

**Minutes of Bathford Parish Council Meeting**  
**held on Monday 17 March 2008 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 Paul Faulkner  
Councillor John Lloyd  
Councillor Keith Masdin  
Councillor Ian Plain  
Councillor Jean Vesey

Also Present: 1 Member of the public (from item 6c)  
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 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.

**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. Fingerposts – the location of two or three local saw mills that might be able fashion a finger post in oak were mentioned at the meeting. Cllr Keith Masdin made a note of these for further consideration.

**Action: Cllr Keith Masdin**

5.2.2. Change of telephone and internet service provider – Cllr Ian Plain confirmed that the relevant paperwork had been signed and would be sent to The Phone Co-op to enable the change in service provider to be made.

**Action: Cllr Ian Plain**

- 5.2.3. Membership of Finance & Administration Committee – Cllr Keith Masdin agreed to become a member of the F&A Committee bringing membership to 4 councillors in total.
- 5.2.4. School fence – it had been reported at the last meeting that B&NES was responsible for the maintenance of the school fence, but Cllr Jean Vesey said that subsequent enquiries revealed that the school was partly responsible for the maintenance for the fence in that it had to meet the first £7,200 of any repairs and such a sum was beyond the school's means at the moment due to the building of the new classrooms. Cllr Keith Masdin said that the parish council should do all it could to encourage the replacement of the fence and the Clerk was asked to write to both the school and B&NES to confirm the extent of the school's responsibility for the fence and discover from B&NES their policy for the replacement of poor fencing around schools.  
**Action: Clerk**
- 5.2.5. Grit bin in Dovers Park – confirmation had been received from B&NES that the bin would be moved as requested.
- 5.2.6. Folly Fellowship - Cllr Shirley Beazer confirmed that she had spoken to the speaker from the Folly Fellowship about putting an article about the history of the folly in the Bathford Bulletin. No article had been submitted to date.
- 5.2.7. Neighbourhood Watch - Cllr Jean Vesey confirmed that she was in the process of obtaining email addresses from the neighbourhood watch representatives. Cllr Stan Cherry said that he would be asking the residents covered by his Neighbourhood Watch patch to provide their email addresses also so that he could then pass on details of alerts quickly and easily to his neighbours.
- 5.2.8. Cllr Jean Vesey tabled a letter from PCSO Greg Doyle which had been sent to residents in Mountain Wood seeking information relating to crimes in the area. The Neighbourhood Watch team had not been made aware of any incidents in the area so the letter had come as a surprise.
- 5.2.9. Cllr Wendy Chambers said that a meeting had been held recently with the PCSO but he was not familiar with the procedure for issuing the ringmaster alerts so it had been difficult to suggest where improvements might be made. The Clerk was asked to write to the person in charge of issuing ringmaster alerts from Bath Police Station for details of the process.  
**Action: Clerk**
- 5.2.10. Culvert at Whitehaven bridleway – Cllr Ian Plain was asked to speak to B&NES again about the need to reopen this culvert.  
**Action: Cllr Ian Plain**

## **6. Committee Reports**

### **6.1. Amenities Committee**

- 6.1.1. Cllr Stan Cherry presented the Amenities Committee monthly report for March 2008. Members noted that there had been a productive meeting with the allotment wardens at which a number of issues relating to the allotments

had been discussed including the rent rise in September which would be put to plot holders at their meeting in April.

- 6.1.2. An order for the new piece of play equipment had been placed following confirmation of the grant funding from B&NES. Work was expected to start in around six weeks time.

## **6.2. Communications Committee**

- 6.2.1. Cllr Ian Plain reported that there had been a meeting of the Communications Committee since the public meeting. The following items were discussed:-

- 6.2.2. Notice board - consideration of the notice board in the shop was to be postponed until it was known what would happen with regard to the layout of the building following the closure of the post office.

- 6.2.3. Fingerposts – there had been an objection voiced with regard to the proposed fingerpost in the village. Members noted that there may be questions about this matter at the Annual Parish Meeting.

- 6.2.4. Bathford Bulletin – members noted that a message line had been set up so that contributions to the Bulletin could be made by telephone as well as in writing and via email. Concern was expressed that it would be difficult to check if the calls were genuine, but Cllr Ian Plain said that the caller's telephone number would be recorded to allow the authenticity of messages to be confirmed if necessary.

