

Minutes of Bathford Parish Council Meeting
held on Monday 16 June 2008 at 7.30pm in the Parish Office, Bathford Hill,
Bathford

Present: Councillor Shirley Beazer (Chair)
Councillor Stan Cherry
Councillor Wendy Chambers
Councillor John Lloyd
Councillor Jean Vesey
Cllr Richard Wickham

Also Present: Ruth Holding (Clerk)
1 Member of the public from item 6d

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, Susan Barclay, Paul Faulkner, Keith Masdin and Ian Plain.

3. Declarations of Interest in any item on the Agenda

3.1. The Chair called for any declarations of interest. Cllrs Shirley Beazer, Stan Cherry and Richard Wickham each declared a non prejudicial interest in item 7ai on the agenda as ordinary members of the Royal British Legion.

4. Approval of the Minutes of the Annual Parish Council Meeting held on 19 May 2008

4.1. Acceptance of the minutes of the Annual Parish Council Meeting was proposed by Cllr Stan Cherry and seconded by Cllr Wendy Chambers. The Council RESOLVED to accept the minutes which were agreed and signed by the Chair as a true record of proceedings.

5. Approval of the Minutes of the last meeting

5.1. Acceptance of the minutes of the last meeting was proposed by Cllr Wendy Chambers and seconded by Cllr Jean Vesey. The Council RESOLVED to accept the minutes which were agreed and signed by the Chair 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. Secure store for PA equipment in parish hall – members considered that the need for a secure store in the parish hall to enable all the equipment for the PA system to be kept on site was now urgent as the current arrangement of keeping some equipment off site was impractical and made it difficult for users of the hall to obtain the kit. Cllr Stan Cherry said that the system was very simple to operate and instructions should not take that long to prepare. Cllr Shirley Beazer said that she would take this matter back to the Parish Hall Management Committee and urge them to create a secure store for the equipment and produce instructions as soon as possible.

Action: Cllr Shirley Beazer

7. Committee Reports

7.1. Amenities Committee

- 7.1.1. Cllr Stan Cherry presented the Amenities Committee monthly report for June 2008. The following items were discussed:-
- 7.1.2. Allotment Tenancy Agreement - Cllr Stan Cherry reported that a draft tenancy agreement had been prepared and circulated to members of the Amenities Committee and the Allotment Wardens for comment.
- 7.1.3. Floodlights on playing field - it was noted that work to adjust the angle of the floodlights was due to take place on 17 June.
- 7.1.4. Football goal mouth area - it was reported that B&NES had very recently reseeded the goal mouth area as requested and new grass was already beginning to grow.
- 7.1.5. Event on Playing Field – Bathford Paper Mill had been using the field regularly for team building events, but this year the company wanted to erect a marquee and hold an evening social event for its employees and their families towards the end of July. The committee could see no reasons for objecting to the proposal, and agreed that the event could be held subject to certain conditions with regard to minimising vehicles on the field and the finish time for the event. The committee also recommended that the paper mill should inform the residents living around the playing field that the event will be taking place. It was accepted that this approval should not set a precedent for regular use of the field for such events and any future requests of this nature would each be considered on their own merit.
- 7.1.6. Playing Field Rent paid by Rugby Club – as reported at a previous council meeting, the rugby club were concerned at the level of rent paid for the field which they no longer used every week for a match. Cllr Stan Cherry reported that the Amenities Committee was considering a rebate of the rent calculated on the actual level of use at the end of a season. Details were still to be agreed and the outcome would be reported at a future meeting.
- 7.1.7. Donation towards cost of new Stairlift at the Royal British Legion – Cllr Stan Cherry reported that the Royal British Legion (RBL) was proposing to replace the old stairlift in the RBL with a new and extended one at a cost of around £7,000. The RBL had done a significant amount of fundraising and had raised over half this sum to date. Cllr Stan Cherry was proposing a donation of £500 from Parish Plan funds towards the cost of this project on the

grounds that it would make the RBL accessible to all and addressing mobility problems was one of the core issues in the parish plan.

- 7.1.8. It was accepted that the Royal British Legion was open to all, not just its members. The RBL could be hired by individuals and organisations and local clubs used it on a regular basis. A new stairlift, therefore, would be of benefit to less mobile parishioners using the RBL. Members considered that the project to replace the stair lift met all the criteria for enhancing mobility for residents and a donation was reasonable in view of the commitments made in the parish plan with regard to addressing and improving mobility and access.
- 7.1.9. Under Section 137 and 139 of the Local Government Act (LGA) 1972 the parish council had 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. Cllr Stan Cherry proposed and Cllr John Lloyd seconded the proposal to make a donation of £500.00 to the Bathford Branch of the RBL towards the cost of the project to replace the stairlift from Parish Plan funds which did not come from the precept but from donations and fundraising. A vote was taken and the proposal was carried unanimously. It was RESOLVED that the council, in accordance with the powers stated above, should make a contribution of £500.00 to the Royal British Legion in Bathford when the work was complete. The Clerk was asked to send a letter to the RBL informing them of the council's decision.

