

**Minutes of Bathford Parish Council Meeting**  
**held on Monday 19 November 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 Paul Faulkner  
Councillor John Lloyd  
Councillor Keith Masdin  
Councillor Ian Plain  
Councillor Jean Vesey  
Councillor Richard Wickham

Also Present: 2 Members 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 Cllr Wendy Chambers 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. Bench project and picnic tables – items to be discussed at the next Amenities Committee meeting

**Action: Amenities Committee**

5.2.2. Budget for Communications Committee – Committee agreed it would be better able to determine what funds might be needed after the meeting on 27 November 2007.

**Action: Communications Committee**

- 5.2.3. Mandate for parish council's bank account – it was agreed that if Cllrs Keith Masdin and Paul Faulkner did not wish to be signatories on the account there was no obligation for their names to be added to the Mandate. The Clerk was asked to arrange for Cllr Ian Plain's name to be added to the Mandate.  
**Action: Clerk**
- 5.2.4. Office rent, office telephone and internet connection and Clerk's contract – all to be considered at the next Finance and Administration (F&A) Committee meeting.  
**Action: F&A Committee**
- 5.2.5. Use of parish office and internet connection by BEFA – Cllr Paul Faulkner said that BEFA would be interested in using the parish office and the council's internet facilities and asked whether such arrangements could be accommodated. Council RESOLVED that BEFA should submit a report setting out their requirements to the council's F&A Committee for consideration. Cllr Paul Faulkner agreed to report the Council's response to BEFA.  
**Action: Cllr Paul Faulkner**
- 5.2.6. Vermin in unkempt land in Dovers Park – Cllr Ian Plain reported that Environmental Services would act only if there was a complaint from the school and as it could be argued that the building work on the school had disturbed the vermin it was considered unlikely that there would be any support from Environmental Services to get the unkempt land on Dovers Park cleared. The council agreed that the situation in Dovers Park was unacceptable, but the legal process to try to get the land cleared was proving to be a lengthy one.
- 5.2.7. Steps on Manor Field – Cllr Stan Cherry reported that the steps had now been replaced.

## **6. Committee Reports**

### *6.1. Amenities Committee*

- 6.1.1. Cllr Stan Cherry presented the Amenities Committee monthly report for November 2007. The following items were discussed:-
- 6.1.2. Tree works on bridleway – Cllr Stan Cherry reported that work to lift the crowns of the trees on the bridleway had been undertaken quickly as the low branches had prevented the farmer getting a tractor to his fields. Council accepted the urgent nature of the work and endorsed the expenditure.
- 6.1.3. Bench Project – Cllr Hugh Baker said that 3 benches and 3 picnic tables would be ordered shortly at a cost of £815.00 including VAT. The bench project had been hugely successful and he confirmed that it would be brought to a close after this order had been completed as it had achieved its aims.

### *6.2. Communications Committee*

- 6.2.1. Cllr Ian Plain tabled a report following the Communications Group meeting on 13 November. The following items were discussed:-

6.2.2. Fingerposts – it had long been the view that a fingerpost pointing to key sites in the village, such as the post office, shop, parish rooms and church would be beneficial. Cllr Shirley Beazer confirmed that she had been in contact with officials from B&NES and was actively seeking quotes for the provision of metal or oak posts. The cost of a metal post was estimated to be around £3,000. Cllr Keith Masdin said that he would be happy to lead a project to raise the money for a post in the village by fundraising or contributions. Council agreed to consider this matter in more detail at a future meeting when costs were known.

**Action: Cllr Shirley Beazer**

6.2.3. The Bathford Bulletin – the Communications Group had some concerns about the changes to the Bulletin proposed by the editor and a meeting with the editor was planned for 27 November. The Group felt strongly that the Bulletin should no longer be in the control of an individual but that there should be collective community input to the publication. Plans were being made to establish a website which would be linked to the Bulletin and contain additional material. It was confirmed that this would be separate from the parish council's website. Other issues such as professional printing and raising revenue from advertising were also under consideration.

6.2.4. Members considered that archive material relating to the Bulletin should be protected and retained. It was confirmed that this would be done and Cllr Stan Cherry said that he would ask the Bathford Society whether they retained old copies of the Bulletin in the village archives.

**Action: Cllr Stan Cherry**

6.2.5. The council was encouraged by the progress being made by the Communications Group and looked forward to seeing the proposed changes to the Bulletin being implemented.

