

**Minutes of Bathford Annual Parish Council Meeting
held on Monday 18 May 2009 at 7.00pm 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 Ian Plain
Councillor Jean Vesey (from item 9)
Councillor Richard Wickham

Also Present: Ruth Holding (Clerk)

1. Apologies

1.1. Apologies were received from Cllr Keith Masdin and Ward Councillor Gabriel Batt.

2. Election of Chairman

2.1. Shirley Beazer stood down as Chair.

2.2. Cllr Shirley Beazer was proposed as Chair by Cllr Stan Cherry and seconded by Cllr Hugh Baker. There were no other nominations for the post of Chair. Cllr Shirley Beazer was elected as Chair unopposed and signed the appropriate Declaration of Acceptance of Office.

2.3. Cllr Shirley Beazer assumed the Chair of the meeting

3. Election of Vice Chair

3.1. Cllr Stan Cherry stood down as Vice-Chair.

3.2. Cllr Stan Cherry was proposed as Vice-Chair by Cllr Shirley Beazer and seconded by Cllr John Lloyd. There were no other nominations for the post of Vice-Chair. Cllr Stan Cherry was elected as Vice-Chair unopposed and signed the appropriate Declaration of Acceptance of Office.

4. To appoint members to serve on Committees

4.1. Councillors were invited to indicate if they wanted to step down from any of the committees on which they currently sat or wished to sit on a different committee. Cllr Wendy Chambers said that she would like to step down from the Communications Committee and join the Planning & Environment Committee. Cllr Paul Faulkner said that he would like to step down from the Planning and Environment Committee and join the Communications Committee.

Other members confirmed that they were content for their committee membership to remain unchanged and therefore the membership of the council's committee's was agreed as follows:-

4.2. Amenities Committee

Cllr Stan Cherry, Cllr John Lloyd, Cllr Wendy Chambers, Cllr Hugh Baker, Cllr Richard Wickham.

4.3. Communications Committee

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

4.4. Finance & Administration Committee

Cllr Susan Barclay, Cllr Wendy Chambers, Cllr Ian Plain, Cllr Keith Masdin.

4.5. Highways, Footpaths and Lighting Committee

Cllr Shirley Beazer, Cllr Richard Wickham, Cllr Hugh Baker, Cllr Jean Vesey, Cllr Keith Masdin.

4.6. Planning and Environment Committee

Cllr Hugh Baker, Cllr Shirley Beazer, Cllr Wendy Chambers, Cllr Ian Plain, Cllr John Lloyd.

4.7. It was announced that the Planning and Environment Committee would be joined by Steve Mackerness, Philip Harris, Peter Martin and Tony Cox as co-opted members of the Committee.

4.8. The Chair reminded members to arrange for another councillor to substitute for them if they were unable to attend a committee meeting. This was to ensure the effective consideration of committee business.

5. To appoint representatives on the undermentioned bodies

5.1. Consolidated Charities

Members noted that the work necessary to wind-up the charity was proceeding and was expected to be complete by June 2009. Cllr Shirley Beazer and Cllr Stan Cherry had each been elected previously for a four year period and their appointment would continue until the charity was formally closed.

5.2. School Governors

Cllr Jean Vesey was absent for this item but had not given any indication prior to the meeting that she wished to step down from this role and was re-appointed in her absence unopposed. Cllr Ian Plain said that he would be willing to support Cllr Jean Vesey with liaison with the school.

5.3. Neighbourhood Watch Coordinator

Cllr Jean Vesey was absent for this item but had not given any indication prior to the meeting that she wished step down from this role and was re-appointed in her absence unopposed.

5.4. Bathford Parish Hall Management Committee

Cllr Shirley Beazer indicated that she was happy to continue as the Parish Council's representative to the Bathford Parish Hall Management and was appointed unopposed.

6. Public Five Minutes

6.1. No matters were raised under this item.

7. Declaration of interests in any item on the agenda

7.1. The Chair called for any declarations of interest. None were made

8. Approval of the Minutes of the last meeting

8.1. Acceptance of the minutes of the last meeting was proposed by Cllr Stan Cherry and seconded by Cllr Hugh Baker. The Council RESOLVED to accept the minutes which were signed by the Chair as a true record of proceedings.

9. Matters Arising

9.1. Councillors reviewed the list of actions arising from the last meeting and confirmed where action was complete.

9.2. The following matters arising were discussed:-

9.2.1. Relocation of notice board – Cllr Ian Plain reported that oak posts could be obtained for the price of £24.99 each. It was suggested that residents living in the cottages opposite the post box in Dovers Lane should be consulted about the proposal to move the notice board to the verge by the post box.

Action: Cllr Ian Plain

9.2.2. Structure on land by The Pound – Cllr Hugh Baker confirmed that he had spoken to the Beat Manager at the Annual Parish Meeting about a possible camp being made on the land. The structure has now gone.

