

**Minutes of Bathford Parish Council Meeting
held on Monday 18 June 2007 at 7.30pm in the Parish Office, Bathford
Hill, Bathford**

Present: Councillor Shirley Beazer (Chair)
Councillor Stan Cherry
Councillor Hugh Baker
Councillor Susan Barclay
Councillor Wendy Chambers
Councillor John Lloyd
Councillor Ian Plain
Councillor Jean Vesey

Also Present: 4 Members of the public (2 left after item 1)
3 candidates for co-option under item 4 (1 left after item 4)
Ruth Holding (Clerk)

1. Public Five Minutes

1.1. Suggestion for bike/skateboard facility – a young person from the village told the council that there were no facilities for young people to be able to use BMX bikes and skateboards and presented the council with designs for a half-pipe which they suggested could be built on the recreation ground. Cllr Stan Cherry said that the council's Amenities Committee would be happy to look at the suggestion and consider whether it would be feasible to put up such a facility in the village.

Action: Amenities Committee

1.2. Bathford roundabout – a resident clarified their request at the last meeting for a sign on the roundabout warning vehicles of traffic from the right. They said that signs should be erected on all approaches to the roundabout not just on the approach from the A4. Cllr Shirley Beazer confirmed that she was to meet officials from B&NES about this issue and would raise this at the meeting.

Action: Cllr Shirley Beazer

2. Apologies

2.1. Apologies for absence were received from Cllr Richard Wickham.

3. Declarations of Interest in any item on the Agenda

3.1. The Chair called for any declarations of interest. None were made. The Clerk confirmed that she had no objection to members of the public being present during the discussion of the Clerk's salary scale under item 9b.

4. Vote to fill 2 casual vacancies on the council by co-option

4.1. Chair Shirley Beazer confirmed that there were 2 casual vacancies on the Parish Council and she thanked the three candidates for their

applications. Councillor Shirley Beazer invited the applicants in alphabetical order to each give a brief presentation to the council about any relevant experience and their reasons for wanting to become a councillor. At the end of each presentation members had the opportunity to ask questions.

- 4.2. At the conclusion of the presentations the 3 candidates left the room and the council held a paper ballot to elect 2 councillors. The Clerk counted the votes. In the first ballot, Paul Faulkner was elected. In the second ballot, Keith Masdin was elected.
- 4.3. After the votes had been counted the candidates were invited back into the meeting and the results announced by the Chair. Paul Faulkner and Keith Masdin then joined the council at the table and each signed a Declaration of Acceptance of Office.
- 4.4. The new councillors were given the Register of Members' interests form to complete and return to the Clerk within 30 days. They also received guidance on the new Code of Conduct published by the Standards Board for England.

Action: Cllrs Paul Faulkner and Keith Masdin

5. Approval of the minutes of the Annual Parish Meeting held on 16 April 2007

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

6. Approval of the minutes of the Annual Parish Council Meeting held on 14 May 2007

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

7. Approval of the Minutes of the last meeting 14 May 2007

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

8. Matters Arising

- 8.1. Councillors reviewed the list of actions arising from the last meeting and confirmed where action was complete.

- 8.2. The following matters arising were discussed:-

- 8.2.1. Tree near light on recreation ground – Cllr Stan Cherry said he would draft a letter to the occupant of the property on which the tree stood as soon as possible and send it to the Clerk for checking and posting.

Action: Cllr Stan Cherry and Clerk

- 8.2.2. Asset Register –this task was almost complete including the photographic record of each item.

Action: Cllr Stan Cherry

- 8.2.3. Poor drainage on A363 – Cllr Shirley Beazer confirmed that she had contacted B&NES about this problem.

- 8.2.4. Model contract for Clerk – it was confirmed that the Finance, Administration and Communications Committee had this in hand.
Action: Finance, Administration and Communications Committee

9. Committee Reports

9.1. Amenities Committee

- 9.1.1. Cllr Stan Cherry presented the Amenities Committee monthly report for June 2007. The following items were discussed:-
- 9.1.2. Allotment Rent – members were informed that the proposed rent rise for a full plot should read £4.00 not £3.00 as printed in the report. The aim was to fix the rent for a period of say 3 years and the Amenities Committee was awaiting feedback from the plot holders and the allotment wardens before making a decision on the revised rent charges.
- 9.1.3. Play Area – it was confirmed that all the latest work in the play area had been completed and the invoice was awaited. On receipt of the invoice the council would be able to claim the grant from B&NES which had been awarded towards the cost of the new play panels.
- 9.1.4. Tractor Climbing frame – consideration was being given to alternative ways of fixing the steering wheel to reduce the risk of pinching. The steering wheel would be removed temporarily while a new method of refixing was devised.
Action: Amenities Committee
- 9.1.5. New container for Cricket Club – Cllr Stan Cherry reported that the club was looking at an alternative site for the container in the tree line so that only the doors would be visible.
- 9.1.6. Alteration to cricket pavilion – proposals to alter the cricket pavilion were still under consideration. The club had been made an offer of a donation towards the cost of re-roofing the pavilion if clay tiles were used in its construction.
- 9.1.7. Bus Stops – Cllr Stan Cherry reported that B&NES no longer had a dedicated team managing bus stops as staff who had left had not been replaced, therefore the intended alterations to the bus stop at The Crown were effectively on hold. He also reported that as the bus stop on the village green is more than 50% enclosed it will come under the smoke free regulations being introduced on 1 July 2007 and will become no smoking from that date. No smoking signs were being provided by B&NES.
- 9.1.8. Insurance Liability – the clerk was asked to confirm whether the parish council's public liability insurance covers use of the green by other bodies such as the Royal British Legion.
Action: Clerk

