

Minutes of Bathford Parish Council Meeting
held on Monday 17 September 2007 at 7.30pm in the Parish Office, Bathford
Hill, Bathford

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

Also Present: Ward Councillor Gabriel Batt (from item 6bv)
1 Member of the public
Ruth Holding (Clerk)

1. Public Five Minutes

- 1.1. Speed of vehicles on A4 past turning to Westwoods – Peter Martin said that traffic was travelling in excess of the existing 40 mph on the A4 and there was a significant risk of an accident involving vehicles trying to pull out of Westwoods as visibility was restricted. He proposed a 30 mph limit from the roundabout to the Land Rover sales room. This would allow a vehicle exiting Westwoods more time to pull out.
- 1.2. Complaints had also been made verbally to another councillor about this matter and Cllr Ian Plain said there was no sign warning motorists on the A4 that there was a junction at Westwoods. Cllr Shirley Beazer said that she had spoken to BANES officials at the roundabout recently and they were to contact Avon and Somerset Police about speed checks in the area.
- 1.3. Cllr Wendy Chambers said that information could be gathered about the speed of vehicles passing Westwoods in that same way that data had been collected at the junction of Warleigh Lane. Cllr Shirley Beazer said that she would take this matter up with B&NES.

Action: Cllr Shirley Beazer

2. Apologies

- 2.1. Apologies for absence were received from Cllr Hugh Baker.

3. Declarations of Interest in any item on the Agenda

- 3.1. The Chair called for any declarations of interest. The Chair declared an interest in item 6bv as the person in question was a distant relative by marriage.

4. Approval of the Minutes of the last meeting

- 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. Model contract for Clerk –the Finance, Administration and Communications Committee reported that there was still work to do on this matter.
Action: Finance, Administration and Communications Committee
 - 5.2.2. Register interest in allotment – councillors were again reminded to notify the Clerk if they held an allotment so that their Register of Members Interests form could be updated.
Action: All councillors who hold an allotment
 - 5.2.3. Grit boxes – Cllr Stan Cherry confirmed that both he and Cllr Hugh Baker had contacted B&NES about the relocation and replacement of several grit boxes in the parish.
 - 5.2.4. Co-option of new committee member – members welcomed Peter Martin as a co-opted member of the Planning and Environment Committee.
 - 5.2.5. Handrail on village green path – members were pleased to note that the handrail had now been fitted on the steepest part of the path on the village green and thanked Cllr John Lloyd for arranging the installation.
 - 5.2.6. Replacement of steps on Manor Field – Cllr Stan Cherry reported that he had sent an email to B&NES about the replacement of the steps, but had not received a reply to date.

6. Committee Reports

6.1. Amenities Committee

- 6.1.1. Cllr Stan Cherry presented the Amenities Committee monthly report for September 2007. The minutes of the Amenities Committee meeting held on 5 September were amended to show that Cllr Richard Wickham was present at the meeting. The following items were discussed:-
- 6.1.2. Container for use by Cricket Club – a resident had objected to the location of the container in the tree line at the edge of the recreation ground so an alternative location a little further down the field, but still in the tree line, had been agreed with them. Any part of the container not obscured by the hedge would be screened with planting. Regulations allowed the parish council to put the container on the field without the need for planning permission and a letter had been received from the Planning Office in B&NES confirming that planning permission was not required.
- 6.1.3. Street Lights on Recreation Ground – Cllr Stn Cherry reported that two of the three street lights had failed and he had asked for the bulbs to be replaced. He would check that this work had been carried out.
Action: Cllr Stan Cherry
- 6.1.4. Skateboard Ramp – the Amenities Committee had discussed the request for a skateboard ramp at some length and had decided not to go ahead with the

project primarily on the grounds of cost, but also because of concerns about the noise it would generate and issues around health and safety. Cllr Stan Cherry said that he had drafted a letter for the Clerk to send to the young person who had raised this issue explaining the reasons for the council's decision. Cllr Keith Masdin thought it would also be a good idea to talk to the young person about the reasons why the project would not go ahead and he said he would do this the next time he saw him.

