

Minutes of Bathford Parish Council Meeting
held on Monday 15 October 2007 at 7.30pm in the Parish Office, Bathford Hill,
Bathford

Present: Councillor Shirley Beazer (Chair)
Councillor Stan Cherry
Councillor Hugh Baker
Councillor Wendy Chambers
Councillor Paul Faulkner
Councillor John Lloyd
Councillor Ian Plain
Councillor Jean Vesey
Councillor Richard Wickham

Also Present: 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 Susan Barclay and Keith Masdin and Ward Councillor Gabriel Batt.

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

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 (F&A) Committee reported that progress had been made, but more work was needed to complete the task.

Action: Finance & Administration Committee

5.2.2. Register interest in allotment – councillors with an allotment were asked to notify the Clerk so that their Register of Members Interests form could be updated.

Action: All councillors who hold an allotment

- 5.2.3. Complaint about new bench on High Street – Cllr Stan Cherry reported that after a long discussion at the Amenities Committee meeting it had been concluded that the bench should remain in its current location. The Clerk had been asked to write to the complainants.
Action: Clerk
- 5.2.4. Request to move new bench on village green – this matter was to be discussed at the next Amenities Committee meeting.
Action: Amenities Committee
- 5.2.5. Purchase of picnic benches – this matter was ongoing.
Action: Cllr Hugh Baker
- 5.2.6. Dropped kerbs on Bathford Hill by The Crown – Cllr Stan Cherry confirmed that he had spoken to B&NES and was awaiting their reply.
- 5.2.7. Budgets – the amended budget from the Highways Committee was passed to the F&A Committee. The newly formed Communications Committee was reminded that they would need to submit a budget for 2008-2009.
Action: Communications Committee
- 5.2.8. Flowers and card for parishioner's 100th Birthday – Cllr Shirley Beazer said that she and Cllr Stan Cherry had visited the parishioner on her Birthday and presented her with the basket of flowers and card on behalf of the people of the parish. Cllr Stan Cherry had taken a photograph and Cllr Shirley Beazer had asked for this to go on the front page of November edition of The Bathford Bulletin. A thank you message from the parishioner was to be published inside.
- 5.2.9. Updating mandate for bank account – Cllrs Keith Masdin and Paul Faulkner was asked to complete the form for adding their names to the mandate and return it to the Clerk.
Action: Cllrs Keith Masdin and Paul Faulkner
- 5.2.10. Office rent and telephone service provider – these matters to be discussed at the next F&A Committee meeting
Action: Finance and Administration Committee
- 5.2.11. Restoration of last milestone on A4 – Cllr John Lloyd confirmed that the existing stone was damaged and it was not worth the effort of digging it out. The parish council would therefore need to provide a new stone and cutting of the stone to receive a new plate. In view of this the council RESOLVED to send the letter to the Cotswolds Conservation Board asking for funding, the text of which had been agreed at the last meeting. Cllr Shirley Beazer reported that Philip Harris had written to B&NES asking them to confirm they would provide the base, transportation and installation of the replacement milestone. Cllr Stan Cherry said it was probable that some money could be found from the parish plan fund to support this project, but he could not say how much at this stage.
Action: Clerk
- 5.2.12. Unkempt land in Dovers Park – it was reported that the owner had claimed that the scaffolding could not be removed on the grounds of health and safety

as there may be a risk that someone could fall from the top of the bank. This matter was therefore under consideration by the local authority's solicitor. It had also been claimed that removal of the vegetation might destabilise the soil, but there was concern that vermin were living in the overgrown land. It was suggested that the matter should be raised with Environmental services at B&NES.

Action: Cllr Ian Plain

- 5.2.13. Planning enforcement issues – it was reported that the fence on the wall at Avondale was to be removed, but a planning application for increasing the height of wall was likely to be made. The banner remained on the wall and the enforcement officer was due to look at this shortly.
- 5.2.14. A section of unsightly wire fence had been put up at Lavington's Yard by the footbridge and there was concern about the size of a building frame erected in the yard.
- 5.2.15. It was noted that changes had been made to the drainage at the old dairy so that the water no longer flowed onto the road.
- 5.2.16. Future Heritage presentation about Tyndale redevelopment – The Bathford History Society had asked whether they could be present at the next presentation by Future Heritage about the plans for Tyndale. Cllr Hugh Baker said that he would need to ask Future Heritage whether they had any objection to other interested parties being present at this stage.

