

**Minutes of Bathford Parish Council Meeting
held on Monday 20 September 2010 at 7.30pm in the Community Rooms,
Mountain Wood, 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 member of the public (for items 1 to part item 8)

Before the meeting opened the Chair reminded councillors and members of the public that item 7ai with regard to the riverside land for sale would be a closed discussion from which members of the public would be excluded due to commercial in confidence information. The item would be moved to the end of the meeting to allow members of the public to be present during the discussion of the other items on the agenda

1. Public Five Minutes

1.1. The member of the public in attendance asked for an update with regard to the proposal for a drop off bus stop on the Dovers Park loop. Cllr Stan Cherry said that the council had heard nothing further from Bath and North East Somerset Council (B&NES) or the bus company since the site meeting held at the end of August which had been attended by the parish council, B&NES, First Group and residents affected by the proposals. It was noted that First Group's new operations manager appeared sympathetic to permitting a drop-off service indicated by a simple flag on a lamp-post, but residents were concerned that the requirements of the disability discrimination act would oblige the bus company in the future to raise the kerb and mark out a bus box in order for this stop to comply with the regulations. B&NES expected that exceptions would be permitted and the legislation would be looked at. The parish council confirmed they would inform residents when a response from B&NES and/or First Group was received.

2. Apologies

2.1. Apologies for absence were received from Cllr Susan Barclay, Cllr Keith Masdin and Ward Councillor Gabriel Batt. Cllr Paul Faulkner did not attend.

3. Declaration of interests in any item on the agenda

- 3.1. The Chair called for any declarations of interest. Cllr Stan Cherry declared a non-prejudicial interest in the proposal for a new cricket pavilion and Cllr Ian Plain declared a non-prejudicial interest in the new office space being created in the office previously occupied by Vincent Parker.

4. Approval of the minutes of the last meeting (20 July 2010)

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

5. Approval of the minutes of the Extraordinary Meeting held on 8 September 2010

- 5.1. Acceptance of the minutes of the Extraordinary 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.

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. Accident at priority point 1 – members noted that there had been another accident at the priority point, in which a vehicle had hit the sign post on the build out. Cllr Shirley Beazer said that B&NES had rejected the parish council's latest request for the removal of the priority point, made shortly before the accident occurred. Cllr Shirley Beazer confirmed that B&NES were carrying out a speed check following the installation of the Vehicle Activated Signs (VAS) which, it was noted, appeared to have stopped working.
- 6.2.2. Refurbished office accommodation at rear of shop – Cllr Wendy Chambers reported that the F&A Committee had not made an approach to the shop or the landlord about the use of the office space.
- 6.2.3. Unkempt land in Dovers Park – it was confirmed that a letter had not yet been sent to the landowner about options for clearing this land.

Action: Clerk

7. Committee Reports

7.1. Amenities Committee

- 7.1.1. Cllr Stan Cherry presented the Amenities Committee monthly report for September 2010. The following items were discussed:-
- 7.1.2. Proposed new cricket pavilion – Cllr Stan Cherry reported that the architect had contacted him for information with regard to the ownership of the playing field in order to answer a query from B&NES.
- 7.1.3. Cllr Shirley Beazer informed members that 3 written complaints had been made to the parish council about the proposed new pavilion and the alleged

lack of consultation with residents directly affected by the plans. Cllr Shirley Beazer read one of the complaints in full as each letter had raised the same issues. The main complaint was that the parish council had given residents an undertaking to let them see the proposed site of the new building marked out on the playing field, but the planning application had apparently been submitted without residents being given the opportunity to see the marking out. It was noted that to date, the planning application had not been formally registered by B&NES. Cllr Stan Cherry confirmed that the cricket club had marked the area on the ground, but had omitted to inform the parish council that the site was available to view and therefore the parish council had not been in a position to notify residents. The objectors were also concerned that they had not been sent a copy of the plans for comment prior to the planning application being submitted.

