

**Minutes of Bathford Parish Council Meeting  
held on Monday 16 July 2007 at 7.30pm in the Parish Office, Bathford  
Hill, Bathford**

Present: Councillor Shirley Beazer (Chair)  
Councillor Stan Cherry  
Councillor Susan Barclay  
Councillor Paul Faulkner (to item 6d)  
Councillor Keith Masdin  
Councillor John Lloyd  
Councillor Ian Plain  
Councillor Jean Vesey  
Councillor Richard Wickham

Also Present: Ward Councillor Gabriel Batt  
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 Cllrs Hugh Baker and Wendy Chambers.

**3. Welcome Ward Councillor Gabriel Batt and opportunity for discussion**

3.1. Chair Shirley Beazer welcomed new Ward Councillor Gabriel Batt and thanked him for taking the time to attend the parish council meeting. She invited him to say a few words of introduction. Cllr Gabriel Batt thanked the council for inviting him and said that he was getting know the Bathavon North ward which covered a very large area. He said that he had been a councillor for Wansdyke District Council about 25 years ago and now that he was retired he had felt that he had more time to be able to stand for election and return to local government as a councillor.

3.2. He said that he had been approached about a number of matters of interest to Bathford, including the possible creation of an additional stop for the No 13 outside Marks & Spencer following the rerouting of the buses due to the Southgate redevelopment and concerns about the work at Avondale House. He said that he supported the application for an alternative location to the proposed Lambridge Park & Ride and it was encouraging that council officers were engaging with Batheaston Parish Council about an alternative site. He considered that it was unlikely that new training facilities for Bath Rugby Club would be built on Bathampton Meadows although he could not say that it would never be built as the application had not been formally determined.

- 3.3. Cllr Gabriel Batt was asked whether there would be any move away from the Executive Committee Structure within B&NES which appeared to put important decisions in the hands of a very small number of councillors. There were no plans to change the structure, but the Overview & Scrutiny Committees did monitor decisions and had the power to call matters to full council for consideration if necessary,
- 3.4. Chair Shirley Beazer thanked Cllr Gabriel Batt for his time and invited him to stay for the remainder of the meeting.

#### **4. Declarations of Interest in any item on the Agenda**

- 4.1. The Chair called for any declarations of interest. None were made.

#### **5. Approval of the Minutes of the last meeting**

- 5.1. Cllr Keith Masdin asked whether it would be possible to have the names of members of the public included in the minutes. The Clerk said that she did not print the names for privacy reasons as people may be unhappy about their name appearing in a public document available on the internet. There were also child protection issues relating to naming young people in the minutes. However, it was agreed that members of the public who raised matters at the meeting could be asked at the time whether they had any objection to their name appearing in the minutes.
- 5.2. The minutes were agreed and signed as a true record of proceedings.

#### **6. Matters Arising**

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

- 6.2. The following matters arising were discussed:-

- 6.2.1. Idea for skateboard facilities – 3 young people from the village had turned up at the parish council meeting to listen to the discussion about this item. Cllr Stan Cherry had informed them that the idea would be considered at the Amenities Committee and that he would email them with the outcome of the committee's discussion.
- 6.2.2. Asset Register – the task was almost finished but was awaiting the installation of 2 benches so that these could be included in the list.  
**Action: Cllr Stan Cherry**
- 6.2.3. Model contract for Clerk – it was confirmed that the Finance, Administration and Communications Committee had this in hand.  
**Action: Finance, Administration and Communications Committee**
- 6.2.4. Alterations to tractor climbing frame – the steering wheel had been removed pending installation of a safer fixing arrangement  
**Action: Cllr John Lloyd**
- 6.2.5. Purchase prizes for scarecrow competition – these had not yet been purchased.  
**Action: Cllr Stan Cherry**

6.2.6. Register interest in allotment – councillors were reminded that if they rented an allotment this should be declared on the Register of Members Interests form. Councillors holding an allotment were asked to notify the Clerk to enable the records to be updated.

**Action: All councillors who hold an allotment**

6.2.7. Unkempt land in Dovers Park – the Clerk was asked to contact B&NES to check on the progress of the Section 215 order.