Action: Cllr Hugh Baker

- 5.2.17. Condition of school perimeter fence – Cllr Jean Vesey said that she had raised this matter with the Chair of School Governors who said that they would look at the issue. It was reported that work on the 2 new classrooms was expected to start in the next fortnight. The Chair of Governors had raised an issue for consideration by the Highways Committee relating to a raised speed table in the road to slow vehicles. Cllr Shirley Beazer said that she would phone the Chair of Governors to discuss the proposals.

Action: Cllr Shirley Beazer

6. Committee Reports

6.1. Amenities Committee

- 6.1.1. Cllr Stan Cherry presented the Amenities Committee monthly report for October 2007. The following items were discussed:-
- 6.1.2. Bench Project – Cllr Hugh Baker said that another 3 benches were to be donated by parishioners, after which the bench project would be formally closed as it had achieved its aims.
- 6.1.3. Allotments – members noted that the Amenities Committee would be considering the provision of a chemical toilet on the allotments for 6 months of the year. The toilet could be provided on a long term contract and the hire company would be responsible for cleaning and emptying it. This proposal was one of a number of measures being considered to provide improved services to allotment holders in return for the increased rents proposed from September 2008.

Action: Amenities Committee

6.2. Communications Committee

- 6.2.1. Cllr Ian Plain said that he was trying to arrange a meeting of the newly formed Communications Committee which comprised himself and Cllrs Susan Barclay, Wendy Chambers and Keith Masdin. He was also trying to speak to other interested parties, including the Vicar before the first meeting.
- 6.2.2. Members had seen the note in the October edition of the Bathford Bulletin from the editor about future plans for further expansion of the publication. Cllr Stan Cherry said that he had replied to the editor expressing his support for the decision to increase the size of the Bulletin and get it professionally printed, but there were other issues which needed careful consideration.
- 6.2.3. Cllr Ian Plain was asked to arrange the first meeting of the Communications Committee prior to the next Parish Council Meeting. It was confirmed that other interested parties would be invited to participate in Committee meetings after the new Committee had held its first meeting and decided on a course of action.

Action: Cllr Ian Plain

6.3. Finance and Administration Committee (F&AC)

- 6.3.1. Cllr Richard Wickham introduced the following items for consideration:-
 - 6.3.2. Financial Support to St Swithun's PCC for cost of producing the Bathford Bulletin and for churchyard maintenance – Cllr Richard Wickham reported that the F&A Committee had looked at the request from St Swithun's PCC and recommended meeting the full cost of producing the Bulletin and giving financial assistance toward the cost of churchyard maintenance. He reminded the council that a grant had been awarded to meet the cost of producing a larger Bulletin up to July 2008 and therefore any monies from the parish council towards this project would come from that grant. In effect the parish council would be honouring a previous commitment to fund the higher costs of the Bulletin pending the consideration of finding alternative sources of funding which the new Communications Committee would be looking at.
 - 6.3.3. It was RESOLVED that the council in accordance with its powers under sections 137 of the Local Government Act 1972 should make a payment of £635 to St Swithun's PCC to cover the cost of producing the Bathford Bulletin from April 2007 to March 2008 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. The Clerk was asked to inform the PCC that a new Communications Committee had been formed to consider ways of improving the Bulletin when writing to them about the council's decision to give financial support.
- ## **Action: Clerk**
- 6.3.4. The Council considered the PCC's request for money towards maintaining the churchyard. Members acknowledged that the churchyard was an integral part of the parish and it was proper for the council to contribute to its upkeep. It was confirmed that maintenance of the top end of the churchyard had improved, although it was thought that there had been a reduction the

services provided to those tending graves as they were now required to take old plant material and other waste home with them rather than leave it in a designated place in the churchyard. The council agreed that they should raise this reduction in facilities with the PCC. Council RESOLVED in accordance with its powers regarding the maintenance of burial grounds to make a payment to St Swithun's PCC of £300.

Action: Clerk

6.3.5. Half-year summary of income and expenditure – members noted income and expenditure for the period April to September 2007.

6.3.6. VAT Refund – members noted that the council had received a VAT refund of £2,932.44 covering the period April 2005 to March 2007.

6.3.7. Budgets – Cllr Richard Wickham confirmed that the F&A Committee would meet shortly to prepare the council's draft budget 2008-2009 for consideration at the council's November meeting. Committees were asked to submit their budgets if they had not already done so.

Action: All Committees

6.4. *Highways, Footpaths and Lighting Committee*

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

6.4.2. Box Road – Cllr Shirley Beazer reported that the overhanging vegetation had been cut back as much as possible around the approach to Westwoods on the Box Road to improve visibility.

