

**Minutes of Bathford Parish Council Meeting**  
**held on Monday 21 September 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 (from item 6a)  
Councillor Richard Wickham

Also Present: Ruth Holding (Clerk)

**1. Apologies**

1.1. Apologies for absence were received from Ward Councillor Gabriel Batt and Cllrs Susan Barclay, Paul Faulkner, Keith Masdin and Jean Vesey.

**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. None were made.

**4. Approval of the minutes of the last meeting (20 July 2009)**

4.1. 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.

**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. Faresaver Bus Timetables – Cllr Stan Cherry apologised for the delay in placing the timetables in the shelters and said that he would do this as soon as possible.

**Action: Cllr Stan Cherry**

5.2.2. Minutes of School Governors Meetings – the councillor welcomed the opportunity to see the minutes of the Governors meetings which were now available online. The Clerk was asked to find out if it would be possible to see a copy of the financial report referred to.

**Action: Clerk**

## **6. Committee Reports**

### **6.1. Amenities Committee**

- 6.1.1. Cllr Stan Cherry presented the Amenities Committee monthly report for September 2009. The following items were discussed:-
- 6.1.2. Cricket Pavilion – it was reported that the Cricket Club was looking for a new architect for this project which explained the delay in plans being drawn up. The club had made it clear to the Amenities Committee that they were still keen to pursue this project.
- 6.1.3. Planting bulbs in the parish – at its last meeting the Amenities Committee agreed that planting bulbs around the parish would enhance its appearance and recommended that volunteers be asked to identify suitable sites and organise the planting. The bulbs would be provided by the council and Cllr Stan Cherry said that there might be some money available for equipment if necessary. The Clerk was asked to put a note in the Bulletin asking if anyone would like to put together a small group to take this project forward.  
**Action: Clerk**
- 6.1.4. Complaint about bench on High Street –. Cllr Stan Cherry reported that members of the Amenities Committee had met with local residents to hear their concerns about the location of the bench. Following the meeting, it was accepted that there were safety issues with regard to the proximity of the bench to the road and therefore the bench should be re-sited. The donor's agreement to moving the bench to a location higher up the hill had been obtained and the bench would be repositioned as soon as the fixings could be removed for re-use. Cllr Stan Cherry said that he would write to the residents near to the bench's new location informing them that the bench was to be installed.  
**Action: Cllr Stan Cherry**
- 6.1.5. Bin in stone bus shelter on village green – Cllr Stan Cherry reported that the job to move the bin would be arranged by the parish council and would be carried out as soon as possible.  
**Action: Cllr Stan Cherry**
- 6.1.6. Build out at Crown Bus Stop – Cllr Stan Cherry reported that he was continuing discussions with B&NES about the provision of a build out at the Crown Bus Stop to make it easier for the buses to stop with minimum disruption to the space available for on street parking.  
**Action: Cllr Stan Cherry**
- 6.1.7. Trees in parish – it was noted that B&NES had taken action to make safe the dangerous trees near the lay-by at the railway bridge. Cllr Stan Cherry said that he was concerned about the health of the chestnut trees on the bridleway and he would speak to the tree officer at B&NES about what should be done.  
**Action: Cllr Stan Cherry**
- 6.1.8. Children's Play Area – it was reported that the rubber mat around the spring horse was lifting and may be a trip hazard. Cllr Stan Cherry said that he

would inspect the area and report to the Amenities Committee if repairs were required.

**Action: Cllr Stan Cherry**

- 6.1.9. Railings leading to Church's Lych Gate – it was reported that the railings were in a poor state of repair and there was concern that they may collapse. It was considered that the railings formed part of the public highway and therefore responsibility for maintenance fell to B&NES. Cllr Shirley Beazer said that she would pass the concerns on to the local authority.

**Action: Cllr Shirley Beazer**

## **6.2. Communications Committee**

- 6.2.1. Cllr Ian Plain reported that there had been no issues arising since the last meeting. The relocation of the notice board had been delayed pending the receipt of quotes for the provision of the oak posts.

**Action: Communications Committee**

- 6.2.2. It was noted that enquiries about advertising in the Bulletin had increased, which would increase income and offset production costs.

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

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

- 6.3.2. Complaints Procedure – the committee recommended that the council's complaints procedure should be based on the NALC model but amended to suit the needs of Bathford Parish Council. It was suggested that the complaints procedure should comprise of stages in which a complaint was to be resolved first by telephone and/or in writing before the decision to hold a meeting between the complainant and the council was considered. The Clerk was asked to prepare an amendment to the council's Standing Orders for consideration by the full committee.

