

**Minutes of Bathford Parish Council Meeting
held on Monday 15 June 2009 at 7.30pm in the Parish Office, Bathford Hill,
Bathford**

Present: Councillor Shirley Beazer (Chair)
Councillor Stan Cherry
Councillor Hugh Baker
Councillor Wendy Chambers
Councillor John Lloyd
Councillor Ian Plain
Councillor Jean Vesey
Councillor Richard Wickham

Also Present: Ruth Holding (Clerk)

1. Apologies

1.1. Apologies were received from Cllrs Susan Barclay, Paul Faulkner and Keith Masdin.

2. Public Five Minutes

2.1. No matters were raised under this item.

3. Declaration of interests in any item on the agenda

3.1. The Chair called for any declarations of interest. Cllr Wendy Chambers declared a non-prejudicial interest in the complaint to be discussed under item 6e as it contained a passing reference to a planning application relating to her property.

4. Approval of the Minutes of the Annual Parish Council Meeting 18 May 2009

4.1. Acceptance of the minutes of the Annual Parish Council 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.

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. Request for direction sign to St Swithun's church – Cllr Shirley Beazer said that she had spoken to a member of the PCC about their request to B&NES for a directional sign to the church. The PCC accepted that no separate sign

should be put up while the parish council was considering the erection of a finger post in the village which would include directional signs to places of interest including the shop, parish hall and the church. Cllr Shirley Beazer said that B&NES had been asked to refurbish the street sign at the Bradford Road end of Church Street to make it more visible to those coming into the village from the A363.

- 5.2.2. School Fence – Cllr John Lloyd suggested Wyatts, a local company, could be asked to quote for the replacement of the school fence. Cllr Shirley Beazer reported that Cllr Keith Masdin had obtained a quote but she did not have any further details in his absence and therefore this matter would be returned to at the next meeting.
- 5.2.3. Loose stones from wall in Warleigh – Cllr Wendy Chambers reported that she was trying to find the owner of the damaged wall in order that the stones could be removed from the lane.
Action: Cllr Wendy Chambers

6. Committee Reports

6.1. Amenities Committee

- 6.1.1. Cllr Stan Cherry presented the Amenities Committee monthly report for June 2009. The following items were discussed:-
- 6.1.2. Complaint about bench on High Street – Cllr Stan Cherry reported that the Amenities Committee would meet immediately after the conclusion of this parish council meeting to discuss the complaints received about the location of the new bench on the High Street.
Action: Amenities Committee
- 6.1.3. Bathford Calendar 2010 – Cllr Stan Cherry reported that there had been an excellent response to the campaign for sponsorship and nearly all the estimated production cost had been pledged. Cllr Stan Cherry said he would meet the printers shortly to finalise the format of the calendar, which had changed slightly to incorporate a local directory. The final costs and the level of sponsorship should be available for the next meeting.
Action: Cllr Stan Cherry
- 6.1.4. No.13 Bus Service – Cllr Stan Cherry reported that he had received correspondence from a parishioner pointing out that the No.13 bus service is not stopping at the new bus station and therefore passengers faced a long walk from the train station to catch the bus. It was also noted that there was no stop at which to catch the No.13 in the centre of Bath that had a shelter or a seat. It was disappointing that buses which ran only 3 times a day to outlying areas of Bath had a dedicated bay in the bus station, but a cross city bus running 4 times an hour on a showcase route had been excluded from the new facilities. Cllr Stan Cherry had contacted B&NES about this matter. They had confirmed that the arrangement was temporary and that from March 2010 on completion of Southgate, bus stops would be placed on the opposite side of the road to the new bus station and the No.13 bus would stop there. Passengers would then only have a short walk from the train station to the stop. Cllr Stan Cherry requested that shelters and seats should be provided for the new bus stops.

6.2. Communications Committee

6.2.1. Cllr Ian Plain presented the Communications Committee monthly report for June 2009. The following item was discussed:-

6.2.2. Relocation of Notice Board – Cllr Ian Plain confirmed that a letter had been delivered to the residents of the cottages opposite the post-box informing them of the proposal to relocate the notice board to the grass verge and inviting their comments by 30 June 2009.

Action: Communications Committee

6.3. Finance and Administration (F&A) Committee

6.3.1. Cllr Wendy Chambers presented the F & A Committee monthly report for June 2009. The following items were discussed:-

6.3.2. Approval of Annual Accounts 2008-2009 – Councillors noted the statement of accounts in Section 1 of the Annual Return which had been prepared on a receipts and payments basis, together with the accompanying Bank Reconciliation and the Explanation of Variances.

