

**Minutes of Bathford Parish Council Meeting
held on Monday 19 February 2007 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 John Lloyd
Councillor Richard Wickham

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

1. Public Five Minutes

- 1.1. Resurfacing of Bathford Hill – in response to concerns expressed about the extent of the resurfacing, Cllr Shirley Beazer confirmed that the full width of the road surface would be renewed.

2. Apologies

- 2.1. Apologies were received from Cllrs Sally Broadway, Wendy Chambers, Jan Hooker and Jean Vesey.

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 January 2007

- 4.1. The minutes were agreed and signed as a true record of 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 – The Finance, Administration and Communications Committee was asked to complete the risk assessment by July. It was agreed that the action arising from the meeting on 19 June 2006 could be deleted from the list as it has been superseded by a later action.

Action: Finance, Administration and Communications Committee

- 5.2.2. Display Twinning Memorabilia – members noted that the picture and signed Twinning Agreement had been removed from their temporary

storage in the parish office for permanent display in the Parish Hall and therefore this item could be deleted from the action list.

Action: Clerk

- 5.2.3. Options for Youth Shelter – Cllr Stan Cherry advised that this matter could be deleted from the parish council's action list as it was under review as one of the parish plan objectives.

Action: Clerk

6. Committee Reports

6.1. Amenities Committee

- 6.1.1. Cllr Stan Cherry presented the Amenities Committee monthly report for February 2007. The following items were discussed:-

- 6.1.2. Community Allotment Plot – Cllr Stan Cherry reported that the Guides had approached the Allotment Wardens asking whether it would be possible for them to have an allotment plot rent free. There was an awkward shaped plot that was vacant and it had been suggested that this should be marked as a Community Plot for use by the youth of the village. The school had been invited to use the plot and it was suggested that Pepperpot might also like the opportunity for the pre-school children to grow simple plants such as sunflowers. The Allotment Wardens requested that the parish council agree to allocate up to £50 over two years for any expenses relating to the plot.

- 6.1.3. Cllr Stan Cherry proposed and Cllr Shirley Beazer seconded a proposal for a rent free community allotment plot for use by the youth of the village and to ring-fence up to £50 from the parish plan account over two years for any expenses relating to the plot. A vote was taken and the Council RESOLVED unanimously to accept the proposal. Cllr Stan Cherry was asked to convey the council's decision to the Allotment Wardens.

Action: Cllr Stan Cherry

- 6.1.4. Play Area – Cllr Stan Cherry reported that the parish council had been awarded a grant of £911 from B&NES towards the cost of replacing the play panels in the Play Area. An order had been placed for the new equipment.

- 6.1.5. Handrail by footpath on village green – Cllr Stan Cherry reported that John Lloyd had been asked to arrange for the installation of a hand rail on one side of the sloping part of the path.

Action: Amenities Committee

- 6.1.6. Bench project – Cllr Stan Cherry circulated an example of the brass plaques that would be placed on the new benches. Payment was to be authorised under item 15.

- 6.1.7. Keep Bathford Tidy campaign – Cllr Shirley Beazer advised that the Guides had approached both herself and Cllr Stan Cherry about becoming involved in the Keep Bathford Tidy campaign. The Guide Captain had asked Cllr Stan Cherry whether funds were available

from the parish plan account to purchase litter picking sticks for the Guides to use. Cllr Stan Cherry said he had asked the Guides to get a quote for the equipment and to let him have the details.

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

6.2.1. Cllr Richard Wickham introduced the following items for consideration:-

6.2.2. Annual subscription to Community Action – members agreed that the council and the parish derived benefits from membership of Community Action commensurate with the annual subscription of £20.00 per annum. Cllr Stan Cherry proposed and Cllr Hugh Baker seconded renewal of Bathford Parish Council's membership of Community Action to ensure that the parish continued to benefit from the services offered by the organisation. A vote was taken and council RESOLVED unanimously to pay the subscription of £20.00 for membership of Community Action for 2007/2008.

Action: Clerk

6.2.3. Grant for producing enlarged Bathford Bulletin – members noted that the parish council's application to the Quartet Community Foundation for a grant towards the increased costs of producing a bigger Bathford Bulletin had been successful and the council had been awarded £1,536.00 towards the cost of producing the Bulletin up until July 2008. This money would be paid to the parish council and would need to be ring-fenced for the purpose of meeting the costs of the Bulletin. The parish council agreed that it should continue to budget for the production of the Bulletin in 2007-08 and 2008-09 to ensure that it had sufficient funds to meet the costs when grant aid ceased.