6.4.3. Trees overhanging footpath – a complaint had been made about the low branches overhanging the footpath from the pedestrian controlled crossing on the Box Road leading under the railway bridge to the footbridge as these made it very uncomfortable to walk along, particularly when the branches were wet. The Clerk had written to B&NES who had confirmed that they would cut the branches back from the footpath.

6.5. *Planning and Environment Committee*

6.5.1. Members noted the Planning and Environment Committee monthly report for October 2007. The following item was discussed:-

6.5.2. Park & Ride to the east of Bath – Cllr Shirley Beazer reported that funding for the Bath Package was being finalised and officers from B&NES and Cabinet Ministers were considering options for a Park & Ride site to the east of Bath but no decision had been made at present.

6.5.3. Cllr Shirley Beazer referred to an email sent to members and others by Steve Mackerness, co-opted member of the Planning Committee, about an online survey on the Bath Chronicle's website asking residents to indicate whether they thought Lambridge was a suitable site for a Park & Ride. The Clerk was asked to put information about the survey in the Bulletin and on the council's website. Cllr Shirley Beazer noted her thanks to Steve Mackerness for all the work he did to ensure the council was fully informed of all the matters relating to the Park & Ride issue.

Action: Clerk

7. Liaison with School Governors

- 7.1. Cllr Jean Vesey was asked to bring up the issue of cars parking in restricted areas around the school at the next Governors' Meeting. Other matters relating to the school had been discussed earlier in the meeting. See paragraph 5.2.26 above.

Action: Cllr Jean Vesey

8. Neighbourhood Watch

- 8.1. Cllr Jean Vesey reported the police were organising the first PACT (Partnerships and Communities Together) Meeting for the Bathavon North area to be held at 7pm on 25 October 2007 in the Rhymes Pavilion, Batheaston. The aim of the meeting was to form an action plan to tackle the issues of most concern to local residents. Cllr Jean Vesey said that she would be attending and was asked to raise the issue of problem parking around the school. The Clerk was asked to put details of the PACT meeting on the council's website.

Action: Cllr Jean Vesey and Clerk

9. Proposed List of Dates for Parish Council Meetings and Liaison Meetings in 2008

- 9.1. Members noted and agreed the list of parish council meetings in 2008. Details of Cluster Meetings and Liaison Meetings would be added to the list when these became available.

10. Correspondence

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

10.2. Thank you card – members noted the lovely hand made card from Sophie Thornton one of the winners of the allotment scarecrow competition thanking the council for the prize of a gardening voucher.

10.3. Sheltered Housing Officer (SHO) visits – residents had complained about the lack of visits from the SHO and the poor audio quality of the daily phone calls. Cllr Shirley Beazer said that she had spoken to Somer Housing who advised that the designated SHO had been ill and there was no cover assigned. Members agreed that it was a matter for concern if an SHO was unavailable to visit the residents and Cllr Shirley Beazer said that she would monitor the situation.

Action: Cllr Shirley Beazer

10.4. Suggestion for an over 70's club – in response to views expressed by an elderly resident that there were few places to make friends in Bathford, the idea of an over 70s club had been suggested. Cllr Stan Cherry said he had replied to the initial query from BEFA listing a number of clubs and societies in Bathford which provide the opportunity for people to meet their neighbours in the village. Members echoed his views but agreed that there would be no objection to setting up an over 70s club if there was the demand and a volunteer could be found to run it. Council RESOLVED to put a note in the Bulletin inviting residents to comment on the idea of an over 70s club and asking if anyone would be prepared to run it.

Action: Clerk

- 10.5. Christmas lights and tree on village green – members agreed that there should be a tree and lights on the village green again this Christmas. More lights had been purchased in the sales earlier this year and these would need to be strung in the trees. Cllr Hugh Baker agreed to liaise with the Royal British Legion with regard to putting up the lights. Cllr Paul Faulkner confirmed that there would also be a Christmas tree outside the shop.

Action: Cllr Hugh Baker

- 10.6. School Transport – in response to problems transporting all children to and from Ralph Allen School by bus, First bus company was changing the timetable so that the bus leaves Bathford 10 minutes earlier and will stop at Batheaston and Bailbrook Lodge before going straight to the school. A separate bus will pick up in Lambridge. In the evening the bus will leave the school but older students may be required to change buses in town. Younger children will be supervised to ensure they do not have to change buses. The arrangements will come into effect after half term.

- 10.7. Round Robins – Chair Shirley Beazer asked councillors to try to circulate round robins more quickly to ensure all councillors saw the information in a timely way.

