

**Minutes of Bathford Parish Council Meeting**  
**held on Monday 15 September 2008 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 (to item 6a)  
Councillor John Lloyd  
Councillor Keith Masdin  
Councillor Ian Plain  
Councillor Richard Wickham

Also Present: 1 Member of the public  
Ruth Holding (Clerk)

**1. Public Five Minutes**

1.1. Disposal of Trade Waste from Village Shop – this matter was raised by Cllr Paul Faulkner on behalf of BEFA. Cardboard is collected from the village shop weekly and the service is free by virtue of the shop's zero rateable status. However, the shop has been invoiced by BANES for £90.24 for the stickers which have to be put on the trade waste. The shop considered it unfair to have to pay such a large sum for the stickers when they are exempt from the collection charge and are a non profit making organisation. The parish council agreed to write to Ward Councillors asking for their support to get the cost waived. Members suggested that the shop may also be able to get advice and support from organisations such as Envolve and Community Action.

**Action: Clerk**

1.2. Obituary Notices – Members expressed their sadness at the announcement of the death of Peter Cross. Councillors appreciated that lately families had been announcing the death of a parishioner by way of an Obituary Notice displayed in the shop and considered that this practice should be quietly encouraged so that the community could mark the life a resident and pay their last respects. It was agreed that a note should be put in the Bulletin informing families that they were welcome to put an Obituary Notice in the shop or on the parish council notice boards, if they wished to do so.

**Action: Clerk**

**2. Apologies**

2.1. Apologies were received from Cllrs Hugh Baker and Jean Vesey.

### **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. Acceptance of the minutes of the last meeting was proposed by Cllr Stan Cherry and seconded by Cllr Ian Plain. The Council RESOLVED to accept the minutes which were agreed and signed by the Chair 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. Secure store for PA equipment in parish hall – Cllr Shirley Beazer reported that the instructions for using the equipment had been written and were on display in the cupboard. The storage cupboard was not lockable and therefore not all the equipment was kept on site for security reasons. Cllr Stan Cherry reported that the microphone stands had been moved to the parish office for storage, but could be transferred to the parish hall when the storage cupboard was made secure.

**Action: Cllr Shirley Beazer**

5.2.2. Letter box in office door – the new letter box was noted. It was reported that large items did not fit into the basket and it was suggested that any big items could be left in the shop during opening hours.

5.2.3. Dog Fouling Penalty Notices – Cllr Ian Plain said that he had accompanied the B&NES Community Warden, whose remit now included issues previously the responsibility of the dog warden, on a walk around the parish to assess the problem of dog fouling. A number of new penalty notice signs had been erected and the Clerk was asked to write to First to ask permission for a sign to be placed in the bus shelter by the Crown.

**Action: Clerk**

5.2.4. Members questioned the value of the signs if there was no enforcement action taken if an offence was committed and considered that education was the key to getting dog owners to act responsibly. A number of councillors said that they had spoken to dog owners if they were seen on the recreation ground with mixed responses. It was accepted that the Community Warden could not use their powers effectively without information from the public and residents should be encouraged to contact the Warden if they have any information regarding dog fouling. The Clerk was asked to put a note in the Bulletin.

**Action: Clerk**

5.2.5. Cllr Ian Plain said that it was hoped that after this initial contact with the Warden his visits to the village would be more frequent. It was suggested that this issue should be reviewed in 6 months time to assess whether there had been any improvement in cleanliness.

5.2.6. Disposal/repair of photocopier – members had discussed the possible disposal and replacement of the photocopier at the last meeting, but on reflection it was felt that it was useful to retain the facility for copying A3 size documents. Cllr Sue Barclay proposed and Cllr Ian Plain seconded a proposal to call out an engineer at a cost of £65.00 + VAT (call out plus first 30 minutes of visit) to make an assessment of the fault and prepare an estimate of repair costs. Council RESOLVED to accept the proposal. The Clerk was asked to arrange the call out.

**Action: Clerk**

5.2.7. Neighbourhood Speed Watch – Cllr Paul Faulkner reported that he had participated in two separate hour long sessions under the supervision of the PCSO during which 14 vehicles had registered as speeding. Members noted that the registered keeper receives a letter informing them that they were caught speeding. Cllr Paul Faulkner added that when a number plate is registered by the speed gun a check is also made on the vehicle's MOT status etc, so other offences may be detected and followed up. A number of residents had expressed an interest in participating in the Neighbourhood Speed Watch and the Clerk was asked to contact the PCSO about training sessions for them.

**Action: Clerk**

5.2.8. Rent increase – the landlord had been informed of the parish council's decision with regard to a limited increase in rent. The council was awaiting the landlord's response.

5.2.9. Unkempt patch of ground in Dovers Park – a response had been received from the Assistant Director of Planning at B&NES with regard to the parish council's request for enforcement action to be taken. Members noted that the site may not fall under the terms of the regulations and there were other legal issues which may prevent action from being taken. They acknowledged that there was probably no prospect of this land being cleared unless planning permission was granted for the proposed new dwelling on the site.