- 6.2.5. Cllr Ian Plain confirmed that the April edition of the Bulletin would be professionally printed at a cost of £86.00 per month. The Bulletin would remain a free publication and would continue to be delivered free by volunteers. Charges would be made for contributions which increased the publication over and above its normal print run. Consideration was also being given to producing centre page pull-outs two or three times a year which would contain adverts from local businesses and tradespersons and for which there would be a charge for those wishing to advertise.

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

- 6.3.1. Cllr Susan Barclay confirmed that the F&A Committee had met on 13 March primarily to consider the Annual Parish Meeting. The following matters were discussed:-

- 6.3.2. Annual Parish Meeting – it had been suggested that PCSO Greg Doyle should be invited to give a brief talk to promote neighbourhood watch and other matters of concern to the parish. The Clerk was asked to contact him.

**Action: Clerk**

- 6.3.3. Refreshments at Annual Parish Meeting – the Guides had declined the invitation to do the refreshments this year for a number of reasons. Someone else in the parish would be asked if they would run the refreshments instead and it was anticipated that they would be willing to do it.

**Action: Cllr Wendy Chambers**

- 6.3.4. Publicity for Annual Parish Meeting - in addition to a reminder in the Bulletin, Cllr Keith Masdin suggested that it might be an idea to hang a banner on the

wall outside the post office to advertise the Annual Parish Meeting in the same way that other village groups used this as a method of publicising their events. The banner could be reused year after year as only the date would need to be amended and this could be allowed for in the manufacture. Cllr Keith Masdin proposed and Cllr Stan Cherry seconded the proposal to purchase a banner up to a cost of £60.00 to advertise the Annual Parish Meeting. Members RESOLVED unanimously to approve this expenditure. Cllr Keith Masdin and the Clerk were asked to agree the wording for the banner. The Council gave authority to Cllr Keith Masdin to arrange for the printing and payment of the banner and reclaim the cost on an expenses form.

**Action: Cllr Keith Masdin**

- 6.3.5. Agenda items for Annual Parish Meeting - it was suggested that there should be a 10 minute slot of the agenda dedicated to discussion about the future of the village shop to be led by BEFA. It was agreed that this would be immediately prior to the coffee break. Cllr Susan Barclay said that she would revise the agenda following the parish council's discussion and forward this to the Clerk.

**Action: Cllr Susan Barclay and Clerk**

- 6.3.6. Renewal of annual membership of Community Action – members agreed that the council and the parish derived benefits from membership of Community Action commensurate with the annual subscription of £20.00 per annum. Cllr Stan Cherry proposed and Cllr Wendy Chambers seconded renewal of Bathford Parish Council's membership of Community Action to ensure that the parish continued to benefit from the services offered by the organisation. A vote was taken and council RESOLVED unanimously to pay the subscription of £20.00 for membership of Community Action for 2008/2009.

**Action: Clerk**

- 6.3.7. Request by Bathford Flower Show for prizes for the Best Kept Allotment Competition - Councillors noted the request for the parish council to again provide gardening gift vouchers and the suggestion that the value of the prizes be reduced to allow for more prizes to be awarded in the runners-up category.

- 6.3.8. Members agreed that it was appropriate for the council to continue with the tradition of providing these modest prizes for the competition. Members considered that it would be appropriate to keep the prizes in multiples of £5 gift vouchers and that the total prize money should be increased to £70.00 to allow prizes to be awarded to the value of £20, £15, £10 and 5 x £5 for the winners and runners-up. 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 Stan Cherry proposed and Cllr Shirley Beazer seconded expenditure of £70.00 for the prizes. A vote was taken and council RESOLVED unanimously to agree the expenditure. The Clerk was authorised to purchase the vouchers and reclaim the expenditure at the next meeting.

**Action: Clerk**

- 6.3.9. Payment of Annual Subscription to ALCA – members agreed to renew Bathford Parish Council’s membership of ALCA to ensure that the parish continued to benefit from the services offered by the organisation and RESOLVED unanimously to pay the subscription of £363.02 for membership of ALCA for 2008/2009.

**Action: Clerk**

- 6.3.10. Summary of income and expenditure April to December 2007 - the summary was noted.

- 6.3.11. Approve appointment of Internal Auditor - The Council RESOLVED to appoint Vince Parker, Accountant, as its Internal Auditor for the Annual Accounts 2007-2008.

