awarded for the new equipment in which case all the work could be carried out at the same time.

Action: Cllr Stan Cherry

- 6.1.4. Path on Village Green – members noted that the new path had been completed. Feedback from users had been favourable but there had been requests for a handrail on the sloping end of the path. Cllr John Lloyd said he would assess the practicalities of installing a hand rail and discuss the options in the Amenities Committee.

Action: Cllr John Lloyd and Amenities Committee

- 6.1.5. Bench project – it was reported that the remaining bench was due to be collected from Kirkham shortly. It was noted that the new benches would be kept in storage over the winter and would be put in the agreed locations next spring. It had been suggested that an inventory of all parish council assets should be taken when the new benches had been installed.

Action: Amenities Committee

- 6.1.6. Notice board in Meadow Park – it was suggested that the name of the parish council should be put on the new notice board to indicate that it was an official council board. The Amenities Committee was asked to look at the options for signage.

Action: Amenities Committee

- 6.1.7. Village Christmas Decorations – members noted that the post office and shop were making funds available to provide a Christmas Tree and decorations and it had been suggested that the parish council should consider funding lights in the trees on the village green to celebrate the festive season. The Royal British Legion had been approached and they were willing to provide the power supply. Council suggested that the lights should be on a timer to minimise any nuisance.

- 6.1.8. Members agreed that it was appropriate for the council to provide festive lighting on the village green 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 Stan Cherry proposed and Cllr Jan Hooker seconded expenditure of up to £100 for low voltage outdoor lights. A vote was taken and council RESOLVED unanimously to agree the

expenditure. Cllr Shirley Beazer was authorised to purchase the lights and reclaim the expenditure at the next meeting.

Action: Cllr Shirley Beazer

- 6.1.9. Royal British Legion (RBL) – in thanking the parish council for its donation in 2006/2007 the RBL had pointed out that the council had not made its customary donation in 2005/2006. The Clerk confirmed that no payment had been made. Members agreed that this had been an oversight and that it should make a further payment. Council RESOLVED that 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 John Lloyd proposed and Cllr Sally Broadway seconded a proposal to make a further payment of £75 to the RBL to cover the missed donation in 2005/2006. A vote was taken and council RESOLVED by 7 votes for and 1 abstention to support the proposal.

Action: Clerk

6.2. *Finance, Administration and Communications Committee (FA&C)*

- 6.2.1. Cllr Richard Wickham presented the Committee monthly report for the FA&C Committee for November 2006. The following items were discussed:-
- 6.2.2. Draft budget 2007/2008 – the draft budget was noted. Cllr Stan Cherry said that the figure for playing field rents was too high and should be reduced to around £900. Members were asked to send any further alterations to the budget to the FA&C Committee prior to the meeting in January 2007 at which the final budget would be signed off.
- 6.2.3. VAT refund – Cllr Richard Wickham confirmed that he was working on the VAT claim for 2004/2005 and 2005/2006. The recovery of VAT had fallen behind due to the change in the Clerk, but would be done on an annual basis in future.
- 6.2.4. Request from St Swithun's PCC for financial assistance towards the cost of producing the Bathford Bulletin and churchyard maintenance – St Swithun's PCC had provided the breakdown of costs requested at the last meeting and were seeking a total of £940 from the parish for the production of the Bathford Bulletin and maintenance of the churchyard.
- 6.2.5. The FA&C Committee confirmed that it was actively pursuing potential grant aid of up to £2,500 for the production of the Bulletin from Community Chest funds, but as financial support for the Bulletin was effectively given in arrears, council would need to make a decision on the level of funding to be given for 2006/2007 from the parish council's budget.

- 6.2.6. It was noted that the Communications Group was considering possible further changes to the Bulletin which may lead to changes in the way in which the Bulletin was produced and funded. Discussions would continue. In the meantime the costs of the current method of production would need to be met.
- 6.2.7. It was RESOLVED that the council in accordance with its powers under sections 137 of the Local Government Act 1972 should make a payment of £640 to St Swithun's PCC to cover the cost of producing the Bathford Bulletin from April 2006 to March 2007 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
- 6.2.8. The Council considered the PCC's request for money towards maintaining the churchyard. The lack of mowing at the top of the churchyard was again raised as a concern and the council agreed that they should repeat their request made last year that the frequency of mowing in the top part of the churchyard is increased. Council RESOLVED in accordance with its powers regarding the maintenance of burial grounds to make a payment to St Swithun's PCC of £300.
Action: Clerk

6.3. *Highways, Footpaths and Lighting Committee*

- 6.3.1. The Highways, Footpaths and Lighting Committee monthly report for November 2006 was noted.

6.4. *Planning and Environment Committee*

- 6.4.1. Cllr Jan Hooker presented the Planning and Environment Committee monthly report for November 2006 which was noted. The following items were discussed:-
- 6.4.2. Planning Applications – members noted that although the parish council had no objections to the planning application relating to The Lawn, Ostlings Lane, BANES had refused permission on the grounds of the detrimental impact on the green belt and impact on neighbouring property.
- 6.4.3. Plans by Somer for new houses in Mountain Wood – it was reported that Somer had decided not to proceed with plans to build 3 new houses in the area of existing garages for reasons unknown. It was suggested that this decision may have consequences for neighbouring properties that had planned changes to their properties following the demolition of the garages.
- 6.4.4. Bristol International Airport Master Plan – the Planning and Environment Committee was looking at the plan to see whether comments should be made. Details of the consultation exercise were to be published in the Bulletin to give residents the opportunity to see the plan and respond.