**Action: Clerk**

6.2.8. Committee membership – Cllr Keith Masdin joined the Highways, Footpaths and Lighting Committee, Cllr Paul Faulkner joined the Planning and Environment Committee and Cllr Ian Plain joined the Finance, Administration and Communications Committee. The Clerk was asked to update the contact list with the revised committee membership. Cllr Shirley Beazer said that she would like to attend the next meeting of the F,A&C Committee as an observer.

**Action: Clerk**

## **7. Committee Reports**

### *7.1. Amenities Committee*

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

7.1.2. Tree near light on recreation ground – Cllr Stan Cherry reported that the council had received a copy of a letter from B&NES to the owner of the tree which indicated that the owner was proposing to pollard the tree.

7.1.3. Relocation of grit box in Dovers Park – B&NES would be asked to resite the grit box away from the new bench on the turning circle in Dovers Park.

**Action: Cllr Stan Cherry**

7.1.4. Bench Project – it was noted that there was likely to be a surplus of funds in the bench budget and consideration was to be given to installing picnic tables on the village green and/or in the play area.

**Action: Amenities Committee**

7.1.5. Format of Asset Register – it was confirmed that the asset register would be acceptable in the form of Word and Excel files. It was agreed that the information could be stored electronically on disk and one hard copy kept in the parish office.

**Action: Cllr Stan Cherry**

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

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

7.2.2. Review of the effectiveness of internal audit procedures – members noted that a new requirement of the Annual Return asked councils to confirm that they have carried out a review of their internal audit systems. The Committee had discussed the requirement at some

length. They were content that the internal audit process provided an opportunity for the auditor to notify the council of any shortcomings in its financial systems. The Committee concluded that the necessary checks and balances were being carried out and the council could have confidence that the accounts were properly compiled.

- 7.2.3. Approval of Annual Accounts 2006-2007 – 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. An error was noted in Box 6 of the Explanation of Variances. The figure £642 should read £555. The Clerk was asked to make the necessary amendment.

**Action: Clerk**

- 7.2.4. The council approved the Statement of Accounts for the year ended 31 March 2007 and section 1 was signed by the Responsible Financial Officer and the Chair.

- 7.2.5. Councillors considered parts 1 to 8 of the Annual governance statement and the Trust funds declaration 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 Annual governance statement was approved. Section 2 was signed by the Responsible Financial Officer and the Chair.

- 7.2.6. The Council noted the Annual Internal Audit Report to the Council in Section 4 of the Annual Return.

- 7.2.7. Quarterly Summary of income and expenditure April to June 2007 – the summary was noted.

- 7.2.8. Flower Show Committee request for funding towards school painting competition – members noted the Flower Show Committee's acknowledgement that funding would not be available from the parish council as the competition was restricted to pupils at Bathford Primary School. The Clerk was asked to contact Cllr Wendy Chambers to see whether she would be willing to act as a judge for the Best Kept Allotment Competition in response to the Flower Show Committee's invitation for a councillor to join the judging panel.

**Action: Clerk**

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

- 7.3.1. Cllr Shirley Beazer presented the Highways Footpaths and Lighting Committee monthly report for July 2007. The following item was discussed:-

- 7.3.2. Parking difficulties in Mountain Wood – Cllr Shirley Beazer reported that the Committee had held a site meeting in Mountain Wood to consider various options for improving parking and access around Mountain Wood. The lower garage area in Mountain Wood appeared under utilised at present as it was run-down, dark and there was a

lack of visibility into the area. It was suggested that improvements could be made by removing the garages and making the area more open and better lit, although it was acknowledged that the lighting would need careful consideration to avoid nuisance to neighbours. Security of the area could be improved in a number of ways such as the introduction of simple electronic key access gates/bollards. Cllr Shirley Beazer said that the council's suggestions would be forwarded to Somer Housing Trust and B&NES. It was suggested that a note should go in the Bulletin asking for residents' ideas for ways of improving this area.