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

- 6.4.1. Cllr Shirley Beazer presented the Highways, Footpaths and Lighting Committee monthly report for March 2008. The following items were discussed:-

- 6.4.2. Vehicle Activated Slow Sign – Cllr Shirley Beazer reported that B&NES did not have sufficient funds to provide a vehicle activated slow sign as part of the plans to make a 20mph zone in the area of the junction of High Street with Dovers Park and Ashley Road. The Highways, Footpaths and Lighting Committee had considered the matter and recommended that the parish council should fund the purchase of a vehicle activated slow sign for the new road scheme at a cost of £3,500.00 using funds already precepted for traffic calming measures. The sign would be positioned on the upward approach to the area and subject to B&NES providing a sign on the downward approach when funds became available in 2009-2010.

- 6.4.3. Subject to confirmation that B&NES will adopt the slow sign when purchased and be responsible for all future maintenance, the full Council endorsed the recommendation of the Highways, Footpaths and Lighting Committee to purchase a vehicle activated slow sign at a cost of £3,500.00.

**Action: Cllr Shirley Beazer**

- 6.4.4. Access to Warleigh Lane – Cllr Wendy Chambers asked Cllr Shirley Beazer to check the progress of the request to restrict access to Warleigh Lane during the closure of the A36.

**Action: Cllr Shirley Beazer**

#### **6.5. Planning and Environment Committee**

- 6.5.1. Cllr Hugh Baker presented the Planning and Environment Committee monthly report for March 2008. The following items were discussed:-

- 6.5.2. Recording Studio, Avonvale – Cllr Hugh Baker reported that the recording studio had appealed against the refusal to grant permission to extend the studio. Cllr Hugh Baker said that he would be speaking to Tony Cox to discuss the grounds on which the parish council might support the appeal.

- 6.5.3. Tree works – the council had been notified of tree works being carried out at Aldmore Lodge.

6.5.4. Notifications – two new planning applications had been received which would be considered at the next meeting of the Planning and Environment Committee.

## **7. Planning for Annual Parish Meeting 21 April 2008**

7.1. In addition to the arrangements discussed under item 6, from paragraph 6.3.2 above, Cllr Shirley Beazer asked that water be made available for speakers. The Clerk reminded contributors to submit reports by 14 April at the latest.

## **8. Response to announced closure of Bathford Post Office**

8.1. Cllr Ian Plain reported that BEFA had issued a statement which was displayed in the shop and on The Bathford Bulletin website. The Clerk was asked to send electronic copies of the letters that the parish council had sent to Don Foster MP, B&NES and the Post Office Consultation Team to Cllr Ian Plain for uploading to the Bulletin website to enable parishioners to read the parish council's response to this issue.

## **9. Liaison with School Governors**

9.1. Cllr Jean Vesey reported that she had attended the last meeting of the School Governors. The building work was one week behind schedule but it was hoped that the new classrooms would be ready for fitting out over the half term break in April. A new Deputy Head had been appointed.

9.2. The Clerk was asked to contact the Clerk of the School Governors to ask for a list of Governors and to confirm whether Governors' meetings were closed meetings.

**Action: Clerk**

9.3. Cllr Ian Plain suggested that the school might be able to give some support to the application to extend the recording studio as this facility had been invaluable in producing the school's Christmas CD. If the studio was not allowed to expand then there was every possibility that it would have to move premises and this local asset could be lost.

## **10. Neighbourhood Watch**

10.1. There were no matters reported under this item.

## **11. Correspondence**

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

11.2. It was with great sadness that Cllr Shirley Beazer reported the death of Doris Ingram who had celebrated her 100<sup>th</sup> Birthday in October 2007. An obituary prepared by the family would appear in a future edition of The Bathford Bulletin.

11.3. Countryside Alliance – members noted that the Countryside Alliance had set up a website to assist groups opposed to the closure of post offices.