9.2.3. Village of the Year entry form – the Clerk reported that no volunteer had come forward following the announcement in the Bulletin, but the application form had been copied to the BEFA Plus group following the shop's AGM for their consideration.

9.2.4. Funding for allotment prizes – the Finance & Administration (F&A) Committee agreed to consider the question of whether funding should come from allotment reserves or precepted income at its next meeting.

Action: F&A Committee

10. Committee Reports

10.1. Amenities Committee

10.1.1. Cllr Stan Cherry presented the Amenities Committee monthly report for May 2009. The following items were discussed:-

10.1.2. Bench Project – Cllr Stan Cherry reported that the council had received 4 objections to the location of the final commemorative bench place on the High Street. The Clerk had been asked to send a letter to each of the complainants informing them that the issue would be considered by the Amenities Committee at its next meeting.

Action: Amenities Committee

10.1.3. Bathford Calendar 2010 – Cllr Stan Cherry reported that a project was underway to produce a calendar to raise funds for the village shop. The proposal was to produce 500 calendars at a cost of approx. £1,200 and to get the production costs covered by sponsorship in order to maximise the

profit which would go to the shop. Cllr Stan Cherry said he had considered requesting a donation of £200 from parish plan funds but sponsorship was going very well and a significant proportion of the costs had already been pledged. Members considered it important that the parish should be seen to support this initiative and that a modest contribution from the parish plan account was appropriate. Cllr Hugh Baker proposed that a contribution of £50 be made from the Parish Plan account towards production costs. This was seconded by John Lloyd. A vote was taken by a show of hands and the council RESOLVED unanimously to make a donation of £50 to the project. Council further agreed that it would consider a further request for funding if there was a shortfall between the amount raised through sponsorship and the actual production costs. The Clerk was asked to arrange payment at the next meeting.

Action: Clerk

10.2. Communications Committee

10.2.1. Cllr Ian Plain tabled the Communications Committee monthly report for May 2009. The following item was discussed:-

10.2.2. Direction sign for St Swithun's church – it was reported that B&NES had received a request from the PCC for a sign to be erected at either end of Church Street indicating the location of the church and B&NES had asked the parish council for its views before replying to the PCC. The council had pointed out that it was in the process of considering proposals for a fingerpost in the village which would include the church and therefore a separate sign should not be erected immediately. Cllr Shirley Beazer said that she would contact her near neighbour who was a member of the PCC about the proposal and the matter would be considered in more detail at the next meeting of the Communications Committee.

Action: Cllr Shirley Beazer & the Communications Committee

10.3. Finance and Administration (F&A) Committee

10.3.1. Renewal of Annual Subscription to the Society of Local Council Clerks – members agreed that the benefit of SLCC membership to the Clerk and councillors was commensurate with the annual subscription for 2009-2010 of £105.00. Renewal of the subscription to SLCC was proposed by Cllr Shirley Beazer and seconded by Cllr Susan Barclay. The council RESOLVED to renew its annual membership of SLCC for 2009-2010 at a cost of £105.00. The Clerk was asked to complete the paperwork.

Action: Clerk

10.3.2. Donation to St Swithun's PCC for churchyard maintenance 2009-2010 – following consideration in January 2009 of the donation to St Swithun's PCC towards maintenance costs in 2008-2009 the council had resolved to consider the donation for 2009-2010 much earlier in the financial year hence consideration of the annual donation at this meeting. Members agreed that the donation should be maintained at a flat rate £300.00 for the year. Cllr John Lloyd proposed and Richard Wickham seconded a proposal to make a donation of £300.00 to St Swithun's PCC towards the cost of maintaining the churchyard for 2009-2010. A vote was taken by a show of hands and council RESOLVED unanimously, in accordance with its powers regarding the

maintenance of burial grounds, to make a payment to St Swithun's PCC of £300.00.

Action: Clerk

10.3.3. Renewal of School Fence – members noted that following the site meeting with officers from B&NES, the school had obtained two quotes for replacing the existing fence with new metal fencing. Due to the enormous cost of replacement, it was proposed that the work be carried out in two phases and the parish was being asked to match funding from the school and the LEA with a contribution of £5,000 towards the cost.

10.3.4. Members were content with the choice of metal fencing proposed, but felt they could not make a decision with regard to funding without further careful consideration. The council had not precepted for such an amount this financial year and questioned whether it was appropriate for residents to pay a higher precept when they already made a contribution towards school maintenance through their council tax bills. It was suggested that the parish council could survey residents asking if they would be willing to pay extra on the precept to fund the replacement of the school fence. The council was concerned that only two quotes were referred to and, in view of the costs involved, members considered that a minimum of 3 quotes should be obtained. Cllr John Lloyd said he would consider whether there were other contractors around who might be asked to quote.