## **6. Committee Reports**

### **6.1. Amenities Committee**

6.1.1. Cllr Stan Cherry presented the Amenities Committee monthly report for September 2008. The following items were discussed:-

6.1.2. New cricket store - the storage container was in position on the field and partially painted. The Amenities Committee was awaiting proposals from the club with regard to details of their plans to extend the existing pavilion.

6.1.3. Rugby Floodlights – the club was preparing to trial a different form of floodlighting. One new unit had been purchased and if successful the existing units would all be replaced with the new floodlights

6.1.4. Bench project – the necessary permission had been granted to place new benches in the churchyard and installation would begin as soon as possible.

- 6.1.5. Fallen Tree - Cllr Stan Cherry reported that a willow tree had fallen on to the footpath in the area by the river on the downhill side of the A363. Cllr Shirley Beazer said that she would contact B&NES asking for it to be cleared.

**Action: Cllr Shirley Beazer**

- 6.1.6. Bank Account for Allotment Deposits – Members noted that when the new tenancy agreement was issued with the allotment rent invoices in September/October 2008, new allotment holders would pay a £25 deposit. It was not good practice to keep deposits in the parish council's everyday bank account and a new account was recommended in which to hold the deposits. Councillors agreed that the new account was necessary only to hold the deposits and not the rental income from the allotments as this could be accounted for separately in the parish council's accounts. Cllr Stan Cherry proposed and Cllr Sue Barclay seconded a proposal to set up a new account for allotment deposits and Council RESOLVED to set up the account. Cllr Ian Plain said that he would look for suitable high interest deposit accounts.

**Action: Cllr Ian Plain**

## **6.2. Communications Committee**

- 6.2.1. Cllr Ian Plain reported that there had been no meeting of the Committee and there were no significant matters of concern. Members of the Communications Committee agreed that they should meet soon to review the position with regard to communications in the parish and Cllr Ian Plain was asked to make arrangements for a meeting.

**Action: Cllr Ian Plain**

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

- 6.3.1. Cllr Susan Barclay presented the following matters to Council for consideration:-

- 6.3.2. Donation to the Royal British Legion (RBL) – Members considered the annual donation to the Bathford Branch of the RBL which was used to purchase a wreath to be laid by the Chair on Remembrance Sunday. The increased involvement of the members of the RBL in the Act of Remembrance last year, particularly the march through the village and the presence of the RBL Standard at the ceremony was welcomed. One councillor expressed their objection to the donation.

- 6.3.3. 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 in 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 John Lloyd proposed and Cllr Stan Cherry seconded the proposal to make a donation of £75.00 to the Bathford Branch of the RBL. A vote was taken (8 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**

- 6.3.4. Summary of income and expenditure April to August 2008 – the tables showing income and spend in the first 5 months of the year were noted.
- 6.3.5. Disposal of the photocopier – this matter had been dealt with under item 5, see paragraph 5.2.6 above.

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

- 6.4.1. Cllr Shirley Beazer presented the Highways, Footpaths and Lighting (HFL) Committee monthly report for September 2008. The following items were discussed:-
- 6.4.2. Traffic calming on High Street – Cllr Shirley Beazer reported that the plans prepared by B&NES for an extended pinch point on Bathford Hill/High Street and widening the pavement at the entrance to Ashley Road had been considered by the HFL Committee. The committee had a number of objections to the scheme on the grounds of lack of visibility, increased danger to traffic pulling out from Dovers Lane outside the shop and other concerns. They also made a number of recommendations for improving the scheme.
- 6.4.3. Full council supported the decision of the HFL Committee to object in principle to the scheme and Cllr Shirley Beazer said that she would send the parish council's written response on the plans to B&NES.  
**Action: Cllr Shirley Beazer**
- 6.4.4. Silt under Bathford Bridge – B&NES had informed the council that concerns about the silting up of the By Brook around Bathford Bridge was the responsibility of the Environment Agency. Cllr Shirley Beazer said that she would contact the Agency about this matter. B&NES would also be requested to cut back the weeds and overgrown bushes around the footbridge  
**Action: Cllr Shirley Beazer**
- 6.4.5. Birdcage Walk – a parishioner had fallen and broken their shoulder in Birdcage walk as a result of the path being made uneven by the action of tree roots. Cllr Shirley Beazer reported that B&NES should be inspecting the path shortly to assess the repairs necessary.
- 6.4.6. Supported Bus Services – in advance of new contracts being awarded for bus services operated with financial assistance from the local authority, B&NES had asked the parish council for any comments on the operation of supported bus services in the area, specifically bus service 713 which serves Bathford. Statistics provided by B&NES showed the use of the service had increased significantly and therefore the Clerk was asked to write supporting the continued running of the 713 service with no reduction in the current timetable.  
**Action: Clerk**
- 6.4.7. Parking around village during sporting activities – with the start of the rugby and football season, members were concerned that there would be parking problems around the village during games. Council considered it would be helpful to have the PCSO walk the village at a weekend to deal with this

issue. Council suggested in might be helpful for the PSCO and his assistant to attend a parish council meeting so councillors could discuss issues of concern with him. The Clerk was asked to issue an invitation.