7.1.4. Members noted that a representative of the cricket club accompanied by Cllr Stan Cherry had visited each house on the playing field side of Ashley Road to make residents aware of the plans and seek their views, but accepted that the cricket club and the council had failed to give residents the opportunity to see the marked out area. The plans had been revised to take account of residents concern about the height of the building and it was unfortunate that residents did not appear to have been made aware of the amendments.

7.1.5. The complainants had made a strongly worded attack of an individual councillor in their letters which members considered was unfair and unfounded.

7.1.6. Cllr Stan Cherry said that he would contact the cricket club asking them to remark the proposed location and footprint on the field, after which the residents would be invited to view the site.

Action: Cllr Stan Cherry

7.1.7. Members agreed that a reply should be sent to the complainants apologising for failing to give them the opportunity to see the marked out area; that the letter should be accompanied by a copy of the latest plans and the reply should refute the claims made about the individual councillor. The Clerk was asked to prepare a draft reply for approval by councillors.

Action: Clerk

7.1.8. Drop-off bus stop on Dovers Park loop – the latest information with regard to this proposal had been discussed under item 1 above.

7.1.9. Basketball play area – it was reported that young people were making use of the new facility, which was complete except for the line markings which would be added in due course.

Action: Cllr John Lloyd

7.1.10. Dogs on playing field – the parish council had received a complaint from a resident who had been intimidated by 3 aggressive Labrador dogs which had been allowed to run loose on the playing field. This problem was particularly acute when the rugby clubhouse was open at the weekend and the playing field was in use for rugby training. Councillors agreed that action needed to be taken in response to owners who habitually ignored the clear signs that

dogs were not permitted on the playing field. Members agreed that the council should request the help of the local authority dog warden in enforcing the rules and notify the PCSO of the nuisance being caused. The Clerk was asked to contact B&NES and the PCSO.

Action: Clerk

- 7.1.11. Glass on footpath by children's play area – the council had received reports of broken glass being left in a pattern on the footpath. The PCSO had been made aware. It was reported that the PCSO was also been made aware of a group of youths, apparently from outside the locality, who had been loitering in the area.

7.2. Communications Committee

- 7.2.1. Members noted the minutes of the committee meeting circulated with the agenda. There were no further matters reported under this item.

7.3. Finance and Administration (F&A) Committee

- 7.3.1. Revised complaints procedure – members noted the revised complaints procedure circulated with the agenda. This had been agreed by the F&A Committee and was being presented to the full council for adoption. Cllr Wendy Chambers proposed the adoption of the revised complaints procedure to replace the existing procedure as Appendix D of the parish council's Standing Orders. This proposal was seconded by Cllr Shirley Beazer. A vote as taken by a show of hands and the council RESOLVED unanimously to adopt the revised complaints procedure for inclusion in the Standing Orders.

Action: Clerk

- 7.3.2. Options for accountancy services – the firm of solicitors acting as executors for the late Vincent Parker's affairs had contacted the parish council offering to put the council in touch with other companies to provide accountancy services. Alternatively the council could opt to have the papers previously held by the late Vincent Parker returned and make its own arrangements for future accountancy needs.

- 7.3.3. Members agreed that the papers should be requested from the solicitors and that the council should begin the process of looking for another accountant in the local area well in advance of the end of the financial year. It was suggested that neighbouring parish councils may be a possible source of information.

Action: Clerk

- 7.3.4. 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 Act of Remembrance was now a significant event in the parish year, particularly the march through the village by members of the RBL and the presence of the RBL Standard at the ceremony.

- 7.3.5. 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 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 by a show of hands and it was RESOLVED unanimously 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.

Action: Clerk

- 7.3.6. Web and Email hosting – concerns had been raised that there was a reliability issue with regard to the parish council's current service provider. There was nothing to indicate that the service would be closed down, but it was suggested that the parish council may wish to consider options for transferring to one of the large service providers. Cllr Ian Plain and Cllr Richard Wickham were asked to discuss the options and put forward some recommendations for the council's consideration at a future meeting.