Action: Cllr John Lloyd

10.3.5. In the absence of Cllr Keith Masdin, who had an interest in this issue and had indicated his willingness to fund raise, the council agreed that this matter should be deferred to a future meeting when Cllr Keith Masdin could also be involved in the discussion.

10.3.6. Council agreed that the F&A Committee should consider this matter at its next meeting. The committee was asked to calculate how much the precept would increase by over 2 years and over 5 years so that the information was available if it was decided to consult residents about a rise in the precept.

Action: F&A Committee

10.3.7. The Clerk was asked to write to the Head Teacher informing her that the matter was under consideration by the council.

Action: Clerk

10.3.8. Clerk's Change of Working Arrangements – members noted that the Clerk had taken a second part time job working 10 hours per week for the NHS. The parish office would therefore be open on Mondays and Fridays and the Clerk would also work in the evening as necessary. One concern expressed was that the answer-phone should be checked regularly to ensure messages were dealt with promptly.

10.3.9. Summary of income and expenditure for 2008-2009 – the summary of income and spend for the full financial year 2008-2009 was noted. Members noted that Reserves were slowly increasing and this would need to be taken into account when setting the budget for 2010-2011.

10.4. Highways, Footpaths and Lighting Committee

- 10.4.1. Cllr Shirley Beazer presented the Highways, Footpaths and Lighting Committee monthly report for May 2009. The following items were discussed:-
- 10.4.2. Traffic calming on High Street – Cllr Shirley Beazer reported that she had responded to a complaint from a resident about the ineffectiveness of the traffic calming points on the High Street. The parish council had requested the introduction of alternative measures, but the final decision on the system installed rested with B&NES as the highway authority.
- 10.4.3. Dog fouling on The Drung – Cllr Stan Cherry reported complaints received that dog fouling appeared to have got worse on The Drung footpath since the erection of the new fence along the side of the churchyard. There had also been a suggestion by a resident that The Drung should be resurfaced.
- 10.4.4. Warleigh Lane – Cllr Wendy Chambers reported that stones were still on the road following a tree fall in Warleigh Lane some week ago. There was concern that these were a potential hazard for drivers in the dark. Cllr Wendy Chambers said that she would speak to the owner of the wall.
Action: Cllr Wendy Chambers

10.5. Planning and Environment Committee

- 10.5.1. Cllr Hugh Baker presented the Planning & Environment Committee monthly report for May 2009. The following items were discussed:-
- 10.5.2. Jewson View Farm – Members noted that the application for a livestock building had been granted despite numerous objections. An appeal against the decision was cost prohibitive for the parish council as it would be liable for all costs if the challenge was unsuccessful. It was considered that the proposed building contravened planning policy and Cllr Hugh Baker would write a letter to the planning department setting out the council's concerns.
Action: Cllr Hugh Baker
- 10.5.3. Warleigh Point – Cllr Wendy Chambers said that a number of residents in Warleigh were concerned about the lack of notification with regard to the planning application for work at Warleigh Point and she had provided residents with the planning application number and advised them to send their comments direct to the planning authority. The main concern was the distance between the proposed new opening and the end of Warleigh Lane.

11. Consideration of response to questionnaire about proposed drop-off bus stop on Dovers Park Loop

- 11.1. Cllr Shirley Beazer reported that 39 comment forms had been returned in response to the consultation about the proposed drop off stop at the top of Dovers Park loop. The majority of responses had been supportive of the initiative, but the parish council acknowledged that objectors to the proposal had genuine concerns which would need to be addressed by any scheme implemented.
- 11.2. Members agreed that any bus stop should have the minimum impact on the area, but provide an authorised stopping point for those wishing to alight at the

top of the loop. The Council were clear that the stop should be a drop-off point only. The Clerk was asked to contact the relevant officer at B&NES informing them of the results of the survey and asking what is the minimum scheme that could be agreed by the bus company which would meet the needs of those wishing to alight at the top of the hill, but also have minimal impact on residents in the immediate proximity of the stopping place.

Action: Clerk

- 11.3. Members agreed that the results of the consultation should be published in the Bulletin and on the Council's website. The Clerk was asked to email a PDF version of the results to Cllr Richard Wickham for uploading to the website.

Action: Clerk

12. Neighbourhood Watch

- 12.1. Cllr Jean Vesey reported that a PACT meeting would be held on Monday 8 June in Bathampton. The Clerk was asked to publicise the event in the Bulletin. Cllr Ian Plain reported a recent incident of high jinks by a group of young people late at night who were running on parked cars on Bathford Hill before making their way to Batheaston.

Action: Clerk

13. Liaison with School Governors

- 13.1. There were no matters to report.

14. Correspondence

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

14.2. Complaint by resident – a reply had been sent to further correspondence from a resident about the wreath laid by the parish council on Remembrance Day.