Action: Cllr Keith Masdin

- 6.1.5. Bench Project – a letter of complaint had been received about the location of the new bench on the High Street. The Clerk was asked to inform the complainant that the matter would be dealt with following Cllr Hugh Baker's return in early October.

Action: Clerk and Cllr Hugh Baker

- 6.1.6. Cllr Richard Wickham said that he had received complaints about the position of the new bench on the green as this blocked the gap between two trees that children used as goal posts. Cllr Stan Cherry said that he would investigate whether it could be moved but the anchoring system was intended to be permanent and the fixings were expensive to replace if lost in the ground.

Action: Cllr Stan Cherry

- 6.1.7. Picnic Benches – council endorsed the intention to purchase picnic tables with the surplus from the bench project fund. It was agreed that it would be useful if the picnic tables were not fixed permanently on the green but could be moved to allow space for other uses of the green or transferred to the Recreation Ground if required. Council RESOLVED to approve reasonable expenditure on the purchase of 2 picnic benches.

Action: Cllr Hugh Baker

- 6.1.8. Mobility Issues – Cllr Stan Cherry said that he had spoken to B&NES about providing access from the footpath to The Crown. B&NES officials had suggested that it might be possible to have a dropped kerb on either side of Bathford Hill by The Crown and a refuge island in the middle of the road. This might also have the additional benefit of slowing traffic on Bathford Hill. Cllr Stan Cherry said that he would pursue this matter with B&NES.

Action: Cllr Stan Cherry

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

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

- 6.2.2. Create separate Finance and Administration Committee and Communications Committee – Cllr Richard Wickham reminded members that a Communications Group had been set up about 18 months ago to improve communications in the parish as a result of the findings of the parish plan questionnaires. This group had foundered and needed to be reactivated. It was considered that the best way to do this was to create a separate Communications Committee which could focus on the work needed to rejuvenate the projects which had come to a standstill and oversee the grant that the council had been given to improve Communications.

- 6.2.3. Members acknowledged that the Bulletin was the main way to reach every household in the parish and improvements to the quality and content of the publication was something that everyone would like to see and which the Editor was going some way to develop with further plans to increase the size of the magazine and proposals for professional printing. Council felt that these issues would benefit from being given collective consideration by a group in order to ensure that funds were spend effectively to create a good magazine relevant to the whole parish.
- 6.2.4. Alongside the Bulletin the parish council's website was also becoming a popular way for parishioners to obtain information and the website could also be overseen by the Communications Committee.
- 6.2.5. Cllr Richard Wickham proposed and Cllr Ian Plain seconded a proposal to split the existing Finance, Administration and Communications Committee into 2 separate committees. A vote was taken and the council RESOLVED to create a Finance and Administration Committee and a Communications Committee. Members were asked to consider joining the new Communications Committee.
- 6.2.6. Minor amendment to Annual Accounts 2006-2007 – Councillors noted the letter from the External Auditor regarding a £9 difference in the payments figures reported in the Annual Return 2006-2007. This was caused either because the figures had been written down incorrectly or the wrong figure had been used on which the calculation was based. The Bank Reconciliation was accurate and matched the reported expenditure when the error was corrected. Members RESOLVED to amend Box 6 of Section 1 of the Annual Return to read £21,867. The form was amended and the correction initialled by the Chair and Clerk as the Responsible Financial Officer. The amended form would be returned to the External Auditor for approval.
Action: Clerk
- 6.2.7. Budgets – members noted that budgets needed to be prepared for the November meeting to enable the precept to be settled in January 2008. Committees were asked to submit their budgets as soon as possible to the FA&C Committee for collation.
Action: All Committees
- 6.2.8. Donation to the Royal British Legion – Members considered the annual donation to the Bathford Branch of the Royal British Legion (RBL) which was used to purchase a wreath to be laid by the Chair on Remembrance Sunday. Council noted that last year's changes to the wreath laying during the morning Act of Remembrance had been well received.
- 6.2.9. One councillor objected to donating money to the RBL's Poppy Appeal on the grounds that one charity was being selected over other deserving causes and considered that parish councillors should purchase a wreath at their own expense.
- 6.2.10. Under Section 137 and 139 of the Local Government Act (LGA) 1972 the parish council did have power to incur 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. Members considered that the RBL did have a parish connection and brought benefits to parishioners through its powers to give assistance locally as well as nationally. Cllr Stan Cherry proposed and Cllr John Lloyd seconded the proposal to make a donation of £75.00 to the Bathford Branch of the RBL. A vote was taken (9 in favour and 1 against). It was RESOLVED that the council, in accordance with the powers stated above, should make a contribution of £75.00 to the Royal British Legion in Bathford which would include the purchase of a wreath to be laid on Remembrance Day by the Chairman of the Parish Council. The Clerk was asked to arrange payment at the next meeting.