Action: Cllrs Ian Plain and Richard Wickham

- 7.3.7. Budgets 2011/2012 - council committees were reminded to start the budgeting process for 2011/2012 for reporting at the November meeting.

Action: All Committee Chairs and committees

7.4. Highways, Footpaths and Lighting Committee

- 7.4.1. Cllr Shirley Beazer presented the Highways, Footpaths and Lighting Committee monthly report for September 2010. The following items were discussed:-

- 7.4.2. Demolition of Tyndale – Cllr Shirley Beazer reported that the council had been notified that the demolition of Tyndale was due to start in August 2010, but no work had commenced to date.

- 7.4.3. A363 – members noted with regret another serious accident on the A363 in August. It was noted that subsequently the safety barrier had been extended and strengthened, but it was noted that the road appeared to be subsiding. Cllr Shirley Beazer reminded members that B&NES was carrying out a feasibility study of the road. Cllr Wendy Chambers said that the "No HGVs" sign promised at the end of Warleigh Lane had not been installed. Concern was also expressed about the amount of vegetation overhanging the roads.

- 7.4.4. Pavements – Cllr Shirley Beazer reported that she had asked B&NES to repair the pavement outside Bathford Primary School. Cllr Richard Wickham queried whether anything was going to be done about the pavement from Titan Barrow to the Bridleway which was currently too steep and had an adverse camber which prevented mobility scooters from using this stretch of footpath.

- 7.4.5. Hedge on Box Road – it was reported that the hedge alongside the stretch of pavement on the way to the farm shop was hanging so low over the pavement that it was now impassable without stooping.

- 7.4.6. Priority Point 1 – B&NES had informed the Chair that the future of the priority point would be reviewed at the end of the year after analysis of the effect of the VAS signs. B&NES were concerned about the lack of any measures to slow traffic coming up the hill if the priority point was removed as data collected prior to the installation of the priority point had indicated that cars were travelling faster going up the hill not down it. Cllr Wendy Chambers asked whether the number of accidents were being recorded as B&NES only record information relating to accidents in which result in serious injury or death.

7.5. Planning and Environment Committee

- 7.5.1. Cllr Hugh Baker tabled the minutes of the last planning meeting held on 27 July 2010. There had been no new planning applications since then.
- 7.5.2. Cllr Hugh Baker reported that notification of permission granted for work at 94 High Street and 9 Bathford Hill had been received. The parish council had also been sent a copy of the outcome of the appeal against the enforcement notice issued for Court Farm. The Planning Inspector had dismissed the appeal, but the Inspector had been highly critical of B&NES handling of the original planning application and enforcement procedures.
- 7.5.3. Valley Parishes Alliance (VPA) – Cllr Wendy Chambers said that as reported at the last meeting she and a resident from Warleigh had met with representatives of Natural England and Claverton Parish Council with the aim of improving the usage, hygiene and general maintenance of the permissive access land adjacent to Warleigh Weir, Claverton. A short record of the meeting was tabled. It concluded that improved signage may encourage visitors to leave the area tidy. Claverton Parish Council were to consider replacing the existing signs to include more contact information and Natural England had agreed to look at the possibility of a larger information board emphasising the code of conduct for visitors.

8. Joint Local Transport Plan (JLTP) 3 Consultation Questionnaire

- 8.1. Members noted that the parish council has been invited to complete a questionnaire by the West of England councils with regard to the new transport plan for the region. This matter was remitted to the Planning and Environment Committee for consideration.

Action: Planning & Environment Committee

9. ALCA AGM

- 9.1. The council had been invited to send 2 representatives to the ALCA AGM on Thursday 14 October. The agenda included a proposal to dissolve the Association from March 2011 and therefore members considered that Bathford should attend the meeting if possible. Cllr Susan Barclay had confirmed before the meeting that she would be willing to attend and Cllr Hugh Baker indicated that he was also available. The Clerk was asked to notify ALCA.

