

**Minutes of Bathford Parish Council Meeting
held on Monday 19 March 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
Councillor Jean Vesey
Councillor Jan Hooker (to item 9)

Also Present: Ruth Holding (Clerk)

1. Public Five Minutes

1.1. No members of the public were present at the meeting.

2. Apologies

2.1. None were received.

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 February 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. Community Allotment Plot – Cllr Stan Cherry said that he had informed the allotment wardens that the parish council approved the creation of a community allotment.

5.2.2. Risk Assessments – it was confirmed that the Finance, Administration and Communications Committee had prepared a risk assessment which had been emailed to the Clerk. This matter was discussed further under item 6.2.

5.2.3. Handrail on village green – members were assured that this would be installed very shortly.

Action: Amenities Committee and Cllr John Lloyd

- 5.2.4. Visitors Book – a book for use by members of the public attending parish council meetings had been created.
- 5.2.5. Street Lighting – Cllr Stan Cherry said that he would contact BANES again about the street lighting at the Recreation Ground.
Action: Cllr Stan Cherry
- 5.2.6. Hedge bordering allotments – Cllr Stan Cherry said that he had checked the hedge and it did not need another cut.
- 5.2.7. Footpath on A4 – Cllr Shirley Beazer said that an officer from BANES had agreed to look at the footpath following concerns raised by councillors. Members agreed it would be very beneficial if improvements could be made to the footpath.
- 5.2.8. Refreshments at Annual Parish Meeting (APM) – Cllr Susan Barclay confirmed that the guide leaders were available to serve refreshments at the APM and there was to be a meeting to discuss whether any guides would join them.

6. Committee Reports

6.1. Amenities Committee

- 6.1.1. Cllr Stan Cherry presented the Amenities Committee monthly report for March 2007. The following items were discussed:-
- 6.1.2. Repair of allotment wall – Members noted repairs were complete and agreed that the builder had done a good job. The council's insurers had accepted the insurance claim and payment of £520.00, the balance remaining after deduction of the council's excess of £125.00, would be claimed after the invoice had been approved for payment at this meeting.
Action: Clerk
- 6.1.3. Bench Project – it was confirmed that the commemorative plaques had been fixed to two of the benches and it was hoped to have the first of the new benches installed by the end of April.
Action: Amenities Committee
- 6.1.4. Grant for loop system in parish hall – members noted that the application to the Quartet Community Foundation for funding towards the cost of installing a loop system had been successful and a grant of £1,350.00 had been awarded.
- 6.1.5. Diverting footpath on Manor Field – Cllr Stan Cherry reported that an officer from BANES had made a site visit to consider diverting the footpath on the Manor Field to avoid the steep steps which were becoming a hazard. The school had requested that any new footpath be separated from the field by a fence. Options were being considered.
Action: BANES

6.1.6. Audit of assets – members noted that a review of the council's assets had begun.

Action: Amenities Committee

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 ALCA – Cllr Shirley Beazer proposed and Cllr Susan Barclay seconded the proposal to renew Bathford Parish Council's membership of ALCA 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 £353.58 for membership of ALCA for 2007/2008.

Action: Clerk

6.2.3. Risk Assessment – Cllr Richard Wickham advised that the risk assessment covered financial risks relating to the setting of budgets and controlling and monitoring expenditure. Other issues in the risk assessment included responsibilities to the Charity Commission, staffing matters, the safety of records, procedural matters and effective communication. The Clerk was asked to send a copy of the risk assessment to all councillors.

Action: Clerk

6.2.4. Grant for producing enlarged Bathford Bulletin – the grant of £1,536.00 from Quartet Community Foundation, which was reported at the last meeting, had now been paid and the cheque had been banked.

6.3. *Highways, Footpaths and Lighting Committee*

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

6.3.2. Safety on High Street – members of the Highways, Footpaths and Lighting Committee had met officials from BANES on site to discuss options for making a safer route to school across High Street. The parish council had emphasised that the location of the priority points and the crossing were two separate issues. Following the discussions, the favoured option was for 2 slow signs, one below the Royal British Legion and the other above the turning for Dovers Park, the effect of which would be to slow the traffic to 20 mph during school drop-off and pick-up times and which could be programmed to display other speeds at other times. A different coloured road surface may also be introduced to highlight the zone where the restrictions apply.