Action: Clerk

- 6.2.11. Purchase of card and flowers for a parishioners 100th Birthday – members agreed that the very special event of a parishioner's 100th Birthday should not go unmarked by the parish council. It was noted that the parish council's powers under section 137 of the LGA 1972 allowed individuals to benefit if the expenditure was considered to be in the interests of the council in that it brings credit to the parish or community. Members considered that for the council not to acknowledge such a special event in the life of a parishioner would reflect poorly on the community and therefore agreed, in accordance with its powers under section 137 and 139 of the LGA 1972, to 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. Council RESOLVED to purchase a card and a modest basket of flowers, up to the value of £35.00, for the parishioner. Council agreed that Cllr Shirley Beazer should arrange the purchase and reclaim expenditure in due course.

Action: Cllr Shirley Beazer

- 6.2.12. Update Mandate for Nat West Account – Members agreed that the Mandate should be updated to include the recently co-opted full councillors and to remove the names of the councillors no longer serving. The Clerk distributed forms for completion by Cllrs Paul Faulkner, Keith Masdin and Ian Plain. All Councillors were asked to sign the new Mandate for submission to Nat West when all forms had been completed and Cllr Hugh Baker had signed the Mandate.

Action: Cllrs Paul Faulkner, Keith Masdin, Ian Plain & Hugh Baker

- 6.2.13. Office rent – Cllr Wendy Chambers said that she had spoken to the landlord about any rent increase. The landlord had not suggested a revised figure at the time and it was agreed that this matter should be considered by the Finance and Administration (F&A) Committee at its next meeting. On the question of electricity usage, it was the landlord's understanding that the parish council was to come to an agreement with the shop. The Clerk said that she had not done any analysis of electricity usage, but could do so if required. The F&A Committee to consider this matter.

Action: F&A Committee

- 6.2.14. Telephone and internet services – Cllr Ian Plain said that he had some information relating to other service providers which he would present to the next meeting of the F&A Committee for consideration.

Action: F&A Committee

6.3. *Highways, Footpaths and Lighting Committee*

- 6.3.1. Cllr Shirley Beazer presented the Highways Footpaths and Lighting Committee monthly report for September 2007. The following items were discussed:-
- 6.3.2. Lower garages in Mountain Wood – Cllr Shirley Beazer reported that B&NES were consulting residents to assess how many wanted to keep their garages, but the likelihood was that these would be proposed for demolition.
- 6.3.3. Suggestion for 20mph speed limit for Dovers Park & Mountain Wood – members noted the suggestion but considered however desirable this limit would be for the area, it was unlikely to be supported by the highways authority.
- 6.3.4. Parking around school – anecdotal evidence suggested that the situation had improved and a PCSO had been in attendance to monitor the parking on at least one occasion.
- 6.3.5. Proposal to request a grant from Cotswolds Conservation Board to restore milestone on A4 – members noted the advice from B&NES that the remaining milestone on the A4 could not be dug out of the ground and that it would be preferable to replace it with a new stone and plate. Although members were not opposed to replacing the stone and were content that money might be found in the parish plan account to contribute to the work if necessary, they wanted to understand the reasons why the existing stone was considered lost. Cllr John Lloyd said he would speak to Philip Harris to find out why the stone could not be dug out. Council agreed to postpone a letter to the Cotswolds Conservation Board until Cllr John Lloyd reported his findings.