**Action: Clerk**

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

6.5.1. The report from the Planning & Environment Committee was noted. The following items were discussed:-

6.5.2. Eastern Park & Ride site – members had noted the announcement that the preferred site for the new P&R site was on the area known as Mill Lane (subsequently retitled the A4 Eastern Bath P&R Site) which would be accessed from the A4 Batheaston Bypass. The Committee considered that concerns about the development in the Green Belt and impact on the Area of Outstanding Natural Beauty would need to be addressed together with the matter of light pollution. The Committee would take issue with the details published by B&NES in relation to the Charmy Down site, but on balance it considered that in the absence of any support for the Charmy Down location, the A4 site was the least harmful to the parish of Bathford and therefore gave qualified approval to the choice of site.

6.5.3. School Boundary Fence – the parish council expressed their concern about the further deterioration of the fence and asked the Clerk to write to the school asking them to make provision for its repair.

**Action: Clerk**

6.5.4. Shed in Warleigh Woods – the temporary permission for the shed in Orchard Wood, Warleigh had lapsed but the shed had not been removed. On making enquires the parish council has discovered that the owner has been informed by B&NES that the building did not require planning permission and all fees have been returned to the owner. The residents in Warleigh were very concerned that this set a precedent and they would be powerless to prevent similar buildings being erected all over the woods.

6.5.5. The parish council was dismayed that it had not been consulted before the decision that planning permission was not necessary had been made. There were a number of other cases in the parish which appeared to have proceeded without the need for planning permission or listed building consent which gave the council cause for concern. Cllr Shirley Beazer and Cllr Ian Plain agreed to speak to Cllr Hugh Baker about raising concerns about all these cases with B&NES or the Planning Inspectorate if necessary.

**Action: Cllrs Shirley Beazer, Ian Plain and Hugh Baker**

## **7. Avon Local Councils Association AGM**

7.1. Members noted the AGM to be held on 4 October 2008 and the business to be transacted. No councillors were available to attend.

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

8.1. There were no matters to report.

## **9. Neighbourhood Watch**

9.1. There were no matters to report.

## **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 thanks received from Mr & Mrs Suleman for the flowers and tribute made on the occasion of their retirement from the Post Office and newsagency.
- 10.3. Community Policing Awards – members noted the launch of nominations for the annual community policing awards
- 10.4. Sponsorship of telephone kiosks – as a matter of interest for councillors Cllr Shirley Beazer referred to schemes of adoption for red telephone boxes or sponsorship for telephone kiosks. Schemes such as this might be considered relevant if the kiosk on Bathford Hill was threatened with removal.
- 10.5. 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. Cardboard & Garden Waste collection – the waste was now regularly collected from the parish much earlier in the day than during previous rounds, resulting parishioners missing collections. The Clerk was asked to put a notice in the Bulletin reminding residents to put their waste out by 7.30am on the day of collection or the night before.

**Action: Clerk**

## **12. Items for the Bulletin**

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

- 12.1.1. Obituary Notices;
- 12.1.2. Draft minutes of Annual Parish Meeting issued for approval;
- 12.1.3. Dog fouling;
- 12.1.4. Reminder of parking restrictions around school;
- 12.1.5. Mobile Library dates;
- 12.1.6. Timing of cardboard and garden waste collection;
- 12.1.7. Details of Countryside Alliance Awards
- 12.1.8. Date of next meeting.

**Action: Clerk**

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

13.1. Budgets for 2009-2010

## **14. Payments for approval**

14.1. Members noted that the Chair of the F&A Committee had approved payment of the Clerk's July salary of £527.24 to be made prior to this meeting. The cheque had been signed by two councillors at the end of August 2008.

14.2. Payment of the invoices presented to the council was proposed by Cllr Ian Plain and seconded by Cllr Susan Barclay. The council RESOLVED to make the following payments:-

I M Suleman	Rent for parish office – September 08	£100.00
Corsham Print Ltd	Printing Bathford Bulletin August 2008	£87.00
Corsham Print Ltd	Printing Bathford Bulletin September 2008	£87.00
BWBSL (Water)	Allotment Water Charge	£126.10
The Phone Co-op	Quarterly phone and internet charges	£32.21
R Millbank	Grass cutting	£640.00
S D Beazer	Councillor's expenses (room hire)	£20.00
S Cherry	Councillor's expenses (printing, materials)	£47.40
Mrs R C Holding	Clerk's salary – August 08	£405.40
HM Revenue & Customs	Tax & NI	£34.97

14.3. Members also approved a payment of £80.00 from the parish plan account to transfer funds to the parish council to cover the cost of the engraved plaques for the new benches. This payment was made from the parish council's account in July 2008 in error.

**15. Date of next meeting**

15.1. The next meeting will be on Monday 20 October 2008 at 7.30pm in the Parish Office.

The meeting closed at 9.29pm

Signed..... (Chair)

Date.....