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

9.2.1. Cllr Susan Barclay introduced the following items for consideration:-

9.2.2. Prizes for the scarecrow competition – members recalled the suggestion at the last meeting that the council donate 3 x £10 vouchers, one for each winner in the 3 categories of the competition. After a brief discussion about the value and purpose of the prizes, which were intended to reward and encourage allotment holders to maintain tidy and productive plots, members agreed that it was appropriate for the council to provide these modest prizes for the competition. The council RESOLVED that in accordance with its powers under sections 137 and of the Local Government Act 1972, it should incur the following expenditure 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. Cllr Hugh Baker proposed and Cllr John Lloyd seconded expenditure of £30 for the prizes. A vote was taken and council RESOLVED unanimously to agree the expenditure. The money would be allocated from the allotment budget.

Action: Cllr Stan Cherry

9.2.3. Confirm adoption of national pay scale for Clerk's salary – the Clerk was asked to leave the meeting room while this item was discussed. Members of the public remained present.

9.2.4. Cllrs Susan Barclay and Wendy Chambers reported on the process the FA&C Committee had undertaken to achieve their proposal. Direction had been received from the Society of Local Council Clerks (SLCC) who had supplied details of Clerk Profiles and related national pay scales. A decision had been made by the committee which was subsequently increased by one scale point to SP24 on further advice from Keith Donoghue Regional Advisor for SLCC. Acceptance of this increase in salary would result in a budget overspend of £511.68 if the Clerk always worked her full 52 hours per month. Cllrs Susan Barclay and Wendy Chambers further reported that should this proposed increase be accepted, it would be retrospective from 1 April 2007 and subject to an inflationary rise, yet to be agreed.

9.2.5. It was proposed by Cllr Shirley Beazer and seconded by Cllr Stan Cherry that the Clerk's salary be set at National Pay Scale SP24 with effect from 1 April 2007. Council agreed to accept the proposal to increase the Clerk's pay to bring her in line with the National Pay Scale for Profile 1 at level SP 24 with effect from 1 April 2007.

9.2.6. The FA&C Committee agreed to confirm these changes in a letter to the Clerk.

Action: Finance, Administration and Communications Committee

9.3. *Highways, Footpaths and Lighting Committee*

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

- 9.3.2. Traffic Survey over Bathford Bridge – it was confirmed that a traffic survey of vehicles crossing Bathford Bridge would be carried out by B&NES.
- 9.3.3. Birdcage Walk – Cllr Shirley Beazer said that she had spoken to the Headteacher at the school about the problem of bark falling from the school playground and spreading over the walkway. Cllr Shirley Beazer had suggested a narrow board along the bottom of the fence would eliminate the problem. The school had agreed to consider this request. Cllr Shirley Beazer said she had asked B&NES to spray the weeds along the walkway but no action had been taken. The council agreed that Roger Millbank should be asked to carry out spraying for which he would make a small charge as an addition to the grasscutting contract. Cllr Stan Cherry was asked to contact Mr Millbank.
Action: Cllr Stan Cherry
- 9.3.4. Access for fire appliances around Mountain Wood – members recalled the letter from Avon Fire & Rescue, which was raised at the last meeting, confirming that fire appliances were unable to reach all parts of Mountain Wood during the evening and at night due to cars parked around the area. A resident had responded to the note which had appeared in the Bulletin about this issue and a copy of their letter had been circulated with the agenda to all members.
- 9.3.5. Cllr Shirley Beazer said that she had contacted Somer Housing about the dormant plans for 3 new houses in Mountain Wood. Somer confirmed that it was still their intention to build these homes and parking spaces would be incorporated into the plans. She had also discussed the possible demolition of the lower garages and the creation of hardstanding. Somer were keen to meet and discuss the issues as necessary.
- 9.3.6. Members agreed that the Highways Committee should hold a site meeting to look at the possible solutions proposed by the resident and any other ideas for provided additional parking, following which they would consider approaching Somer and B&NES about this matter.
Action: Highways Committee
- 9.3.7. Cllr Stan Cherry suggested that there might be a case for limited use of double yellow lines around the very tight corners in Mountain Wood.

9.4. *Planning and Environment Committee*

- 9.4.1. Cllr Hugh Baker presented the Planning and Environment Committee monthly report for June 2007. The following items were discussed:-
- 9.4.2. Avondale, London Road East - members of the Planning Committee had arranged a site meeting with the planning officer to discuss the retrospective application for major alterations made without permission.