6.3.3. Members noted that the current road layout made it impossible to site a crossing on the High Street at a point where it would be of most benefit. Ripple surfacing was discussed, but its long term durability had not been tested, it was expensive and there was some doubt about its effectiveness on hills.

- 6.3.4. BANES had indicated that they would be sympathetic to removing priority point 1 if the other measures were introduced because it would effectively be redundant.
- 6.3.5. Complaint by resident about ineffectiveness of traffic calming on High Street – members noted the concerns raised by a resident that the priority points were ineffective at reducing speeds and suggesting the introduction of speed humps as an alternative. The council agreed that the priority points were not as effective as they might be as the positioning was not ideal and not where originally requested. However, the council had always been opposed to speed humps and BANES were also opposed to their use. Alternative measures were now being considered which should improve the situation.
- 6.3.6. Concern was expressed about the number of cars parked on the white lines adjacent to the priority points as these cars obscured the traffic islands and created a dangerous problem. The white lines were only advisory and it was suggested that double yellow lines should replace them.
- 6.3.7. Bus parking at Tyndale – Cllr Shirley Beazer reported that a resident had sent an email to the Clerk via the website complaining about the buses parking on the double yellow lines in Dovers Park. The Clerk had sent a reply.
- 6.3.8. HGV survey on Bathford Bridge – Cllr Shirley Beazer said that she had asked BANES to carry out a HGV survey on Bathford Bridge as the number and size of vehicles crossing the bridge appeared to be increasing. The last weight test had been carried out in 1993 and the bridge was deemed capable of carrying vehicles of up to 44 tonnes spread over a minimum of 5 axles. BANES confirmed that a condition inspection of the bridge was carried out every 6 years.
- 6.3.9. Milestone/Turnpike Trust markers – Cllr Stan Cherry said that he had noticed that milestones in the parish had been repaired and reinstated. Cllr Shirley Beazer said that this matter would be raised under correspondence later in the meeting.
- 6.3.10. Red studs on A363 – Cllr Shirley Beazer said that she had seen an example of the red roadside studs which would be placed on certain sections of the A363. A crash barrier was not possible because the ground through the woods was too unstable.

6.4. *Planning and Environment Committee*

- 6.4.1. Cllr Jan Hooker presented the Planning and Environment Committee monthly report for March 2007. The following items were discussed:-
- 6.4.2. Proposal to use pylon opposite The Crown as a base for telecoms transmitting equipment – Cllr Jan Hooker said that Planning Committee had not yet had a response to their invitation to the agents handling the proposal on behalf of T Mobile to discuss the plans. BANES had advised the agents that the pylon was situated in a flood

zone and they may be evaluating the risk to the installation before proceeding further.

7. Planning for the Annual Parish Meeting

7.1. Members agreed the following action to be taken in preparation for the annual parish meeting:-

- 7.1.1. Copy the accounts of the Bathford Consolidated Charities for circulation at the meeting;
- 7.1.2. Advise Revd Tim Ling that he did not need to send a deputy to speak at the meeting;
- 7.1.3. Inform Nick Baker, Home Composting Advisor, that the format of the meeting did not allow the use of a projector and screen, but a PowerPoint presentation on a laptop for people to view in the break would be welcome;
- 7.1.4. Contact organisations in the village asking them to confirm whether they will be setting up a display;
- 7.1.5. Copy the Parish Plan Steering Committee Review report and the summary table for the meeting
- 7.1.6. Prepare publicity posters for display in locations around the village;

Action items 7.1.1 to 7.1.6: Clerk

7.2. Prepare agenda for the evening to include an item on the election of the Parish Hall Management Committee and the item raised by a member of the public.