6.2.4. VAT refund – a VAT refund of £1,099.40 for the period 1 February 2004 to 31 March 2005 had been received and members thanked Cllr Richard Wickham for all his hard work in preparing the claim. He reminded councillors that any invoices must include the name Bathford Parish Council, even if addressed to an individual councillor, otherwise the council could not reclaim the VAT element of the payment.

6.2.5. Visitors Book – it had been suggested by a councillor that it would be helpful if members of the public attending parish council meetings could be asked to sign a visitors book so that councillors knew the names of those attending as well as the numbers present at each meeting. This would assist in replying to any particular matters of concern. Members of the public were assured that their names would not appear in the minutes of the council meetings. A vote was taken and the council RESOLVED to provide a visitors book for completion by the public attending the parish council meetings.

Action: Clerk

6.3. *Highways, Footpaths and Lighting Committee*

6.3.1. Cllr Shirley Beazer presented the Highways, Footpaths and Lighting Committee monthly report for February 2007. The following items were discussed:-

6.3.2. Bollard at corner of Church Street – Cllr Shirley Beazer reported that she had contacted B&NES asking if high visibility tape or paint could be applied to the top of the bollard at the corner of Church Street and Bathford Hill to make it more conspicuous.

Action: B&NES

6.3.3. Condition of footpath from Prospect Place to Dovers Lane – following concerns raised by a resident about the condition of the footpath Cllr Shirley Beazer invited the footpaths officer from B&NES to a site meeting. They agreed that the footpath was in a very dangerous condition and having taken photographs of the damage confirmed that repairs would be made, but these could not commence until after 1 April 2007. Cllr Shirley Beazer reported that she had asked B&NES to clear the drains and gulleys in Prospect Place to ensure that water drained away properly and had asked them to cut the hedge in Prospect Place.

Action: B&NES

6.3.4. Street Lighting at entrance to Recreation Ground – Cllr Stan Cherry reported that he had contacted B&NES about overhanging trees blocking the street lighting at the entrance to the Recreation Ground.

Action: B&NES

6.3.5. Hedges bordering allotments/High Street – the Chair closed the meeting to allow a member of the public to speak. They requested that the hedge bordering the allotments and High Street be cut back. Cllr Stan Cherry said that the hedge had been trimmed in early January, but the member of the public considered that regrowth since then now posed an inconvenience to users of the footpath. Cllr Stan Cherry said he would consider whether a further cut was an urgent need so soon after the last one. The Chair reopened the meeting.

Action: Cllr Stan Cherry

6.3.6. Footpath alongside A4 – a councillor reported that the footpath on the A4 leading to the bus stop for buses to Chippenham and back was completely covered by overgrown vegetation and a long section of the footpath surface was missing and/or unusable. Cllr Shirley Beazer said that she would report this matter to B&NES and request urgent action.

Action: Cllr Shirley Beazer

6.4. *Planning and Environment Committee*

6.4.1. Cllr Hugh Baker presented the Planning and Environment Committee monthly report for February 2007 in the absence of Cllr Jan Hooker. The following items were discussed:-

- 6.4.2. Riverside Studios, Avondale Coach House – it was reported that the owner of the recording studios had contacted the council to seek their views on a possible extension to the building and the owner had indicated that any councillor would be welcome to visit the site. Cllr Hugh Baker suggested any councillors interested in viewing the site should first contact the council's Planning Committee.
Action: Planning Committee and interested councillors
- 6.4.3. Replacement of 2 dwellings at Court Farm, Pump Lane – members noted that B&NES had refused this application.
- 6.4.4. Joint Local Transport Plan – Cllr Shirley Beazer reported that Steve Mackerness, coopted member of the Planning and Environment Committee had prepared an excellent letter to the Secretary of State for Transport setting out the council's concerns about the Lambridge Park & Ride and its place in the Joint Local Transport Plan.
- 6.4.5. Proposal to use pylon opposite The Crown as a base for telecoms transmitting equipment – it was reported that the landowners were unlikely to be sympathetic to the proposals and therefore the proposed planning application may not proceed.