**Action: Clerk**

- 6.3.3. Funding for school fence – members noted that the council had received advice that it had no statutory powers to make contributions to the LEA or education bodies and therefore it would not be able to make a sizeable contribution to the costs as suggested by the school and LEA. However, it was possible that the council may be able to make a donation to the project from its "free resource". Cllr Stan Cherry said that there was money in the parish plan account too and a donation might also be considered from this source of funding. The F&A Committee said that they would consider this matter again at their next meeting.

**Action: F&A Committee**

- 6.3.4. The Clerk was asked to write to the Head Teacher at Bathford School to explain the council's position and confirm that the council was looking again at the possibility of a small donation from its "free resource".

**Action: Clerk**

- 6.3.5. Annual Return 2008-2009 – Councillors noted that the Annual Accounts 2008-2009 had been returned signed by the external auditor without comment.

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

- 6.4.1. Cllr Shirley Beazer presented the Highways, Footpaths and Lighting Committee monthly report for September 2009. The following items were discussed:-
- 6.4.2. Priority Point 1 – members noted that the repairs to the potholes and resurfacing of Bathford Hill outside the parish office and RBL could not be carried out until a Traffic Regulation Order (TRO) had been granted to allow the road to be closed. The permanent removal of the priority point was still under consideration along with the improvements to the Ashley Road junction.
- 6.4.3. Level Crossing at Bathampton – it was reported that the landowner had plans to change the vehicular access to the field by the railway and if successful the vehicle crossing over the railway line would close. Pedestrian access across the line would remain. Councillors agreed that the indicator lights were essential and should remain in place as it was a busy crossing and the bend in the track reduced sight lines. Cllr Shirley Beazer agreed to contact Network Rail about leaving the indicator lights in situ.  
**Action: Cllr Shirley Beazer**

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

- 6.5.1. Cllr Hugh Baker presented the Planning & Environment Committee monthly report for September 2009. The following items were discussed:-
- 6.5.2. Tennis Court at Church Farm – work had commenced on levelling the ground for a tennis court without fencing. Cllr Hugh Baker said he would ask the planning department whether a decision had been made with regard to the need for planning permission.  
**Action: Cllr Hugh Baker**
- 6.5.3. Whitehaven – the planning and listed building applications for Garden Cottage and other outbuildings had been resubmitted following the queries raised about the ownership of the bridleway. It was noted that the owners appeared to have fed a mains electricity cable a long way down the bridleway raising questions about possible plans to build more houses on the site. Council agreed that the developers should be asked to state their intentions with regard to additional housing. The Planning Committee would discuss this matter at a future meeting and write to the developers.  
**Action: Cllr Hugh Baker**
- 6.5.4. East of Bath Parishes Alliance Group – Limpley Stoke Parish Council had proposed a regular, but not frequent, meeting between parishes on the eastern side of Bath to discuss matters of mutual interest and concern. Cllr Shirley Beazer reported that she had agreed that Steve Mackerness, co-opted committee member of the parish council's Planning & Environment Committee would represent Bathford at the group meeting. Arrangements were being made for the first meeting of the group.

## **7. Cotswolds Conservation Board – ballot for appointment of Parish Member**

- 7.1. Members considered the profiles of the 2 candidates standing for election to the Cotswolds Conservation Board as a Parish Member representing parishes in group 6 of the Cotswolds Area of Outstanding Natural Beauty. Council RESOLVED to vote in the election and a vote was taken by a show of hands for the candidates. There was a majority of 6 votes for and 1 abstention for the council's favoured candidate. The ballot paper was duly completed and the Clerk was asked to return it to the Cotswolds Conservation Board.

**Action: Clerk**

## **8. Nominations for the Chairman of B&NES Council Community Awards**

- 8.1. Members noted the correspondence from B&NES inviting nominations for an award in a number of categories. The theme for the Chairman's year in office was 'Grown your own food and Know Your Local Heritage' and nominations linked to these themes were welcomed but this was not exclusive. Members RESOLVED to put a note in the next edition of the Bulletin asking residents to put forward the name of anyone they thought deserved to be nominated for an award prior to the next meeting.

**Action: Clerk**

## **9. Mobile Library**

- 9.1. Concerns had been raised that the mobile library service would no longer visit Bathford following the publication of proposals on B&NES website. These proposals had subsequently been withdrawn and members noted that B&NES were considering a range of options for the future of the mobile library service and a consultation paper would be issued in due course.

## **10. Neighbourhood Watch**

- 10.1. Members noted that PC Nick Sheppard was the newly appointed Beat Manger covering the parish.
- 10.2. Cllr Stan Cherry reported that there had been no response to date to the request for volunteers to join the Neighbourhood Watch scheme in areas of the parish not currently covered by a Neighbourhood Watch contact. Another request would go in a future edition of the Bulletin.
- 10.3. Cllr Wendy Chambers reported that there had been a theft of property from a shed in Warleigh, but no report of this had appeared on the Ringmaster system. Cllr Stan Cherry said that the Neighbourhood Watch contact in Warleigh was on the email distribution system and he asked Cllr Wendy Chamber to speak to the contact to confirm that the email address held on the system was up to date.