14.3. Health Walks - details had been received from Age Concern about organised walks for health.

14.4. New Chairman of B&NES – members noted that Cllr Bryan Chalker had been elected the new Chairman of B&NES Council.

14.5. Highways Agency – members noted the letter from the Highways Agency with regard to the planning application for the Eastern Park & Ride.

14.6. Request for funding from Transition Group – the group had asked whether the council could make a donation towards the cost of hiring the parish hall for public meetings. Members said that a donation might be appropriate from the parish plan fund, but a decision could not be made at this meeting because the item had not appeared on the agenda. The Clerk was asked to contact the Transition Group and ask them to provide details of the amount in question, and an indication of future fund raising plans.

Action: Clerk

14.7. Confidential Complaint – Cllr Shirley Beazer reported that the council had received legal advice via the Avon Local Council's Association with regard to the matters raised in a confidential complaint received in February 2009 and a

full reply refuting the allegations made by the complainants had been sent on 18 May 2009. A copy of the reply was seen by all members.

15. Items to report

15.1. Overgrown tree – it was reported that branches from the sapling at the end of the footpath where it meets Dovers Lane were partially blocking the pathway and the slipway. Cllr Stan Cherry said that he would look at the site and arrange for pruning.

Action: Cllr Stan Cherry

15.2. Twinning visit to Artannes – Cllr Hugh Baker reported that he had represented the parish council and parishioners at a wreath laying ceremony in Artannes to commemorate the WWII Armistice on 8 May. The Twinning Association wished to approach the parish council for a donation towards the cost of the wreath and this request would be brought to the next meeting.

16. Items for the Bulletin

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

16.1.1. Same day waste collection - confirmation of new collection day

16.1.2. Results from Bus Stop questionnaire

16.1.3. Date of PACT meeting in June

16.1.4. Date of next meeting.

Action: Clerk

17. Items for the next meeting

17.1. Donation to cost of wreath laid at memorial ceremony in Artannes

17.2. Request by Transition Group for donation towards cost of hire of parish hall.

18. Payments for approval

18.1. Payment of the invoices presented to the council at this meeting was proposed by Cllr Richard Wickham and seconded by Cllr Ian Plain. The council RESOLVED to make the following payments:-

I M Suleman	Office rent May 09 - paid by standing order	£103.00
Broker Network Ltd	Insurance Premium (Came & Co)	£844.55
SLCC	Annual Subscription to Society	£105.00
R Millbank	Grass cutting	£330.00
Corsham Print Ltd	Printing Bathford Bulletin May 2009	£120.00
Bathford Parish Hall	Hire of hall for APM	£20.00
The Phone Co-op	Phone and internet cost April 2009	£29.76
Cllr Wendy Chambers	Reimburse cost of refreshments at APM	£30.81
Cllr Stan Cherry	Cost of allotment prizes	£152.25
Mrs R C Holding	Clerk's expenses – petty cash, electricity for office	£135.51
Mrs R C Holding	Clerk's salary – April 2009	£718.24
HMRC	Tax and NI	£132.71

19. Date of next meeting

19.1. The next meeting will be held on Monday 15 June 2009 at 7.30pm in the parish office.

The meeting closed at 9.10pm

Signed..... (Chair)

Date.....

Note: A list of Committee Members and Parish Council representatives is attached as an Annex to these minutes.

List of Committee Members and representatives

Chair of Parish Council Cllr Shirley Beazer

Vice-Chair of Parish Council Cllr Stan Cherry

Committees

Amenities Committee Cllr Stan Cherry
Cllr Hugh Baker
Cllr Wendy Chambers
Cllr John Lloyd
Cllr Richard Wickham

Communications Committee Cllr Ian Plain
Cllr Susan Barclay
Cllr Paul Faulkner
Cllr Keith Masdin

Finance & Administration Committee Cllr Susan Barclay
Cllr Wendy Chambers
Cllr Ian Plain
Cllr Keith Masdin

Highways, Footpaths and Lighting Committee Cllr Shirley Beazer
Cllr Hugh Baker
Cllr Keith Masdin
Cllr Jean Vesey
Cllr Richard Wickham

Planning and Environment Committee Cllr Hugh Baker
Cllr Shirley Beazer
Cllr John Lloyd
Cllr Ian Plain
Cllr Wendy Chambers
Steve Mackerness (co-opted member)
Philip Harris (co-opted member)
Peter Martin (co-opted member)
Tony Cox (co-opted member)

Parish Council Representatives

Consolidated Charities Cllr Stan Cherry
Cllr Shirley Beazer

School Governors Cllr Jean Vesey

Bathford Parish Hall Management Committee Cllr Shirley Beazer

Neighbourhood Watch Coordinator Cllr Jean Vesey