7. Review of Parish Plan

- 7.1. Cllr Stan Cherry reported that the Parish Plan Steering Committee had held a very successful review meeting on 24 January 2007 which had been attended by 9 of the original 13 members of the Steering Committee. Council noted that of the 46 objectives identified on the Parish Plan, 15 projects had been completed, 18 were ongoing, 8 were unsuccessful, 4 had not yet started and 1 had stalled (sports car park).
- 7.2. Cllr Shirley Beazer said that it was very helpful to have all the information written down in the report as it was very easy to see where progress had been made and she was pleased to note how much had been achieved in the year.
- 7.3. Cllr Stan Cherry suggested it would be worthwhile carrying out a second review in another 12 months time.
- 7.4. Members noted that Cllr Stan Cherry had spoken at a training event for parishes that were preparing to do a Parish Plan and this had been well received. Information had been sent to Combe Hay Parish Council and support had been offered to Batheaston Parish Council as they prepared to start work on a Parish Plan.
- 7.5. Council agreed that the table of progress on the Parish Plan should be published in the Bulletin with a note that a full report would be available at the Annual Parish Meeting and on the council's website.
Action: Clerk
- 7.6. Cllr Stan Cherry reported that he had prepared and submitted an application on behalf of the parish council for grant aid towards the cost of installing the loop system in the parish hall.

8. Sustainable Communities Bill

- 8.1. Members noted the latest correspondence from the Local Works campaign about the progress of the Sustainable Communities Bill through Parliament.
- 8.2. Council RESOLVED that it should continue to actively support the campaign by writing to Don Foster MP asking him to write to Phil Woolas MP and Ruth Kelly MP urging them to support the bill and give an assurance that they will not try to block it at further stages and to ask Don Foster to sign the Early Day Motion No.468 in support of the bill.

Action: Clerk

9. Planning for the Annual Parish Meeting

- 9.1. Council considered the following matters in preparation for the Annual Parish Meeting (APM) on 16 April 2007:-
 - 9.1.1. Notify village organisations to put up a display and/or submit a written report to the APM.
Action: Clerk
 - 9.1.2. Invite Ward Councillors and Beat Manager to attend the meeting, but indicate that although a display would be welcome from the police there was no need for an oral presentation this year.
Action: Clerk
 - 9.1.3. Council agreed to the suggestion that the Home Composting Advisor from B&NES be invited to give a brief presentation as this was considered to be of interest to residents and to fit well with Parish Plan objectives. The Clerk was asked to issue an invitation.
Action: Clerk
 - 9.1.4. Members agreed that it would involve the youth of the village in the meeting if the Guides could serve the refreshments. Cllr Susan Barclay was asked to contact the Guide Captain.
Action: Cllr Susan Barclay
 - 9.1.5. Cllr Stan Cherry confirmed that the Bathford Society had kindly agreed to lend the parish council their amplifier for use at the meeting but the room layout may need to be altered due to the position of the speakers.
- 9.2. It was agreed that detailed written reports from each Committee should be prepared in advance and each Committee Chair would speak for 3 or 4 minutes. Questions would be taken after the break. Members agreed that a system was needed to ensure that the answers given in the refreshment break to questions of general interest were repeated in the open question and answer session.
- 9.3. The Clerk was asked to put a note in the next edition of the Bulletin advertising the date of the Annual Parish Meeting and asking residents to notify the council of any items they would like to be discussed.
Action: Clerk

- 9.4. Further advertising about the APM would take the form of a full page in the April edition of the Bulletin and posters for display on notice boards and other places around the village near the date.

10. Liaison with School Governors

- 10.1. There was no report under this item in the absence of Cllr Jean Vesey.

11. Neighbourhood Watch

- 11.1. There was no report under this item in the absence of Cllr Jean Vesey.

12. Correspondence

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

- 12.2. Tyndale – the Carrswood Centre is due to vacate the building on 23 March. The site has been sold to BUPA but there was no indication of what they proposed to use the site for. The Clerk was asked to put a note in the Bulletin confirming the change of ownership.

Action: Clerk

- 12.3. Threat of Post Office Closures – Don Foster MP replied to the council's concerns about the threat to rural post offices and offered to give his support to any campaign that the parish council might need to start to oppose local closures.

- 12.4. Countryside Alliance – information received about rallies being organised as part of Post Office Week commencing 19 February. The Clerk was asked to give a poster to Bathford Post Office for display.

Action: Clerk

- 12.5. Election Timetable – letter from B&NES confirming that the Notice of Election would be published on 12 March and nominations would close at noon on 4 April. The Clerk was asked to put a note in the Bulletin informing residents to contact B&NES Electoral Services if they wished to stand for election.