### 6.3. *Finance and Administration Committee (F&AC)*

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

6.3.2. Precept for 2008-09 – a draft budget for 2008-2009 was tabled for consideration and the following items were discussed:-

6.3.2.1. Allotment income – an allowance had been made for the proposed increase in rent from September 2008 based on existing allotment use. Cllr Stan Cherry said that the number of concessionary plots may need to be revised as current records may be out of date.

6.3.2.2. Playing field rent – reduced income was anticipated for 2008-2009 due to the loss of a user. Cllr Stan Cherry said that the Rugby Club's rent was due for a five year review in June 2008 so a small increase may result.

6.3.2.3. Grants – there had been no assumptions made about any grants available from B&NES. Cllr Stan Cherry said that he was still waiting for a response to this year's application for a play area grant.

6.3.2.4. Expenditure on Cricket Pavilion – it was suggested that the maintenance/refurbishment of the pavilion should go under the heading of "Special Projects".

6.3.2.5. Cost of expanded Bathford Bulletin – council agreed that it should be prepared to cover the full cost of the Bathford Bulletin in the short term, for a period of say 2 years, until it became self funding as the publication was extremely important to the village and a figure should be in the precept. Cllr Ian Plain said that the cost was likely to be around £1,200 and he would send a Communications Committee budget to the F&A Committee for inclusion in the precept figures.

**Action: Cllr Ian Plain**

6.3.2.6. Office costs – it was expected that telephone and internet costs could be reduced by changing provider and the electricity costs would be reviewed. The F&A Committee would like to remove the heading of “Expenses” from the budget as the costs under this heading often related to electricity, stationery, stamps etc and should be recorded under the appropriate heading.

6.3.2.7. Special Projects – money remained in the budget for the special projects precepted for in previous years but not yet started. An additional special project had been added for 2008-2009 for a speed sign and improving access around the village under the mobility project.

6.3.3. The first draft of the budget, which did not include any of the changes discussed at this meeting, gave a precept figure of £21,391.93 which was an increase of 2.5% on the previous year. Council considered this to be a reasonable rise.

6.3.4. Committees were asked to notify the F&A Committee of any further changes to the proposed budgets as soon as possible. The final figure would be agreed at the council meeting on 21 January 2008.

**Action: All Committees**

6.3.5. Approve increase in Clerk’s hourly rate of pay – Council noted that the national pay negotiations for Clerks had been concluded and the new pay scales had been issued by NALC. Council RESOLVED that the Clerk’s hourly rate of pay should be increased to £10.446 per hour, backdated to 1 April 2007.

**Action: Clerk**

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

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

6.4.2. 4<sup>th</sup> Milestone on the A4 – Cllr Shirley Beazer reported that the Cotswold Conservation Board had awarded a grant of up to £399.84 towards 50% of the cost of replacing the milestone, but the money had to be spent by the end of December. Every effort would be made to get the stone cut and shaped before the deadline. Cllr Stan Cherry confirmed that money was available in the parish plan account to meet the cost of the work not covered by the grant.

6.4.3. Installation of CCTV cameras on private property – following complaints about cameras erected on a private dwelling in Prospect Place, Cllr Shirley Beazer confirmed that regulations allowed cameras to be erected as long as

they were not less than 10 metres apart, were 2.5 metres above ground level and did not look onto private property.

- 6.4.4. Grit bins – Cllr Paul Faulkner requested a grit bin to be located near the shop as the steep slope between the post office, shop and Bathford Hill would be treacherous in icy conditions. Cllr Shirley Beazer said she would contact B&NES asking for a grit bin to be provided by the shop and to get the grit bin on the Dovers Park turning circle to be moved away from the new bench.

**Action: Cllr Shirley Beazer**

- 6.4.5. Proposed mirror opposite exit from Post Office and Shop onto Bathford Hill – Cllr Paul Faulkner said that BEFA had suggested a mirror opposite this junction and permission had been given by the owner of the wall opposite the junction to site the mirror there. The parish council made it clear that B&NES would not accept responsibility for mirrors on the highway, the mirror at the junction of the Warleigh Lane and the A363 was an exception. If a mirror was sited on the wall opposite the junction then the owner of the wall would be solely responsible for the mirror and could be sued if there was an accident.

- 6.4.6. Tarmac at junction of bridleway and Bathford Hill – Cllr Ian Plain reported that in tarmac the end of the bridleway, B&NES had covered over the culvert resulting in water flowing over the road instead of being carried away. Cllr Shirley Beazer agreed to contact B&NES about re-opening the culvert.