Action: Cllr John Lloyd

6.4. *Planning and Environment Committee*

- 6.4.1. Members noted the Planning and Environment Committee monthly report for September 2007. Cllr Shirley Beazer made an additional oral report in the absence of Cllr Hugh Baker. The following items were discussed:-
- 6.4.2. Applications Received – comments had been sent to B&NES on the application to reopen access to Broadlands Fruit Farm for domestic use.
- 6.4.3. Decisions Notified – the following applications had been determined by B&NES:-
- 6.4.3.1. 69 Dovers Park – permitted
 - 6.4.3.2. Bathampton Timber Yard – refused
 - 6.4.3.3. Sponsorship signs on Bathford roundabout – permitted
 - 6.4.3.4. Bathford Primary School – permitted
 - 6.4.3.5. Bathford Gardens – permitted
 - 6.4.3.6. 56 Mountain Wood – refused

6.4.3.7. Land adjacent to 56 Mountain Wood – refused

6.4.3.8. West Lodge – withdrawn

6.4.4. Warleigh – Cllr Wendy Chambers said she remained concerned about the work being carried out at The Bothy in Warleigh and that the application for the shed in Warleigh Woods that had still not been determined.

6.4.5. Enforcement issues – the following items were raised as issues for investigation by the Enforcement Officer: the fence at Avondale which had not been removed; the erection of a huge banner on the wall at Avondale; the drainage arrangements at the old dairy site, Bathford Hill; the section 215 notice for the unkempt land in Dovers Park.

Action: Cllr Ian Plain

6.4.6. Tyndale site – Future Heritage were due to give another presentation to the Planning & Environment Committee in a few weeks time which members may find interesting. Cllr Hugh Baker would make councillors aware of the date when known.

Action: Cllr Hugh Baker

7. Liaison with School Governors

7.1. There were no matters to report under this item.

8. Neighbourhood Watch

8.1. Cllr Jean Vesey reported that two new volunteers had joined the scheme which was encouraging. It was agreed that a note should go in the Bulletin announcing the increase in neighbourhood watch representatives and ask for more volunteers.

Action: Clerk

9. Change to Clerk's Working Pattern

9.1. Members noted the Clerk's new working pattern. Cllr Shirley Beazer asked members to notify the Chair and Clerk in advance of any dates when they would be away and unable to deal with council business.

10. Correspondence

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

10.2. School Transport – the Chair had received an email from Cllr Ian Dewey about problems with the 13C service serving Ralph Allen School. The service had been full recently and children had been left at the bus stop. Cllr Gabriel Batt said that the bus company was now providing additional services which should provide sufficient space for all children wanting to use the bus. Cllr John Lloyd said that when he had attended the school the council had provided dedicated coaches which had provided safe and regular transport to and from school. He considered that the introduction of the use of public service buses for school transport was a backward step and risked leaving young people vulnerable. He asked Cllr Gabriel Batt to note his comments.

10.3. Bristol Airport – Cllr Shirley Beazer reported that she had spoken to Bristol Airport about the increase in the number aircraft flying over Bathford. She was

advised that if the airport is busy, usually during the period May to the end of October, then flights are likely to be diverted over the centre of Bath. During the rest of the year aircraft should be using the routes further to the north.

- 10.4. Post Office closures – both ALCA and CPRE were alerting parish councils about the need to be prepared to oppose the closure of rural post offices. CPRE suggested that parish council's should write to the government minister responsible informing him of the importance of the local post office to the community. The Clerk was asked to write on the council's behalf.

Action: Clerk

- 10.5. New member of Cotswolds Conservation Board - members noted the election of Ian Plaister as a parish representative.

- 10.6. Fence around Bathford Primary School – it was reported that the fence was collapsing along the stretch adjacent to the path by the sheltered housing and would need to be repaired. The entire fence was very shabby and ought to be replaced, but the parish council was reluctant to ask the school to consider complete replacement as this would be expensive for the school to fund. Cllr Jean Vesey said that she was due to meet the Chair of the School Governors soon and would raise the matter informally with her.

Action: Cllr Jean Vesey

- 10.7. Kickboards on school fence adjoining Birdcage Walk – the Clerk was asked to write to the school thanking them for putting boards along the fence to prevent bark from the school play ground being kicked onto Birdcage Walk.