Action: Clerk

10. Neighbourhood Watch

- 10.1. Youths had been causing mischief in the parish recently and the PCSO was to patrol the area on foot on a Friday evening in order to try to catch and discourage unwanted activities. Anecdotally it was reported that the “No Cold

Caller” stickers distributed with the Bathford Bulletin did appear to have been effective in reducing the number of uninvited callers.

- 10.2. It was noted that there were not many Neighbourhood Watch signs around the parish and it was suggested that a Neighbourhood Watch sticker alongside the “No Cold Caller” stickers would be an effective way of promoting the scheme. Cllr Jean Vesey said that Neighbourhood Watch stickers could probably be supplied by the police and she would make enquiries.

Action: Cllr Jean Vesey

11. Liaison with School Governors

- 11.1. Cllr Jean Vesey reported that there had been no meeting of the School Governors since the last meeting of the parish council.

- 11.2. The school hall was officially opened on 10 September and the event had been very well attended by local residents. The new facilities were excellent.

- 11.3. Cllr Shirley Beazer reported that she had been contacted by BEFA about the presentation of the district Village of the Year award. BEFA wanted to make the prize giving a community event, possibly at the school, and a number of dates had been suggested. Members agreed that the parish council should be represented at the event and Cllr Shirley Beazer said that she would reply to BEFA accordingly.

Action: Cllr Shirley Beazer

12. Correspondence

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

- 12.2. B&NES Media Release about opening of school – this was noted. Members asked for a note of congratulations to the school to go in the next edition of the Bathford Bulletin.

Action: Clerk

- 12.3. New food waste recycling – members noted the leaflet issued by B&NES to all households about the new arrangements for the collection of raw and cooked foodwaste from 4 October 2010. The Clerk was asked to put a note in the Bulletin about the delivery arrangements for the new storage containers being given to every household.

Action: Clerk

- 12.4. Age Concern Befriending Service – members noted the information issued by Age Concern to encourage volunteers to join their befriending service.

- 12.5. Survey of Charities – the Department of Communities and Local Government had issued a questionnaire to charities. This was remitted to Cllr Stan Cherry to consider whether it was necessary for the parish council to respond.

- 12.6. Mobile Library – the parish council had been notified of changes to the route and times of the mobile library serving Bathford. The Clerk was asked to put a note in the Bulletin about these changes.

Action: Clerk

- 12.7. Leaflet about Park & Ride Services – members noted the leaflet issued by B&NES with regard to existing Park & Ride services.
- 12.8. Publicising post codes in case of emergency – Cllr Shirley Beazer said that the council had received information with regard to prominently displaying an area's post code as this information was used by emergency services to direct fire ambulance or police to an incident. It was suggested that the post code could be displayed in public phone boxes, public buildings etc. Cllr Shirley Beazer said she would arrange for information to be displayed in the shop etc.

Action: Clerk

13. Closed discussion about the riverside land for sale in the parish

- 13.1. Cllr Shirley Beazer reminded councillors about the confidential nature of the discussion and asked members not to disclose commercial in confidence information to anyone outside the council as this could harm the council's position in any future negotiations. The discussion was closed to members of the public, but the one member of the public in attendance had left before this point in the meeting.
- 13.2. Members discussed matters pertinent to the issue of whether the parish council should consider purchasing the land as a parish amenity.
- 13.3. A confidential note of the discussion was made and will be held separately from these minutes and may be made public at a future date at the council's discretion.
- 13.4. At the conclusion of the discussion it was agreed that a note would be put in the Bulletin inviting residents to make their views known on the possible purchase and future use of the land.