**Action: Cllr Shirley Beazer**

## 6.5. *Planning and Environment Committee*

- 6.5.1. Members noted the Planning and Environment Committee monthly report for November 2007 and the minutes of the meeting held on 15 November 2007 which were tabled. The following items were discussed:-

- 6.5.2. B&NES Core Strategy – concerns had been raised about proposals in the Core Strategy which threatened the green belt to the west of Bath and if approved then it was considered that any area of the Green Belt could be open to development. The Planning Committee was of the view that it should object to the proposals and requested the approval of full council to approach other interested parties to form a coordinated response. Members had no objection to other bodies being contacted about this issue. Cllr Hugh Baker said that members of the Planning Committee would meet shortly to discuss the response to the Core Strategy to ensure objections were submitted prior to the deadline of 17 December 2007.

**Action: Planning Committee**

- 6.5.3. Park & Ride to the east of Bath – Cllr Hugh Baker reported that there was no further news with regard to the selection of a site to the east of the city.

## 7. **Brown's Folly**

- 7.1. Lack of visibility of the Folly due to tree growth – complaints had been made that the Folly was hardly visible in the trees. The structure had been much more visible in the past. The Clerk was asked to write to the Avon Wildlife Trust

asking them to reduce the height of the trees around the Folly to enable it to be seen more clearly.

**Action: Clerk**

- 7.2. Poor condition of the Folly – a resident had informed the council that the door to the Folly was no longer secure allowing access to the dangerous interior. Members recalled that the Folly Fellowship had written to them some time ago about plans to improve the security of the building and Cllr Shirley Beazer confirmed that she had tried to contact the Fellowship recently without success. Clerk was asked to write to the Folly Fellowship asking them to implement their plans to secure the building as soon as possible.

**Action: Clerk**

## **8. Liaison with School Governors**

- 8.1. Cllr Jean Vesey reported that building work on the two new classrooms had started and was three weeks ahead of schedule due to the favourable weather. The school needed to raise £17,000 to meet the shortfall in funding and various events were being held to raise funds, including the production of a CD of Christmas songs performed by the pupils. The need for classrooms and a hall had been featured on the local news and in local and national press.

## **9. Neighbourhood Watch**

- 9.1. Cllr Jean Vesey said that she was trying to arrange another neighbourhood watch meeting shortly. It was reported that both PC Roger Parker and PCSO Greg Doyle had visited the regular Thursday coffee morning in the village recently.

## **10. Correspondence**

- 10.1. Cllr Shirley Beazer reported the following correspondence issued on behalf of the council or received by the council:-
- 10.2. Parishes Liaison Meeting – Cllr Shirley Beazer reported on several matters discussed at the Liaison Meeting. Batheaston Parish Council had expressed particular concern about possible cuts in youth services and the effect this may have on existing youth clubs. Parishes had been advised that unless their parish plans and village design statements were consistent with planning guidelines, the documents would not be taken into account during the planning process. Bathford Parish Council was assured that its documents were acceptable. Some concern had been expressed about brown tourist signs being located a long way from the actual site being advertised and it was acknowledged that parish council's knowledge of an area was an asset in identifying redundant or inappropriate signs.
- 10.3. Remembrance Sunday Parade – the council acknowledged the success of the parade which had been appreciated by all who had attended the Act of Remembrance. A parishioner had taken photographs of the event for the historical record and these were passed to Cllr Ian Plain for uploading to the website.
- 10.4. Community Policing Awards – members agreed that the role of PCSO Greg Doyle should be recognised for being a visible police presence in the village.

**Action: Cllr Ian Plain**

The Clerk was asked to complete the nomination form on behalf of the parish council.