Action: Clerk

- 12.6. Quality Councils – letter from DEFRA advising councils about legislation affecting its review of the Quality Town and Parish Council Scheme. No action required.

- 12.7. Enjoy England – members noted the brochure containing ideas for celebrating St George's Day. Passed to Cllr Richard Wickham.

- 12.8. Heritage Events – members noted the leaflet published by B&NES about a number of heritage events being organised between January and April 2007.

- 12.9. Bath Preservation Trust – the Trust was seeking donations to keep the Building of Bath Museum open. Council agreed it supported the work of the Trust through its annual membership and did not have the power to

make a specific donation to the museum outside its parish. It was suggested that the letter could be passed to the Bathford Society for consideration.

Action: Cllrs Stan Cherry and Richard Wickham

- 12.10. BTCV – members noted the services offered by the BTCV for carrying out environmental work such as maintenance of woodland, paths, fencing and hedge laying etc.
- 12.11. Home Composting Advisor – members noted the services offered by the Home Composting Advisor. Copy passed to Allotment Wardens.
- 12.12. Options for Waste – B&NES in partnership with Bristol City Council, North Somerset Council and South Gloucestershire Council had published a booklet setting out the issues and options for waste in the West of England. A public meeting was to be held at Bath Rugby ground on 8 March. Details had been placed on the council's notice board and on the website. Cllr Shirley Beazer said that the favoured option at the recent Parishes Liaison Meeting was for Pyrolysis/Gasification (Option 7) in which the waste was burnt to produce energy and the residual ash sent to landfill.
- 12.13. Councillors expressed concern that B&NES policy of increasing the cost of green bins and green waste sacks discouraged, rather than encouraged, residents to recycle their waste by making it too complicated and costly to recycle and reuse. The council considered that the options in the booklet dealt with the end result of too much waste instead of addressing ways in which to encourage reduction of waste and recycling. The Clerk was asked to complete the feedback form in the booklet to reflect the council's views.
- Action: Clerk**
- 12.14. Revised Model Code of Conduct – Cllr Richard Wickham confirmed that he had looked at the consultation papers. Members accepted his conclusion that a response was not necessary.
- 12.15. General letter about policing – members noted the latest circular letter from Chief Superintendent Olivia Pinkney containing crime statistics and giving details of the outcome of operations that had taken place in the area. It was noted that 41 PCSOs would be recruited by the end of March.
- 12.16. Cllr Stan Cherry said the he had seen two traffic wardens in Batheaston, but had not seen any monitoring in Bathford. Cllr Shirley Beazer said that the village was supposed to be on a rota for regular monitoring.
- 12.17. Audit Commission – members noted that Mazars were to be appointed for a further year as external auditors for the parish council's accounts 2006-07, pending a nationwide tender exercise to appoint external auditors for the next 5 years. The new fee scale was also noted.

12.18. SWAN Advice Network – members noted that SWAN had received funding to set up a volunteer transport service to enable elderly and disabled persons to visit relatives and friends in Paulton and St Martins hospitals.

13. Items for the Bulletin

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

13.1.1. Advertise details of Annual Parish Meeting and ask for any items that parishioners wish to see discussed

13.1.2. Remind parishioners of elections in May and advise that nomination packs can be obtained from Electoral Services at B&NES

13.1.3. Publish summary of the results of the review of the parish plan

13.1.4. Confirmation of new owners of Tyndale (BUPA)

13.1.5. Date of next meeting

Action: Clerk

14. Items for the next meeting

14.1. Planning for the Annual Parish Meeting

14.2. Review parish papers held in the office in the basement of The Manor

15. Payments for approval

15.1. Council approved the following payments:-

Bathford Post Office	Rent for parish office – Feb 07	£100.00
Susan Barclay	Expenses (Christmas Lights)	£18.72
Hugh Baker	Expenses (stamps and mileage)	£37.03
Mrs R C Holding	Clerk's expenses, petty cash etc	£50.00
Mrs R C Holding	Clerk's salary Feb 07	£493.68
HM Revenue & Customs	National Insurance	£19.69

15.2. The following payments were approved for payment from the separate Parish Plan Account:-

Bathford Primary School	Donation towards cost of bike racks	£300.00
Multi-Serve	Plaques for benches and notice board	£190.00

16. Date of next meeting

16.1. The next meeting will be on Monday 19 March 2007 at 7.30pm in the parish office under the Post Office, Bathford Hill.

The meeting closed at 9.06pm

Signed..... (Chair)

Date.....