Action: Clerk

7.2. Communications Committee

- 7.2.1. In the absence of the Chair of the committee, members noted the written report submitted prior to the meeting. There were no matters for discussion.

7.3. Finance and Administration (F&A) Committee

- 7.3.1. Cllr Wendy Chambers presented the F&A Committee monthly report for June 2008. The following items were discussed:-
- 7.3.2. Clerk's Model Contract – the last few adjustments to the contract were being considered and the final version of the contract should be agreed shortly.
- 7.3.3. Review of the effectiveness of internal audit – the committee had considered the Annual Governance Statement which formed Section 2 of the Annual Return and were satisfied that the council operated a sound system of internal control and were meeting the given criteria.
- 7.3.4. Proposed increase in office rent – it was reported that the landlord had asked the parish council for an increase in office rent. The F&A Committee had discussed the matter and agreed that a rise of 3% in line with inflation would be reasonable. Cllr Wendy Chambers proposed and Cllr Shirley Beazer seconded a rise of 3% in the rent and the proposal was agreed unanimously. Cllr Wendy Chambers said she would speak to the landlord with regard to the council's decision.

Action: Cllr Wendy Chambers

7.3.5. Delivery of parish council post after closure of Post Office – the parish council's post was currently delivered care of the post office but this would be closing on 15 July 2008 and therefore the council's post would need to be delivered to an alternative address. The Clerk was asked to speak to the manager of the village shop to confirm whether they would be content to accept the parish council's post following the post office closure.

Action: Clerk

7.3.6. Members agreed that it would be helpful to have a letterbox put in the door of to the parish office to enable post to be delivered direct. Cllr Wendy Chambers said that she would ask the landlord if he had any objection to the parish council arranging for a letter box to be put in the door. Provision and installation to be paid for by Bathford Parish Council.

Action: Cllr Wendy Chambers

7.4. Highways, Footpaths and Lighting Committee

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

7.4.2. Priority Point 1 – Cllr Shirley Beazer reported that she had written to B&NES with the parish council's objections to the existing location of the priority point as agreed at the last meeting. B&NES had replied noting the parish council's comments and confirming that detailed design work was still in preparation on proposals to improve safety in the area around the junctions of High Street, Ashley Road and Dovers Park. Cllr Stan Cherry raised the question of whether the RBL had been consulted about the location of priority point 1 before its installation as it made exiting the legion very difficult. It was considered important that the RBL should be consulted about any future proposals.

7.4.3. Collapsed Pavement at the entrance to Portals – Cllr Stan Cherry reported that the hole was still awaiting repair. It appeared that the pavement had fallen in as a result of the collapse of the culvert underneath. This had been badly repaired with sandbags at some time in the past which had rotted away and led to the current collapse.

7.4.4. Verge cutting along Warleigh Lane - Cllr Wendy Chambers reported that she had called B&NES on 3 occasions asking for the verges to be cut along Warleigh Lane as visibility had been reduced to dangerous levels. She had been informed that verge cutting was 3 weeks behind schedule and had asked for the work to be carried out within a month. The verges had not been cut within the requested time scale and therefore she would contact B&NES again. Cllr Shirley Beazer said that she would also speak to B&NES.

Action: Cllr Wendy Chambers and Cllr Shirley Beazer

7.4.5. Weed control in Church Street – Cllr Stan Cherry reported that he had received a complaint from a resident about the condition of Church Street as B&NES did not appear to have carried out their regular weed control this year. Cllr Shirley Beazer said that she would ask B&NES to undertake weed control.

Action: Cllr Shirley Beazer

7.5. Planning and Environment Committee

- 7.5.1. There was no report from the Planning & Environment Committee in the absence of its Chairman. Cllr Shirley Beazer reported that one new planning application for work at Hanover Square in Warleigh had been received and would be considered at the next meeting of the Planning Committee.

8. Liaison with School Governors

- 8.1. Cllr Jean Vesey reported that there were no significant matters arising from the May meeting of the School Governors. She confirmed that the children from Artannes would be visiting the school on the afternoon of Tuesday 8 July and Cllr Shirley Beazer said that she would contact the Head Teacher about joining them.

Action: Cllr Shirley Beazer

9. Neighbourhood Watch

- 9.1. Cllr Jean Vesey reported that two record sheets had been returned from neighbourhood watch contact persons to date as part of the exercise to update the neighbourhood watch records which was reported at the last meeting. Cllr Wendy Chambers asked for her details to be added to the list of email addresses to receive neighbourhood watch alerts.

- 9.2. Cllr Richard Wickham observed that it was possible to have a single central email address as the contact point for the police and then the system could be programmed in-house to send that message onto all the email addresses registered under the neighbourhood watch scheme. This would have certain advantages in that the records would be easier to update and distribution could be managed in house. Cllrs Richard Wickham and Stan Cherry agreed to discuss this option outside the meeting.