**Action: Cllr Wendy Chambers**

## **11. Liaison with School Governors**

- 11.1. Matters relating to this item had been discussed under item 5, see paragraph 5.2.2 above.

## **12. Correspondence**

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

- 12.2. Park & Ride – letter of acknowledgement received from the Government Office for the South West.
- 12.3. Love Food Hate Waste Campaign – details received of a food waste diary competition being organised by B&NES to encourage resident to reduce food waste.
- 12.4. West of England Waste Core Strategy – members noted that additional sites, in other parts of the region, had been identified as potential locations for waste disposal facilities.
- 12.5. Public Path Order Policy – members noted the new policy issued by B&NES on the creation, diversion or extinguishment of public rights of way.
- 12.6. Public Transport Map – members noted the latest edition of the public transport map published by B&NES.
- 12.7. Community Policing Awards – members noted that nominations were invited for the policing awards. Details had been passed to the Neighbourhood Watch contacts.
- 12.8. Recycling Centres – the new leaflet published by B&NES on the use of recycling centres was noted.
- 12.9. Paper Mill – an anonymous notice had been sent to the parish office asking anyone disturbed by noise from the paper mill to contact B&NES Environmental Health Officer. The council was unable to consider this matter due to the anonymity of the notice.
- 12.10. ALCA B&NES Group Meeting – the agenda for the meeting on 23 September was noted.

### **13. Items to report**

- 13.1. Bathford Consolidated Charities – Cllr Stan Cherry reported that the Trustees were nearing the end of the process to wind up the charity and transfer the funds to Dorothy House. Cllr Shirley Beazer thanked Cllr Stan Cherry for his hard work in completing all the paperwork involved in this process.
- 13.2. Broken down HGV on Bathford Hill – Cllr Ian Plain reported that B&NES had been very quick to respond to an incident involving a HGV which broke down on Bathford Hill thereby preventing an oil spill which could have caused major disruption to traffic and contamination of water supply.
- 13.3. Unkempt land in Dovers Park – the Clerk reported on behalf of Cllr Susan Barclay. Following a letter from B&NES Cllr Susan Barclay had spoken to the solicitor acting on behalf of the owner of the land. The solicitor was unwilling to enter discussion but did say that the owner was under no obligation to clear the site within a set time scale. The Clerk added that B&NES Enforcement Officer had indicated that the local authority was unable to enforce clearance of vegetation, but may be able to ask for the site to be cleared of rubble etc within a reasonable period.

#### 14. Items for the Bulletin

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

- 14.1.1. Announce appointment of new police Beat Manager
- 14.1.2. Ask for volunteers for bulb planting group
- 14.1.3. Ask for nominations for Community Volunteer of the Year awards
- 14.1.4. Remind residents to tie or weight down recycling
- 14.1.5. Reminder of garden waste collection dates
- 14.1.6. Date of next meeting.

**Action: Clerk**

#### 15. Items for the next meeting

- 15.1. Preliminary consideration of Budgets for 2010-2011
- 15.2. Report from F&A Committee about funding for School Fence

#### 16. Payments for approval

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

I M Suleman	Office rent Aug 09 - paid by standing order	£103.00
I M Suleman	Office rent Sept 09 - paid by standing order	£103.00
BWBSL (Wessex Water)	Allotment water use	£207.05
The Phone Co-op	Phone and internet cost July 2009	£28.65
The Phone Co-op	Phone and internet cost Aug 2009	£28.07
R Millbank	Grass cutting and work on allotment bank	£660.00
Corsham Print Ltd	Printing Bathford Bulletin Aug 2009	£120.00
Corsham Print Ltd	Printing Bathford Bulletin Sept 2009	£120.00
Tonik Ltd	Ink cartridges	£78.88
Mazars	Fee for external audit	£327.75
Complete Weed Control	Weed treatment on playing field	£209.88
Mrs R C Holding	Clerk's expenses – petty cash, electricity for office	£40.00
Mrs R C Holding	Clerk's expenses – voucher for allotment prize	£5.00
Mrs R C Holding	Clerk's salary – July 2009	£475.77
Mrs R C Holding	Clerk's salary – Aug 2009	£422.33

#### 15. Date of next meeting

15.1. The next meeting will be held on Monday 12 October 2009 at 7.30pm in the parish office.

The meeting closed at 9.29pm

Signed..... (Chair)

Date.....