**Action: Clerk**

- 7.3.3. Overgrown vegetation around Philip's Footbridge – B&NES had been asked to cut back the weeds and vegetation around the bridge.

#### 7.4. *Planning and Environment Committee*

- 7.4.1. Members noted the Planning and Environment Committee monthly report for July 2007. The following items were discussed:-
- 7.4.2. Application for sponsorship boards on A4 Bathford roundabout – Cllr Keith Masdin considered it a good idea for the roundabout to be sponsored as this would ensure it was kept tidy. The application related to the proposed sponsorship signs and the Planning Committee had concluded that the number and size of the signs would be detrimental to the appearance of the area.
- 7.4.3. 69 Dovers Park – the committee had not objected in principle but had sent comments to B&NES about the extension of the front building line and the loss of the garage. There was some discussion about whether similar alterations to other properties in the area set a precedent.

#### 8. **Form to request copy of the Register of Electors and updates**

- 8.1. All Members had been given a form which they were required to complete if they wished to continue to receive a copy of the Register of Electors. It was agreed that Members who wished to do so should complete the form and return it to the Clerk to send all the forms back to B&NES in one batch.

**Action: All councillors and Clerk**

#### 9. **Attendance at ALCA AGM Saturday 13 October 2007**

- 9.1. Cllrs Richard Wickham and Susan Barclay expressed an interest in attending the ALCA AGM. It was agreed that the Clerk may represent the council at the meeting if the councillors were unable to attend.

#### 10. **Liaison with School Governors**

- 10.1. Cllr Jean Vesey reported that revised plans for the new classrooms and assembly hall had been submitted and the Clerk confirmed that a copy had been received by the council and passed to the Chair of the Planning and Environment Committee. The Bath Chronicle had been contacted about featuring the community allotment plot, but no response

had been received. Cllr Jean Vesey agreed to contact the newspaper again.

**Action: Cllr Jean Vesey**

10.2. Cllr John Lloyd reported that stones had been thrown from the school playground at his van causing significant damage to the bodywork. The incident occurred in the early afternoon of 10 July and he had reported it to one of the playground supervisors at the time. Cllr John Lloyd said that he had received no response from the school with regard to this matter.

10.3. Members were concerned to hear of the incident and asked the Clerk to write to the Headteacher seeking her assurance that she would speak to the whole school about this matter and make it clear that such action was unacceptable and a serious threat to road safety.

**Action: Clerk**

10.4. Cllr Jean Vesey said that the Royal High School was reportedly encouraging year 5 and 6 pupils to go the High School a year early. There was concern at the school about this matter as a reduction in the school roll could affect funding.

10.5. Parking around the school was discussed. Members agreed that there was nothing to be gained by extending the double yellow lines around the school as the existing restrictions were not enforced. Cllr Shirley Beazer agreed to speak to PCSO Greg Doyle about enforcement.

**Action: Cllr Shirley Beazer**

## **11. Neighbourhood Watch**

11.1. Cllr Jean Vesey confirmed that PCSO Greg Doyle would be available at the coffee morning from 10.30am on Thursday 26 July in the Parish Rooms to give advice and listen to any concerns parishioners may wish to raise.

## **12. Correspondence**

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

12.2. Review of Polling Districts and Polling Places - members noted the review being carried out by B&NES. The council were not aware of any concerns about the use of the Community Rooms as a Polling Station and considered that no reply was necessary.

12.3. Claimed footpath by residents in Ashley – the consultation papers relating to the claimed footpath between the railway sidings and black steps was noted. The parish council had no objection to a footpath in that area and no reply was considered necessary.

12.4. Primary Care Trust (PCT) - members noted the pilot scheme being carried out relating to the provision of the out of hours service.

12.5. B&NES Retail Strategy – consultants working on behalf of B&NES had issued details of the next phase of the project to develop a retail strategy

for the district. The papers had been copied to BEFA for information and action if appropriate.