Action: Cllrs Richard Wickham and Stan Cherry

- 9.3. It was noted that the PCSO had recently been asked to investigate complaints of a camp fire in the Brown's Folly but on enquiry the users of the fire had claimed that they were on private land and not in the nature reserve. As the exact location of the camp fire was not known, it was not possible to consider the matter further. The Clerk was asked to contact the PCSO for an accurate description of the location.

Action: Clerk

10. Correspondence

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

- 10.2. Western Power Distribution – the questionnaire issued by the power company was noted. It was considered more appropriate for this to be completed by individual householders.

- 10.3. Meet your Navy event in Portsmouth – it was noted that the leaflets publicising this event at the end of July had been passed to the Royal British Legion and placed in the village shop.

- 10.4. Milestones – members noted the words of thanks from Philip Harris and the plans to try to persuade Wiltshire County Council to refurbish the milestones on the routes leading out of Bathford to the surrounding area.
- 10.5. PACT meeting - members noted that the next PACT meeting would be held at 6.30pm on 17 June 2008 in the Parish Hall, Church Street, Bathford. Councillors were welcome to attend.
- 10.6. Post Office Closure – the publication of the Area Plan Decision Booklet for Bristol and Somerset which confirmed the closure of Bathford Post Office on 15 July 2008 was noted. There had been confirmation from the village shop that they would be taking over the news agency and the shop would sell stamps and possibly offer other postal services for parcels. Negotiations were taking place with regard to whether the shop would take over the area of the building currently occupied by the post office.
- 10.7. Proposed closure of additional post offices – Post Office Ltd was consulting about new proposals to close the post offices in Southgate and Hinton St George.
- 10.8. Correspondence issued on “round robin”– members noted the list of correspondence issued as a round robin to all councillors in hard copy or by email.

11. Items to report

11.1. The following issues were raised:-

- 11.2. Parishes Liaison Meeting – Cllr Shirley Beazer reported that she had attended the Parishes Liaison Meeting with B&NES on 11 June 2008. Items discussed included affordable housing for local people and B&NES had suggested that parish councils should consider identifying areas of land as suitable sites for affordable housing under the rural exception policy which allowed for planning permission to be granted in areas where permission may not have been granted under normal circumstances. An issue was also raised about affordable housing for older people. The safe routes to school policy was also discussed. B&NES confirmed that work to provide safe routes to school received priority consideration and were assessed on the basis of cost against the effectiveness of the changes to reduce casualties.
- 11.3. Cluster Meeting – Members were reminded that the next Cluster Meeting would be held on 3 July at the Rhymes Pavilion in Batheaston. Cllr Shirley Beazer invited members to send her any items for discussion at the meeting.
Action: All councillors
- 11.4. 20mph speed limit past the school – Cllr Jean Vesey asked how best to begin a campaign to get drivers to reduce their speed to 20mph in Dovers Park and Mountain Wood past the school. Cllr Shirley Beazer said that she had asked B&NES for the speed limit to be reduced but this would require a Traffic Regulation Order which could take up to 2 years to be issued. It was suggested that the children could design a poster campaign requesting drivers' reduce their speed or letters sent to residents in the affected roads asking them to

comply voluntarily with a 20mph limit. Cllr Jean Vesey thanked members for their suggestions and would consider this matter further.

Action: Cllr Jean Vesey

- 11.5. Post Office Closure – Members noted the Post Office would close on 15 July 2008. The Clerk was asked to prepare a letter of thanks to the proprietors for operating the Post Office and news agency for so many years.

Action: Clerk

12. Items for the Bulletin

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

12.1.1. Dates of mobile library visits;

12.1.2. Confirm date of Post Office closure and include note of thanks to the proprietors;

12.1.3. Request for drivers to cut their speed to 20mph in Dovers Park and Mountain Wood past the school;

12.1.4. Date of next meeting.

Action: Clerk

13. Items for the next meeting

- 13.1. Approval of Annual Accounts 2007/2008

14. Payments for approval

- 14.1. Payment of the invoices presented to the council was proposed by Cllr Stan Cherry and seconded by Cllr John Lloyd. The council RESOLVED to make the following payments:-

Bathford Post Office	Rent for parish office – June 08	£100.00
BT	Quarterly internet charges	£77.51
BT	Telephone charges	£12.10
Corsham Print Ltd	Printing Bathford Bulletin	£120.00
Tonik Ltd	Ink Cartridges	£43.56
Mrs R C Holding	Clerk's expenses, electricity	£60.00
Mrs R C Holding	Clerk's salary – May 08	£501.26
Post Office Ltd	Tax & NI	£30.39
R Millbank	Grasscutting May/June	£320.00
Vincent Parker	Fee for carrying out internal audit	£130.00

- 14.2. Members noted the payment of £320.00 to R Millbank for grass cutting in April/May was made on 20 May 2008 in accordance with the decision taken at the last meeting for the payment to be arranged in advance of this meeting.

15. Date of next meeting

- 15.1. The next meeting will be on Monday 21 July at 7.30pm in the Parish Office. The Chair called for full attendance at the July meeting as there is no meeting in August.

The meeting closed at 9.30pm

Signed..... (Chair)

Date.....