11.4. Cluster Meetings – the Clerk was asked to confirm the location of the Cluster Meeting on 3 July 2008.

**Action: Clerk**

- 11.5. Genesis Trust – members noted the poster about the Canal Challenge fundraising event which had been displayed on the parish notice boards.
- 11.6. Flood Awareness Day – members noted the event organised by B&NES to provide information about dealing with flooding. Cllr Shirley Beazer said that she had asked B&NES to check the soak away for the spring on the A363 and to look at ways of preventing frequent flooding on sections of the road.
- 11.7. Reported prowler in Warleigh – The Chief Superintendent had acknowledged receipt of the parish council's letter about their concerns about the lack of action by the police to make residents aware of the reported prowler. The Clerk had received a subsequent phone call from an Inspector at Bath Police Station who advised that a ringmaster message had been issued 4 days after first being contacted by the resident who had taken a photograph of the suspected prowler. The police had visited Warleigh to offer advice to the resident on improving security the day following the initial report.
- 11.8. Cllr Keith Masdin suggested inviting the Chief Superintendent to speak at an open public meeting, maybe in the autumn, to allow discussion about policing issues in the parish. Cllr Ian Plain also suggested putting the Clerk's email address on the list to receive ringmaster alerts so that the parish council had its own record of the notices that were being issued.  
**Action: Clerk**
- 11.9. Questionnaire from B&NES – B&NES had issued a questionnaire to councillors relating to giving people a greater role in local decision. Cllrs Shirley Beazer and Jean Vesey agreed to complete the questionnaire  
**Action: Cllrs Shirley Beazer and Jean Vesey**
- 11.10. Correspondence issued by "round robin"– members noted the list of correspondence issued as a round robin to all councillors in hard copy or by email.

## **12. Items to report**

- 12.1. The following issues were raised:-
- 12.2. Changes to layout of front garden in Dovers Park – concern had been expressed about changes to a front garden in Dovers Park as these appeared contrary to the covenant covering these properties. Cllr Hugh Baker advised that this was not a planning matter.
- 12.3. Dogs loose in Brown's Folly – a large pack of about a dozen unsupervised dogs had been sighted on the road through Brown's Folly and there was concern that they could roam through the village. It was suggested that the dogs were attached to the hunt which had been seen in the area.
- 12.4. Parking at priority points – complaints had been received from cyclists about vehicles blocking the dedicated cycle lane through the priority points on the High Street. Cllr Shirley Beazer agreed to look at this matter.  
**Action: Cllr Shirley Beazer**

12.5. Trailer parked on High Street – Cllr Shirley Beazer said that she would investigate the legalities of the trailer parked on the highway and ask the appropriate authorities to take action as necessary.

**Action: Cllr Shirley Beazer**

12.6. Grant applications – Cllr Stan Cherry reported that he was applying for grants from the Quartet community chest on behalf of the Royal British Legion for upgrading the stair lift and the Bathford Youth Theatre group (BYTE) for start up funds. These initiatives come under the mobility and youth sections of the Parish Plan which is why an application for funding was considered appropriate.

12.7. Use of Parish Hall PA system – it was suggested that it would be useful to have a set of instructions for use of the public address system to send out to users when they book the parish hall for a function. Cllr Shirley Beazer said that she would raise this issue at the next meeting of the Parish Hall Management Committee.

**Action: Cllr Shirley Beazer**

### **13. Items for the Bulletin**

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

- 13.1.1. Statement about closure of Bathford Post Office
- 13.1.2. Reminder about the date of Annual Parish Meeting
- 13.1.3. Encourage parishioners to report flooding to B&NES
- 13.1.4. Date of next meeting

**Action: Clerk**

### **14. Items for the next meeting**

- 14.1. Urgent items only
- 14.2. Payments for approval.

### **15. Payments for approval**

15.1. Council RESOLVED to approve the following payments:-

Bathford Post Office	Rent for parish office – March 08	£100.00
BT	Quarterly internet charges	£77.51
BT	Quarterly telephone charges	£63.12
R J Sully & Son	Hedgecutting	£58.75
John Lloyd Contractors	Play tractor, handrail, notice boards	£280.94
ALCA	Annual Membership Fee	£363.02
Community Action	Annual Membership Fee	£20.00
Mrs R C Holding	Clerk's salary – Mar 08	£497.93
Mrs R C Holding	Clerk's expenses, petty cash, electricity	£30.00
Post Office Ltd	Tax & NI	£46.28

**16. Date of next meeting**

16.1. The next meeting will be held on Monday 21 April at 6.30pm in the Parish Hall, to be followed by the Annual Parish Meeting at 7.30pm.

The meeting closed at 9.30pm

Signed..... (Chair)

Date.....