**Action: Clerk**

- 10.5. Bath Christmas Market – leaflet about the Christmas Market was noted.
- 10.6. Letter from resident – a resident had raised an issue about the number of cars parking in the village on Sunday mornings to attend sports activities on the playing field. They had also asked that the sports clubs be invited to hold two minutes silence during any activities taking place on Remembrance Sunday. Cllr Shirley Beazer reported that the Clerk had written to the clubs with regard to the holding two minutes silence. Council agreed it had no powers to restrict legally parked vehicles in the village, but the Clerk was asked to write to the sports clubs asking them to ensure that participants parked responsibly and allowed access for emergency vehicles.  
**Action: Clerk**
- 10.7. Post Office closures – Don Foster MP had confirmed his opposition to the planned closure of post offices. The Department of Business, Enterprise and Regulatory Reform had sent an email response to the council's letter objecting to the closure of post offices. The Clerk was asked to forward a copy of the response to members on email and send a hard copy to other members.  
**Action: Clerk**
- 10.8. Claimed public footpath – members noted that Wiltshire County Council had been unable to uphold the claim for a footpath at Ashley, Box as the land had been in the ownership of the railways at some time during the past 20 years.
- 10.9. Bath Preservation Trust AGM – members noted the papers relating to the Trust's AGM to be held on 29 November 2007.
- 10.10. Survey of library services – information had been circulated to members previously due to the short deadline for responses. Cllr Richard Wickham said that the survey had not been about the existing service, but about provision of future services.
- 10.11. CPRE Branch AGM – the papers were noted.
- 10.12. Grants for rural transport schemes – members noted information from Community Action about grants available.
- 10.13. Cotswold Management Plan – members noted the workshops being held to consider the new Cotswold Management Plan.
- 10.14. Zero Waste Week – members noted information issued by B&NES about Zero Waste Week 26 November to 2 December 2007.
- 10.15. Funding for school – members noted a copy of a letter from Ward Councillor Gabriel Batt to a parent about the primary schools capital programme 2009-2010 and his intention to support Bathford Primary School's bid for funding to build a new school hall.

10.16. Additional pitch requirements for Gypsies and Travellers – members noted that the Planning Inspectorate would be holding an Examination in Public in March 2008 to test the soundness of the policy for providing additional pitch requirements for Gypsies and Travellers in the South West region.

10.17. Area Partnership – Keynsham Town Council had written to parishes asking whether they would be interested in participating in creating a partnership agreement for that area. Members agreed to decline the invitation on the grounds that Keynsham was too far removed geographically from Bathford.

**Action: Clerk**

## 11. Items to report

11.1. Free Fire Safety Visits – Cllr Ian Plain reported that on a recent visit to Bath Fire Station the Brownies had picked up a leaflet about the availability of free Fire Safety Visits. Under the scheme a firefighter would visit your home, give advice about fire prevention and fit a free smoke alarm. The Council agreed to publicise the availability of these visits in the next edition of the Bulletin.

**Action: Clerk**

11.2. Remembrance Day Parade – Cllr Stan Cherry asked for a formal vote of thanks be recorded to the Chair of the Parish Council, Shirley Beazer, and the Chairman of the Bathford Branch of the Royal British Legion (RBL), Chris Skelton, for moving the wreath laying ceremony to 11am on Remembrance Sunday and for arranging the parade and participation of the RBL in the morning Act of Remembrance. Many parishioners had expressed their appreciation of the changes.

## 12. Items for the Bulletin

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

12.1.1. Message sending Season's Greetings to parishioners;

12.1.2. Message of thanks to the Bathford Branch of the Royal British Legion for arranging the Remembrance Sunday parade;

12.1.3. Details of B&NES Core Strategy and the possible urban expansion of Bath into the Green Belt;

12.1.4. Details of free Fire Safety Visits;

12.1.5. Date of next meeting

**Action: Clerk**

## 13. Items for the next meeting

13.1. Agree Precept figure

## 14. Payments for approval

14.1. Council RESOLVED to approve the following payments:-

Bathford Post Office	Rent for parish office – Nov and Dec 07	£200.00
Multi-Serve	Key Cutting	£18.00
Daniel Part	Tree works on bridleway	£1,051.62
St Swithun's PCC	Donation for Bulletin and Churchyard	£935.00
Mrs R C Holding	Clerk's salary – November 07	£638.50
Mrs R C Holding	Clerk's expenses, petty cash, electricity	£60.00
Post Office Ltd	Tax & NI	£86.99

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14.2. Members noted that the final invoices for the installation of the sound system in the parish hall had been received. Council RESOLVED that subject to confirmation by the Parish Hall Management Committee at its meeting on 24 November that the work had been completed satisfactorily, a cheque for payment from the Parish Plan Account for £826.87 could be raised by the Clerk and payment made as quickly as possible and before the next meeting.

**Action: Clerk**

**15. Date of next meeting**

15.1. The next meeting will be held on Monday 21 January 2008 at 7.30pm in the parish office.

The meeting closed at 9.35 pm

Signed..... (Chair)

Date.....