6.3.3. Councillors considered parts 1 to 8 of the Annual governance statement and the Trust funds declaration in Section 2 of the Annual Return. The council agreed with each of the statements in parts 1 to 8 of Section 2 and the Annual governance statement was approved.

6.3.4. The Council noted the Annual Internal Audit Report to the Council in Section 4 of the Annual Return.

6.3.5. Cllr Stan Cherry proposed and Cllr Wendy Chambers seconded approval of the Annual Return for the year ended 31 March 2009. A vote was taken by a show of hands and the council unanimously approved the Annual Return and the Statement of Accounts for the year ended 31 March 2009. Section 1 was signed by the Responsible Financial Officer and the Chair.

6.3.6. The Annual governance statement in Section 2 was signed by the Responsible Financial Officer and the Chair.

6.3.7. The Clerk was asked to submit the Annual Return to the external auditors by the deadline of 30 June 2009.

Action: Clerk

6.3.8. Request by the Twinning Association for donation towards the cost of the wreath laid at the ceremony in Artannes – the F&A Committee had discussed this matter and concluded that it was not appropriate for the parish council to consider funding for this item retrospectively. If the Twinning Association had approached the parish council prior to the event with costs and a request for a donation then the parish council would have been happy to look at the request and consider whether a donation should be given. Full council agreed with the conclusions of the Committee and RESOLVED that on this occasion the parish council should not make a donation and the full cost of the wreath should be met from the Twinning Association's funds.

- 6.3.9. Request from Transition Group for donation towards hall hire costs for a public meeting – the information requested by the parish council had not been provided by the Transition Group and therefore this matter would be deferred to the next meeting.

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 June 2009. The following items were discussed:-
- 6.4.2. Community Speed Checks – members recalled the proposal by the police to allow residents to carry out speed checks on a voluntary basis. Cllr Shirley Beazer reported that the police did not have the funding to progress this initiative and therefore the proposal had been shelved. The police would continue to carry out their own speed checks.
- 6.4.3. Priority Point 1 - following a site meeting in early June, BANES had agreed to consider the reversal of priorities at priority point 1, the provision of combination electronic message signs displaying speed limit and SLOW and the relocation of the priority point. Members welcomed the proposal for electronic signs which were considered to be an effective reminder to motorists to watch their speed.
- 6.4.4. Steps in verge by Priority Point 3 – Cllr Shirley Beazer reported that a resident had fallen on the High Street at a point where steps provide access between the road and the pavement. B&NES would be asked to visit the site to determine if the existing steps need to be repaired and maintained.
- 6.4.5. Grit Bin on Dovers Park - Dovers Park loop was on the gritting route and therefore the Parish Council had requested that the bin be relocated to the top spur of Dovers Park which was not gritted. A resident concerned about the removal of the grit bin from Dovers Park loop was advised to contact B&NES about its replacement.
- 6.4.6. Bus Shelter by The Crown – Cllr Stan Cherry reported that B&NES proposed to fit a perch seat in the bus shelter by The Crown on Bathford Hill.
- 6.4.7. Weeds and hedge cutting – a resident had complained about the weeds in New Road and it was also noted that the hedge along the allotment wall at the junction of High Street and New Road was very overgrown. Cllr Shirley Beazer said that she would speak to B&NES about eradicating the weeds and hedge cutting.

Action: Cllr Shirley Beazer

6.5. Planning and Environment Committee

- 6.5.1. Cllr Hugh Baker presented the Planning & Environment Committee monthly report for June 2009. The following items were discussed:-
- 6.5.2. Complaint by resident about timing of Committee's consideration of planning applications – members noted the concerns expressed by a resident that parishioners could not submit comments on planning applications to the

Planning Committee because applications were considered before the details had been published in The Bath Chronicle. The complaint appeared to stem from two applications in which B&NES had failed to notify neighbours of the application, a matter over which the parish council had no control, and therefore the error by B&NES had led to the applications being considered by the parish council before neighbours were aware of the application. Members did not consider that it was necessary for the planning committee to make changes to its procedures for the following reasons:-

- 6.5.2.1. any resident has the right to write to BANES with their views on a planning application and therefore they are not materially disadvantaged if the Planning Committee considered an application prior to publication in The Bath Chronicle;
 - 6.5.2.2. the role of the Planning Committee is to make an unbiased judgement of an application based solely on planning policy grounds. Again residents with views about an application in their locality can express those views to the planning authority and have those views taken into account when the application is determined by B&NES;
 - 6.5.2.3. the Planning Committee only has 21 days to reply to an application from the date that the application is issued to them. This may pre-date the weekly publication in The Chronicle by several days. As the dates of the Planning Committee meetings must also be set in advance to ensure members have adequate notice of the meeting to attend, some planning applications may be determined at a meeting prior to the publication of the details in the newspaper in order for the council to comply with the deadlines set;
 - 6.5.2.4. The Bath Chronicle is not the only way in which residents can find out information about planning applications received. Information is published on B&NES website in advance of the weekly publication in the newspaper. Also anyone can sign up to a system on the internet to get email alerts whenever an application is registered in their area. Cllr Stan Cherry was asked to pass the web address to the Clerk
Action: Cllr Stan Cherry
- 6.5.3. The Clerk was asked to write to the resident explaining the council's response to their complaint and giving them details about signing up for planning alerts.
Action: Clerk