- 9.4.3. West Lodge, Bathford Hill – the committee had no objection to the application to alter the building to create a ground floor apartment and upper maisonette.
- 9.4.4. Decisions – the parking bay at 101 Mountain Wood had been permitted and the warehouse at Bathford Gardens, Box Road had been refused.
- 9.4.5. Warleigh – Cllr Wendy Chambers reported that an enforcement order had been imposed on work which had been started to create a road and footings for stables but work appeared to be continuing. She said a new gate had been erected into the woods and she had alerted B&NES' Enforcement Officer to this development. The status of the gate was dependent on the use made of the gate and how often it is used. The application relating to the forestry shed in Orchard Wood was still under consideration.

10. Parish Cluster Meeting to be held on 5 July

- 10.1. Members noted that the Parish Cluster Meeting would take the form of a Planning Training session starting at 6pm on Thursday 5 July in the Rhymes Pavilion in Batheaston. Cllr Shirley Beazer encouraged all members who were available that evening to attend the training session.

11. Working Party to review council papers held in the basement of The Manor

- 11.1. The Clerk was asked to propose a date for reviewing the papers held in the basement of the Manor and ask councillors to confirm their availability.

Action: Clerk

12. Liaison with School Governors

- 12.1. Cllr Jean Vesey reported that the Governors were disappointed that the planning application to extend the school buildings had not yet been approved as it had been hoped that the work could start during the summer holidays. It was suggested that amendments had been proposed to the plans which might account for the delay, although the council had not been consulted about any amendments. The Clerk was asked to check the status of the application via B&NES' website.

Action: Clerk

13. Neighbourhood Watch

- 13.1. Cllr Jean Vesey reported that she had been in contact with PCSO Greg Doyle about planning a neighbourhood watch meeting in early September. Cllr Wendy Chambers said that she had seen very little information about neighbourhood watch issues. Cllr Jean Vesey confirmed that the neighbourhood watch representative for Warleigh was notified of all meetings and any other matters relating to neighbourhood watch.

14. Correspondence

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

- 14.2. Parish Maps - members noted that Cllr Shirley Beazer had obtained large scale maps showing the conservation area and parish boundary from B&NES. These would be kept in the parish office for reference.
- 14.3. Thank you letters from school children – several thank you letters had been sent by the older school children thanking the parish council for the use of the community allotment and gardening tools. Cllr Stan Cherry confirmed that money for the gardening tools, up to £50, would be made available from the parish plan account.
- 14.4. Local Policing Summary 2006-07 - members noted the leaflet issued by Avon and Somerset police summarising the Force's performance against targets in 2006-07.
- 14.5. Closure of Bus Station – members noted the leaflet confirming the closure of the old bus station from 17 June 2007 as part of the Southgate development. Buses, including the no.13 bus to Bathford, would leave from the temporary bus station which was being created at the eastern end of Avon Street car park.
- 14.6. Guidance on the new Code of Conduct – all members had received a copy of the guidance on the New Code of Conduct issued by the Standards Board for England. Cllr Shirley Beazer drew member's attention to the requirement that any councillor with an allotment should declare it as part of their register of interests. Councillors with an allotment were asked to notify the Clerk so that the information could be passed to the monitoring officer at B&NES.
- Action: All councillors holding an allotment**

15. Items to report

- 15.1. Unkempt land by bus stop in Dovers Park – it was noted that brambles and nettles were growing out over the pavement causing a nuisance to pedestrians. The Clerk was asked to contact B&NES to check the progress of the Section 215 order requiring the landowner to tidy the site.
- Action: Clerk**
- 15.2. Committee membership – the 2 new councillors were asked to consider which committees they would like to join. The Planning and Environment Committee and the Finance, Administration and Communications Committee were looking for additional members.
- Action: Cllr Paul Faulkner and Cllr Keith Masdin**

16. Items for the Bulletin

- 16.1. The council RESOLVED to publish the following notes in the Bulletin:-
- 16.1.1. Co-option of 2 new councillors
- 16.1.2. Bus Shelter on village green to be no smoking from 1 July
- 16.1.3. Parking in Dovers Park
- 16.1.4. Parking in front of playing field gates
- 16.1.5. Zero Waste Week
- 16.1.6. Date of next meeting

Action: Clerk

17. Items for the next meeting

17.1. Approval of Annual Accounts 2006-07

17.2. Consider prizes for children's painting competition (awaiting information from Bathford Flower Show Committee)

18. Payments for approval

18.1. Council RESOLVED to approved the following payments:-

Bathford Post Office	Rent for parish office – June 07	£100.00
BT	Quarterly charge for internet services	£77.51
Roger Millbank	Grasscutting	£330.00
Hugh Baker	Expenses – training course and mileage	£30.67
R Wickham	Expenses – memory for laptop	£32.78
Mrs R C Holding	Clerk's salary – June 07	£458.00
Mrs R C Holding	Clerk's expenses, petty cash, electricity	£40.00
Post Office Ltd	Tax and National Insurance	£9.82

19. Date of next meeting

19.1. The next meeting will be held on Monday 16 July 2007 at 7.30pm in the parish office.

The meeting closed at 9.24pm

Signed..... (Chair)

Date.....