Action: Clerk

- 10.8. Overgrown vegetation – the Clerk was asked to write to the Chapel on the High Street asking them to cut back brambles growing from the garden onto the footpath.

Action: Clerk

- 10.9. Stones thrown from school playground – a reply had been received from the Headteacher confirming that the whole school had been spoken to about this matter. She was to ask Pepperpot to cover the stones in the drainage channel to make them inaccessible.

- 10.10. NALC Conference – members noted the details of the conference.

- 10.11. Community Safety Event – members noted the details of the free event being organised by Avon and Somerset Police on 6 October in the Forum, Bath.

- 10.12. Letter from Avon and Somerset Police - members noted the latest regular general letter from the Chief Superintendent about the outcome of operations in the area and crime statistics.

- 10.13. Wiltshire Minerals and Waste Planning Newsletter – noted.

- 10.14. B&NES Waste Management Plans – notification that the results of the earlier consultation were being considered to develop the council's waste management strategy.

- 10.15. CPRE Membership – members noted confirmation that membership had been renewed for a further year by Direct Debit.
- 10.16. Community Action - members noted the details of the forthcoming AGM.
- 10.17. Heritage Events September to December – members noted the leaflet from B&NES about events taking place. Copies had been placed in the shop.
- 10.18. Bath Preservation Trust – members noted the lecture series planned by the Trust.
- 10.19. Meeting of B&NES group of ALCA parishes – notice of next meeting received.
- 10.20. Change to Diamond Travelcard – members noted the change to the travelcard to give free travel across England on local bus services. Posters to be displayed on notice boards and information to be put on website.

11. Items to report

- 11.1. Pavements in Meadow Park – it was reported that although some of the pavements in Meadow Park had been resurfaced, other areas, particularly lower down the estate, had not been repaired. Cllr Shirley Beazer said she would speak to B&NES about this.
Action: Cllr Shirley Beazer
- 11.2. Young people assembling on Folly Field – residents had approached councillors with concerns about groups of young people gathering on the Folly Field in the late evening making noise. Cllr Stan Cherry said that he had spoken to Beat Manager PC Roger Parker who would ask the PCSO to visit the area and monitor the situation.
- 11.3. Cardboard and garden waste uncollected – Cllr Gabriel Batt informed the council that waste had not been collected today as the collection lorry had been full before it reached Bathford. Cllrs acknowledged this and observed that it was becoming a regular occurrence not to have the cardboard and garden waste collected on the scheduled day.
- 11.4. Sale of Whitehaven – contracts had not yet been exchanged.

12. Items for the Bulletin

- 12.1. The council RESOLVED to publish the following notes in the Bulletin:-
- 12.1.1. Congratulations to a parishioner on their 100th Birthday;
- 12.1.2. Ask that consideration be given to neighbours when lighting bonfires;
- 12.1.3. Change to Diamond Travelcard scheme;
- 12.1.4. Detail of procedure for registering children due to start school in September 2008;
- 12.1.5. Ask for volunteers to join neighbourhood watch group;
- 12.1.6. Co-option of Peter Martin to Planning and Environment Committee;
- 12.1.7. Date of next meeting

Action: Clerk

13. Items for the next meeting

13.1. Budgets for 2008-2009

13.2. Half year summary of Income and Expenditure

13.3. Consider donation to St Swithun's for churchyard maintenance and production of the Bulletin.

14. Payments for approval

14.1. Council RESOLVED to approve the following payments:-

Bathford Post Office	Rent for parish office –September 07	£100.00
BT	Quarterly internet charges	£77.51
BWBSL (Wessex Water)	Allotment water	£150.25
Roger Millbank	Grass cutting	£660.00
Mr S Cherry	Councillors Expenses	£34.00
Mrs R C Holding	Clerk's salary – Aug & Sept 07	£742.10
Mrs R C Holding	Clerk's expenses, petty cash, electricity	£90.00

<u>Following payment from</u>	<u>Parish Plan Account</u>	
Mr M Smith	Equipment for community allotment	£32.26

15. Date of next meeting

15.1. The next meeting will be held on Monday 15 October 2007 at 7.30pm in the parish office.

The meeting closed at 9.25 pm

Signed..... (Chair)

Date.....