7. Request to change date of October Parish Council Meeting

- 7.1. Members noted the reasons given by the Clerk for requesting a change in the date of the October Parish Council Meeting. Cllr Wendy Chambers proposed changing the date of the meeting to Monday 12 October. This was seconded by Cllr Shirley Beazer and members RESOLVED unanimously to move the date of the meeting to 12 October 2009.
Action: Clerk

8. Neighbourhood Watch

- 8.1. Caravan by river – Cllr Stan Cherry reported that a caravan had been seen in the area by the river and The Pound. Cllr Jean Vesey said she would pass this information to the PCSO.

Action: Cllr Jean Vesey

- 8.2. Theft in Warleigh – Cllr Wendy Chambers reported that a trailer had been stolen from a property in Warleigh. When it was first reported, the police claimed to have no record of the address given and the victim had been required to provide details of their Council Tax payments to confirm their location which had undermined local confidence in the police. Members were concerned to hear that opportunist thieves may be operating in the area and agreed that a note should go in the Bulletin warning people to ensure windows were closed and doors locked when they left the house.

Action: Clerk

9. Liaison with School Governors

- 9.1. There were no matters to report. The Clerk was asked to send a letter to the Head Teacher acknowledging receipt of the letter about the cost of the school fence and confirming that the parish council was looking further at this matter.

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. Government Office for the South West (GOSW) – acknowledgement of the parish council's objections to the proposal for a Park & Ride on Bathampton Meadows.

- 10.3. Dan Norris MP - letter confirming that he will be asking the Secretary of State to call-in the planning application for a Park & Ride on Bathampton Meadows.

- 10.4. Regional Spatial Strategy – correspondence from GOSW confirming that the consultation responses can be viewed online.

11. Items to report

- 11.1. Planning – it was reported that a resident making objections to a planning application had viewed a file at B&NES offices and it appeared that letters of objection were on the file but had not been scanned to the website and that hard copies of objections made via the website and not been put on file. There was concern that files might not contain all the relevant information when a decision was made.

- 11.2. Drop off bus stop on Dovers Park Loop – it was noted that a further letter of complaint from a resident had been received following the parish council's decision at the last meeting to ask B&NES to look at putting a drop-off stop on the Loop. The Clerk confirmed that a letter had gone to B&NES. The Clerk was asked to reply to the complaint.

Action: Clerk

11.3. Bin in Stone Bus Shelter – Cllr Stan Cherry reported that B&NES had received a complaint about the bin placed in the stone Bus Shelter on the village green. It had been confirmed that the parish council had asked for the bin to be located in this position to make it easy for people to use it, as the bin had previously been located on the closed side of the shelter. B&NES would be passing the complaint to the parish council for reply.

12. Items for the Bulletin

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

12.1.1. Same day waste collection – reminder of new collection day

12.1.2. Change of office opening hours

12.1.3. Security – reminder to close windows and secure property

12.1.4. Date of next meeting.

Action: Clerk

13. Items for the next meeting

13.1. School Fence

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

13.3. Summary of first quarter income and expenditure

14. Payments for approval

14.1. 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:-

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| I M Suleman | Office rent June 09 - paid by standing order | £103.00 |
| St Swithun's PCC | Donation for churchyard maintenance | £300.00 |
| C Gillard | Repair of electricity socket in parish office | £27.41 |
| R Millbank | Grass cutting and cutting back saplings | £360.00 |
| Corsham Print Ltd | Printing Bathford Bulletin June 2009 | £120.00 |
| Vincent Parker | Professional fees for internal audit | £130.00 |
| The Phone Co-op | Phone and internet cost May 2009 | £31.96 |
| Cllr Stan Cherry | Cost of Flower Show allotment prizes | £70.00 |
| Mrs R C Holding | Clerk's expenses – petty cash, electricity for office | £60.00 |
| Mrs R C Holding | Clerk's salary – April 2009 | £519.39 |
| HMRC | Tax and NI | £6.78 |

15. Date of next meeting

15.1. The next meeting will be held on Monday 20 July 2009 at 7.30pm in the parish office.

The meeting closed at 8.55pm

Signed..... (Chair)

Date.....