Action: Finance Admin and Communications Committee

8. Parish Council Meeting on 16 April 2007

8.1. Members agreed that the start of the parish council meeting on 16 April should be brought forward to allow them sufficient time to set up for the Annual Parish Meeting at 7.30pm. It was RESOLVED that the parish council meeting would start at 6.30pm and finish at 7pm. The agenda would be restricted to approving the minutes of the last meeting, any urgent matters arising and approving payments.

9. Insurance Schedule

9.1. Members reviewed the insurance schedule and RESOLVED that it should remain unchanged. A survey of the parish council's assets was currently being undertaken and the council agreed to look again at the insurance schedule when the survey had been completed.

10. Elections on 3 May 2007

10.1. The Clerk was asked to take completed nomination forms to the Guildhall prior to the deadline of noon on 4 April 2007. Councillors were asked to send their completed forms to the Clerk by Monday 26 March to allow the Clerk to make arrangements to go to the Guildhall well before the deadline expired.

Action: All Councillors wishing to stand for re-election and the Clerk

11. Liaison with School Governors

- 11.1. Cllr Jean Vesey reported that the Governors were very appreciative of the financial assistance given by the council for the bike racks. Members noted that the new plans for the permanent classrooms were being submitted to the local authority and it was hoped that work would start during the summer holiday if approved. Governors had confirmed that they would put together a display for the Annual Parish Meeting.

12. Neighbourhood Watch

- 12.1. Cllr Jean Vesey reported that arrangements were being made to hold a meeting about Neighbourhood Watch on Wednesday 28 March at 7pm in the Community Rooms. PC Roger Parker was unable to attend, but another officer would be present.

13. Clearing papers in office in the basement of The Manor

- 13.1. Members agreed to defer this matter until after the elections.

Action: Clerk

14. Disused road mirror

- 14.1. Members noted the request from a resident for the redundant road mirror to be installed at the junction with Church Street and the A363, or if this was not possible, then the resident asked to purchase the mirror for their personal use.

- 14.2. Councillors agreed that they could not accept the risk of putting the mirror on the public highway as the council could be liable if a driver relied on mirror and there was an accident.

- 14.3. The council further agreed that they would sell the mirror to the resident, on condition that it was made clear that the mirror could not be erected on the public highway and if the mirror was put up on private land, then the owner took full responsibility for any liabilities associated with it.

- 14.4. The Council suggested that the resident should be asked to make an offer for the mirror. The Clerk was asked to write to the resident.

Action: Clerk

15. Correspondence

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

- 15.2. Whitehaven – members noted that Whitehaven was to be sold on the open market and would close on 20 April 2007.

- 15.3. Retirement of Ward Councillor Tony Cox – it was noted that Tony Cox was to stand down as Ward Councillor at the next election. The Clerk was asked to write to thank him for his many years of service and for the support he had given to Bathford Parish Council.

Action: Clerk

- 15.4. PCSOs – members noted the reply from the police in response to the council's concern about the recruitment of PCSOs. There was no indication in the letter that the number of regular officers was to increase.

- 15.5. Community Action – a skittles evening had been arranged for 29 March at Wellow to enable parishes to network about parish plans. A few villagers from Bathford were planning to attend.
- 15.6. Report from Western Power Distribution – the company's quality of supply report 2006 was noted.
- 15.7. Sue Ryder Care – the charity had written to the parish council asking it to consider a donation. It was the council's policy only to support local charities where it had the power to do so. The Clerk was asked to complete the response form to indicate that the parish council did not wish to receive further correspondence from the charity.
Action: Clerk
- 15.8. Sustainable Communities Bill – members noted the further information received from the campaign team on the progress of the bill through parliament.
- 15.9. Letters of thanks – members noted the separate letters of thanks for the council's contribution towards the cost of the new bike racks at Bathford school received from the Headteacher and the School Governors.
- 15.10. 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 force's area.
- 15.11. Smokefree legislation – BANES were offering advice on new legislation coming into force on 1 July 2007 banning smoking in public places. The Clerk was asked to copy the letter to organisations and businesses in the parish that may be affected by the new regulations.
Action: Clerk
- 15.12. Milestone/Turnpike Trust Survey Project – members noted that three milestones in the parish had been selected for repair and some work had already been done. Two members of the public closely associated with the survey had written to BANES asking for an additional stone to be included in the schedule.
- 15.13. Genesis Trust – posters about a fundraising cycle ride had been displayed on the notice boards.
- 15.14. Community Emergency Guidance – BANES were proposing to update the emergency guidance. Members recalled that it had written to BANES on this subject fairly recently and the Clerk was asked to look out the previous correspondence and reply.
Action: Clerk
- 15.15. Memorial Safety – advice had been received from the Department for Constitutional Affairs (DCA) on ensuring the safety of memorials in public cemeteries. The Clerk was asked to send a copy of the letter to St Swithun's PCC for information and inform the DCA that the parish council was not responsible for a burial ground. **Action: Clerk**