Action: Cllr Wendy Chambers

14. Items to report

- 14.1. Whitehaven – it was reported that delivery drivers, temporary postmen etc were having difficulty finding the newly named properties created from the old Whitehaven buildings and grounds. The Clerk was asked to write to the occupiers of the new properties asking them to mention the word "Whitehaven" when giving directions to the properties. It was also suggested that a sign could be erected at the end of the bridleway listing the properties to be found in Whitehaven.

Action: Clerk

- 14.2. Licensing of Rev Jane Burgess – Cllr Shirley Beazer reported that she and Cllr Stan Cherry had attended the licensing service for the parish's new Vicar. Cllr Shirley Beazer had suggested to Rev Jane Burgess that she might wish to consider coming to a meeting of the parish council at a future date. The Clerk was asked to send an invitation with a list of meeting dates to the Rev Burgess.

Action: Clerk

- 14.3. Centenary Flower Show – Cllr Shirley Beazer reported that she had submitted a note for the October edition of the Bulletin congratulating the Flower Show Committee on the success of its 100th show.

14.4. Overhanging vegetation – The Clerk was asked to write to occupiers of a number of properties where overhanging vegetation was causing nuisance to passers-by.

Action: Clerk

14.5. Community Shop – the village shop had been informed that they may no longer qualify for exemption from business rates as there was another shop in the village at Dick Willows. The parish council considered that the nature of business at the farm shop was very different from the village shop and therefore the exemption should remain.

14.6. Waste Collection from Pleasant Place – residents in Pleasant Place had been informed that waste would no longer be collected from their properties and residents would have to carry it down to the main road. One elderly householder had objected and B&NES had agreed to continue to collect from that particular property. The parish council agreed that if B&NES changed its mind then the Ward Councillor should be notified as the parish council considered this an unreasonable request, particularly for the elderly and infirm.

15. Items for the Bulletin

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

15.1.1. Remind dog owners that dogs are not allowed on the playing field

15.1.2. Remind residents to cut back any vegetation overhanging public footpaths etc which may cause a nuisance to passers-by

15.1.3. Inform residents about changes to the timings and route of the mobile library

15.1.4. Remind residents about the new food waste collection

15.1.5. Note of congratulations to the school on the formal opening of the new school hall

15.1.6. Date of next meeting

Action: Clerk

16. Items for the next meeting

16.1. Sale of riverside land

16.2. Budget Planning for 2011/2012

17. Payments for approval

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

I M Suleman	Office rent Aug 2010-paid by standing order	£106.00
I M Suleman	Office rent Sept 2010-paid by standing order	£106.00
CPRE	Annual Subscription – paid by Direct Debit	£29.00
R Millbank	Grass Cutting and additional work	£390.00
EDF Energy	Street Lighting	£24.10
The Phone Coop Ltd	Phone and Internet charges July 2010	£29.38
The Phone Coop Ltd	Phone and Internet charges Aug 2010	£28.95
Corsham Print Ltd	Printing August edition of Bathford Bulletin	£120.00
Corsham Print Ltd	Printing Flower Show Schedules	£94.00
Corsham Print Ltd	Printing Sept edition of Bathford Bulletin	£120.00
Goughs Solicitors	Reissue cheque to executors of the late Vince Parker	£135.00

BWBSL (Wessex Water)	Allotment Water	£425.88
Mazars	Fee for external audit	£158.62
Mrs R C Holding	Clerk's expenses	£50.00
Mrs R C Holding	Clerk's salary July 2010	£446.16
Mrs R C Holding	Clerk's salary Aug 2010	£365.44
R Millbank	Grass Cutting Aug/September	£330.00
Cllr Stan Cherry	Expenses – new key for playing field gate	£6.00
Royal British Legion	Donation for wreath	£75.00

18. Date of next meeting

18.1. The next meeting will be held on Monday 18 October 2010 at 7.30pm in the Parish Office, Bathford.

The meeting closed at 9.55pm

Signed..... (Chair)

Date.....