- 12.6. 21<sup>st</sup> Century Villages Week – members noted the poetry/prose competition organised by Community Action to promote 21<sup>st</sup> Century Villages Week, details of which had been publicised on the parish notice boards and website.
- 12.7. NALC Seminar on the Code of Conduct – members noted the seminar being arranged by NALC the details of which had been received too late for consideration.
- 12.8. Parishes Liaison Meeting – Cllr Shirley Beazer confirmed that she would be attending the next meeting on 18 July and any other councillors were also welcome to attend.
- 12.9. Cotswolds Conservation Board – update on the progress of the review of the Cotswolds AONB Management Plan was noted. Formal consultation with parishes would take place later in the year.
- 12.10. Letter from Cllr Roger Symonds – members noted the letter supporting the parish council's opposition to the Park & Ride at Lambridge and which set out the Liberal Democrats proposal for reopening the station at Corsham to provide park and ride facilities there.

### **13. Items to report**

- 13.1. Community Action Parish Plan Forum – Cllr Stan Cherry reported that Community Action was setting up a forum for people to act as mentors to other parishes starting their parish plans. He also confirmed that he was going to speak at a parish plan meeting in Batheaston shortly.
- 13.2. Branches falling from trees in the grounds of Whitehaven – branches had fallen onto the public footpath. Cllr Shirley Beazer said that she would contact B&NES about how to ensure the safety of the trees pending the sale of Whitehaven.  
**Action: Cllr Shirley Beazer**
- 13.3. Application to fell red cedar – in response to a query from Cllr Gabriel Batt, it was confirmed that the Planning and Environment Committee had not yet had the opportunity to consider the proposals. Cllr Gabriel Batt confirmed that he would support the parish council's view and to let him have a copy of the response in due course.
- 13.4. Co-option of committee member – it was suggested that the unsuccessful candidate who stood for co-option to the full council in June might be approached to see whether he was interested in joining one of the committees. Cllr Shirley Beazer said that she would write to him.  
**Action: Cllr Shirley Beazer**

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

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

- 14.1.1. Ask parishioners for suggestions for possible location of skateboard facilities
- 14.1.2. Publicise the poetry/prose competition organised by Community Action
- 14.1.3. Ask parishioners for suggestions for improving/developing the lower garage area in Mountain Wood
- 14.1.4. Parking around school (for the September edition of the Bulletin)
- 14.1.5. Date of next meeting

**Action: Clerk**

## 15. Items for the next meeting

- 15.1. Budgets for 2008-2009
- 15.2. Consider donation to Royal British Legion
- 15.3. Consider donation to St Swithun's for churchyard maintenance and production of the Bulletin.

## 16. Payments for approval

- 16.1. The Clerk reported that since the list of payments for approval had been drawn up, a further invoice from Earth Anchors Ltd for additional fixing bolts for the new benches had been received. Council RESOLVED to approve this additional payment with the following payments:-

Bathford Post Office	Rent for parish office – July & Aug 07	£200.00
BT	Quarterly charge for telephone services	£59.93
Tonik Ltd	Ink Cartridges	£39.84
Wicksteed Leisure Ltd	Play Equipment	£2,284.22
EDF Energy	Electricity for office in Manor Basement	£42.64
EDF Energy	Street Lighting	£3.21
Vincent F Parker	Fee for internal audit	£125.00
Roger Millbank	Grass and hedge cutting	£470.00
Vivienne Summerill	Fee for advice relating to sports car park	£100.00
Mrs R C Holding	Reimburse cost of prizes for allotment competition	£55.00
Mrs R C Holding	Clerk's salary – July 07 (inc back pay)	£549.24
Mrs R C Holding	Clerk's expenses, petty cash, electricity	£50.00
Post Office Ltd	Tax and National Insurance	£48.68
<u>Following payments from Parish Plan Account</u>		
C Gillard	Equipment for sound system in parish hall	£1,209.43
Earth Anchors Ltd	Fixing bolts for new benches	£157.69
Earth Anchors Ltd	Fixing bolts for new benches	£157.69

## 17. Date of next meeting

- 17.1. The next meeting will be held on Monday 17 September 2007 at 7.30pm in the parish office.

The meeting closed at 9.30 pm

Signed..... (Chair)

Date.....