15.16. Road Report – members noted the latest road report obtained from BANES website which showed that the resurfacing of Bathford Hill was scheduled for 4-5 April.

15.17. Revisions to Model Contract for Clerks – the revised model contract was passed to the FA&C Committee for review and to consider amendments to the Clerk's existing contract.

Action: FA&C Committee

16. Items to report

16.1. Facilities for the disabled - Cllr Stan Cherry reported that there had been a complaint about the lack of toilet facilities for the disabled in the parish hall. He said that the parish council might be able to get grant funding for installing facilities for the disabled and suggested that the Parish Hall Management Committee should give consideration to this matter.

16.2. Letter to Carrswood – the Carrswood Centre was due to vacate Tyndale in the next few days and the Clerk was asked to write to the Manager wishing staff and clients well in their new accommodation and thanking them for their contribution to the village.

Action: Clerk

16.3. Potential funding for fitness campaign – Cllr Stan Cherry said that he had spoken to an employee of Aquaterra at a recent parish plan meeting who was looking for parishes that had completed a parish plan to assist with a campaign to encourage fitness. Money was available to fund the work. Cllr Stan Cherry had asked for details.

16.4. Access for emergency vehicles – concern had been expressed that the way in which cars were parked on the highway in Mountain Wood might not allow sufficient room for emergency vehicles to pass. The Clerk was asked to write to the Station Officer at Bath Fire Station raising these concerns and asking if they would like to check whether a tender could get through.

Action: Clerk

16.5. Lorry parked in Mountain Wood – a complaint had been made about a lorry parked in Mountain Wood. It was suggested that PC Roger Parker should be asked for advice and deal with the matter informally if the vehicle was not legitimately parked.

Action: Cllr Susan Barclay

17. Items for the Bulletin

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

17.1.1. Advertise details of Annual Parish Meeting

17.1.2. Dog Fouling- remind residents to clean up after their dog

17.1.3. Road works in Bathford Hill – resurfacing planned for 4-5 April

17.1.4. Local elections – encourage people to stand for election

17.1.5. Date of next meeting

Action: Clerk

18. Items for the next meeting

18.1. Urgent matters only

19. Payments for approval

19.1. Council approved the following payments:-

Bathford Post Office	Rent for parish office – Mar 07	£100.00
Community Action	Annual Subscription	£20.00
EDF Energy Ltd	Electricity for office in Manor Basement	£18.04
BT	Quarterly bill for internet services	£77.51
BT	Quarterly line rental and call charges	£60.41
Wessex Water	Allotment Water (Aug 06 – Feb 07)	£16.38
J W Russell	Repair of allotment wall	£645.00
Mrs R C Holding	Clerk's salary – Mar 07	£384.93
Mrs R C Holding	Clerk's expenses, petty cash etc	£70.00

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

Earth Anchors Ltd	Fixing kit for benches	£51.70
Hugh Baker	Expenses (mileage)	£17.41

20. Date of next meeting

20.1. The next meeting will be on Monday 16 April 2007 at 6.30pm in the parish hall.

The meeting closed at 9.30pm

Signed..... (Chair)

Date.....