- 10.8. Police response to Halloween - members noted that there would be more police officers on the street and increased patrols during Halloween to prevent anti-social behaviour.

- 10.9. Action for Pensioners AGM – members noted the new date of 24 October 2007 for the AGM. Notices advising of the change had been put on the notice boards and on the website.

- 10.10. Rubbish or resource? – members noted an email from B&NES setting out the position with regard to the development of a waste management plan. A preferred options report was due out in Spring 2008.

- 10.11. Consultation on the provision of sites for travellers – Cllr Shirley Beazer referred to the consultation document issued by the South West Regional Assembly on the provision of additional permanent and transit pitches for Gypsies and Travellers in the region. Council RESOLVED to comment on the consultation document making the points that parish councils should be involved in the process of consulting about the location of sites; the effect on local services and infrastructure should be taken into account; and refer to the apparently high concentration of sites in the West of England area. The Clerk was asked to send a reply.

Action: Clerk

- 10.12. Remembrance Sunday – in response to a letter from a resident about the wreath laying, council RESOLVED to put a note in the Bulletin making it clear that all parishioners were welcome to attend the Act of Remembrance at the War Memorial in St Swithun's churchyard at 11am on Remembrance Sunday. Cllr Shirley Beazer said that she had contacted the Pastor of the chapel on High Street to inform him of the Remembrance Day parade and wreath laying ceremony. A letter from Brown Owl was tabled at the meeting asking for

guidance on the Brownies' involvement in the Remembrance Day ceremony and she was advised to contact the Royal British Legion for details. The Clerk was asked to reply to the letter from the resident.

Action: Clerk

10.13. Defra Leaflet on Tackling Climate Change – members noted the leaflet giving advice on ways to tackle climate change which would be filed in the parish office for reference.

10.14. Community Action – members noted a new Rural Services Officer had been appointed at Community Action. Cllr Paul Faulkner said that she had already made a visit to Bathford village shop.

10.15. CPRE AGM – the papers from CPRE were noted but these had arrived too late for any member to attend due to the postal strike.

11. Items to report

11.1. ALCA AGM – Cllr Richard Wickham reported on the ALCA AGM which he had attended on Saturday 13 October 2007. He said a number of concerns had been raised, particularly about the audit arrangements for ALCA and that the ALCA office was not using up to date technology as it did not have broadband connection but was still on dial-up. He was assured that changes would be made. Cllr Richard Wickham concluded that there were benefits to membership of ALCA and Bathford Parish Council should remain affiliated to the organisation, but parishes should ensure that they were getting the best possible service and that improvements in the office technology were made.

11.2. Noise from re-enactments at the American Museum – Cllr Wendy Chambers said concerns had been raised about the very loud noise levels from re-enactments of battles at the American Museum and the possible distressing effect on farm animals. The Clerk was asked to write to the Museum about these concerns and copy the letter to Environmental Health at B&NES.

Action: Clerk

12. Items for the Bulletin

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

12.1.1. Revision to timetable of school bus to Ralph Allen School;

12.1.2. Confirm that all parishioners are welcome to attend the Act of Remembrance at 11am on Remembrance Sunday at the War Memorial;

12.1.3. Seek views on proposal for an over 70s Club in the village;

12.1.4. Parking around school;

12.1.5. Inform parishioners about the on-line survey asking for views on suitability of Lambridge as a Park & Ride site;

12.1.6. Date of next meeting

Action: Clerk

13. Items for the next meeting

13.1. Budgets for 2008-2009

13.2. Report from Communications Committee

14. Payments for approval

14.1. Council RESOLVED to approve the following payments:-

Bathford Post Office	Rent for parish office – October 07	£100.00
BT	Quarterly internet charges	£75.21
Complete Weed Control	Weed control on recreation ground	£205.63
EDF Energy	Street Lighting	£3.21
Roger Millbank	Grass cutting	£320.00
Royal British Legion	Donation for wreath	£75.00
Bathford Parish Plan	Transfer of reclaimed VAT	£264.10
Mrs R C Holding	Clerk's salary – October 07	£510.57
Mrs R C Holding	Clerk's expenses, petty cash, electricity	£60.00
Post Office Ltd	Tax & NI	£25.73
Mrs S D Beazer	Expenses	£35.00
Mazars	Fee for external audit of accounts	£358.38

15. Date of next meeting

15.1. The next meeting will be held on Monday 19 November 2007 at 7.30pm in the parish office.

The meeting closed at 9.26 pm

Signed..... (Chair)

Date.....