Action: Clerk

7. Parish Plan

- 7.1. Review of Parish Plan by Steering Committee - Council agreed that it would be beneficial if the Parish Plan Steering Committee met to review progress of the actions set out in the parish plan. It was agreed it would be helpful if the Steering Committee could make recommendations with regard to the areas for further action and to identify priorities. Cllr Stan Cherry said that he would make arrangements for the Steering Group's review meeting.

Action: Stan Cherry

- 7.2. Request for financial assistance for bike racks at school - Cllr Stan Cherry said that he had spoken to a donor to the parish plan fund who agreed that money given specifically for the benefit of the village's children could be used for the bike racks. It was agreed that Cllr Jean Vesey could inform the School Governors that funds were available for the bike racks, but a proper decision on the level of funding could not be made until the council discussed the matter in detail at its meeting on 15 January 2007.

8. Campaign by Countryside Alliance to save rural Post Offices

- 8.1. Members noted the campaign letter and enclosures sent out by the Countryside Alliance. They agreed to support the campaign by writing to the government minister responsible for post offices and to the local MP.

Action: Clerk

9. Liaison with School Governors – report from Cllr Jean Vesey of September meeting of Governors

- 9.1. Cllr Jean Vesey informed the council that there was a meeting of the Governors on 23 November and she would give a report at the next meeting.

Action: Cllr Jean Vesey

10. Neighbourhood Watch

- 10.1. Cllr Jean Vesey reported that the Neighbourhood Watch meeting had been attended by Beat Manager PC Roger Parker and 24 residents. The meeting had gone well and attendees had found it useful. Members noted that 1 new volunteer had been found to join the neighbourhood watch team and Cllr Jean Vesey would arrange to brief them as soon as possible.

11. Update on village shop enterprise

- 11.1. There was no report due to absence.

12. Suggested dates for Parish Council Meetings in 2007

- 12.1. Members noted and agreed the list of dates for the parish council meetings in 2007. The Clerk was asked to reissue the list to include the dates of the Cluster Meetings also.

Action: Clerk

13. Correspondence

- 13.1. Cllr Stan Cherry reported the following correspondence issued on behalf of the council or received by the council:-
- 13.2. Policing – a general letter about policing matters and crime statistics had been issued by Chief Superintendent Olivia Pinkney and was available from the Clerk if councillors wished to see it.
- 13.3. Consultation by Primary Care Trust – the public had been invited to get involved in planning local health services by attending a meeting on 27 November. Details had been displayed on the parish notice boards.
- 13.4. Code of Practice for Community Groups – community groups were being invited to comment on the new Code of Practice drafted by BANES Compact. The consultation period ran until 25 December. Details had been put in the Bulletin and on the parish council notice boards.

14. Items to Report

- 14.1. Council noted:
- 14.2. Approval of annual accounts 2005-06 – members noted that the Annual Return 2005-06 had been signed off by the external auditors without qualification.
- 14.3. ALCA Survey – council noted that ALCA had issued a survey to be completed by councillors and signed off at a full council meeting. It had been proposed that a small group of councillors should meet to discuss the council's response for consideration at the council meeting on 15 January 2007. The Clerk had filled in some factual information in the survey and it was suggested that a separate meeting was not necessary, but the survey could be circulated to individual councillors for completion before being put before the full council in January. Cllr Stan Cherry agreed to take the survey for consideration.
Action: Cllr Stan Cherry
- 14.4. Change to route of 13D school bus to Hayesfield School – members noted that following the council's approach to First, the bus company had agreed to extend the route of the 13D school bus to include Bathford. The bus would leave Dovers Park at 07.43am as from 20 November 2006.
- 14.5. Electricity usage in parish office – concern was expressed about the increasing electricity bill for the parish office. The shop had moved three freezers to the sub-basement, of which only one was in use, and the rise in electricity use was thought to be due to the more powerful dehumidifiers which had been provided recently. The matter would be monitored by the Clerk and the FA&C Committee.

15. Items for the Bulletin

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

- 15.1.1. Publication of Bristol International Airport Master Plan
- 15.1.2. New route for 13D school bus service to Hayesfield School
- 15.1.3. Timetable for installation of new benches
- 15.1.4. Notice of commencement of work to pavement in Dovers Lane and Church Street
- 15.1.5. Completion of footpath on village green
- 15.1.6. Plans for Christmas lights
- 15.1.7. Date of next meeting

Action: Clerk

16. Items for the next meeting

- 16.1. Approve final budget for 2007/2008
- 16.2. Sign off response to ALCA Survey
- 16.3. Consider request for financial assistance from school towards cost of bike racks
- 16.4. Report of School Governors Meeting held on 23 November

17. Payments for approval

17.1. Council approved the following payments:-

Bathford Post Office	Rent for parish office –Nov & Dec 06	£200.00
Mazars	Fees for external audit	£293.75
The Garden Business	Grass cutting on allotment pathways	£146.87
Wicksteed Leisure Ltd	New seats for swings	£67.56
EDF Energy	Electricity for Manor Basement	£53.03
Mrs R C Holding	Clerk's salary Nov 06	£449.13
Mrs R C Holding	Clerk's expenses, petty cash etc	£70.00
HM Revenue & Customs	Tax & NI	£7.79
Royal British Legion	Donation for wreath	£75.00
St Swithun's PCC	Production of Bulletin and churchyard	£940.00

17.2. The following payment was approved from the separate parish plan account:-

DJB Haulage Ltd	Transport of benches from Kirkham	£211.50
-----------------	-----------------------------------	---------

18. Date of next meeting

18.1. The next meeting will be on Monday 15 January 2007 at 7.30pm in the parish office under the Post Office, Bathford Hill.

The meeting closed at 9.18pm