

**Minutes of Bathford Annual Parish Council Meeting
held on Monday 16 May 2011 at 7.00pm in the Parish Office, Bathford Hill,
Bathford**

Present: Councillor Shirley Beazer (Chair)
Councillor Stan Cherry
Councillor Susan Barclay
Councillor Wendy Chambers
Councillor John Lloyd
Councillor David Rouse
Councillor Jean Vesey
Councillor Richard Wickham

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

Shirley Beazer welcomed David Rouse to his first meeting as a newly elected councillor.

1. Apologies

1.1. Apologies for absence were received from Ward Councillor Gabriel Batt.

2. Declaration of Acceptance of Office forms and Register of Interests

2.1. Each member signed the declaration form as required and members were asked to complete the Register of Interests form within the required timescale.

3. Election of Chairman

3.1. Shirley Beazer stood down as Chair.

3.2. Cllr Shirley Beazer was proposed as Chair by Cllr John Lloyd and seconded by Cllr Wendy Chambers. 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.

3.3. Cllr Shirley Beazer assumed the Chair of the meeting.

4. Election of Vice Chairman

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

4.2. Cllr Stan Cherry was proposed as Vice-Chair by Cllr John Lloyd and seconded by Cllr Wendy Chambers. 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.

5. To appoint members to served on Committees

5.1. In view of the reduced number of members on the council following the election, Cllr Shirley Beazer proposed that committee membership should be reviewed if co-opted members were brought onto the council at the June meeting or in the future. Until such time the membership of the council's committee's was agreed as follows:-

5.2. Amenities Committee

Cllr Stan Cherry, Cllr John Lloyd, Cllr Wendy Chambers, Cllr David Rouse, Cllr Richard Wickham.

5.3. Communications Committee

Cllr Susan Barclay, Cllr Wendy Chambers, Cllr Shirley Beazer. It was suggested that Ian Plain, a former councillor, could be invited for co-option to this committee in view of his link with the Bathford Bulletin as one of the editors.

5.4. Finance & Administration Committee

Cllr Susan Barclay, Cllr Wendy Chambers, Cllr Richard Wickham.

5.5. Highways, Footpaths and Lighting Committee

Cllr Shirley Beazer, Cllr Richard Wickham, Cllr David Rouse, Cllr Jean Vesey.

5.6. Planning and Environment Committee

Cllr Shirley Beazer, Cllr Wendy Chambers, Cllr John Lloyd.

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

5.8. 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.

6. To appoint representatives to external organisations

6.1. School Governors

Cllr Jean Vesey confirmed that she was happy to continue as the Parish Council's liaison with the School Governors and was appointed unopposed.

6.2. Neighbourhood Watch Coordinator

Cllr Jean Vesey confirmed that she was happy to continue as Neighbourhood Watch Coordinator and was appointed unopposed.

6.3. Bathford Parish Hall Management Committee

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

7. Public Five Minutes

7.1. No matters were raised under this item.

8. Declaration of interests in any item on the agenda

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

9. Approval of the minutes of the last meeting (21 March 2011)

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

10. Matters Arising

- 10.1. Councillors reviewed the list of actions arising from the last meeting. The following matters arising were discussed:-

- 10.1.1. Allotment deposits – Cllr Stan Cherry said that he would wait until all the rent payments for the 2011 season had been received before assessing what changes should be made to the allotment financial spreadsheet to take account of the allotment deposits returned or retained.

Action: Cllr Stan Cherry

- 10.1.2. Letter to owner of unkempt land in Dovers Park – the Clerk reported that confirmation of the owners address was being sought and the letter would be issued as soon as this information was received.

Action: Clerk

- 10.1.3. Website hosting – at the last meeting the council has agreed to renew the website hosting for a period of two years if this saved costs. Cllr Richard Wickham reported that the maximum renewal period was one year and therefore the council's hosting package had been renewed for a further year at a cost of £20.00.

- 10.1.4. New Printer for Parish Office – the F&A Committee, in discussion with the Clerk, had identified a replacement printer at a good price from an online store. The Clerk was asked to send the details to Cllr Richard Wickham to enable him to check the specification to ensure that that the machine suitable for the council's needs and compatible with existing equipment before making a purchase.

Action: Clerk

11. Co-option to fill 3 vacant seats on the council

- 11.1. Members noted that there had been 2 expressions of interest to date in response to the publication of a notice that there were 3 vacant seats on the council to be filled by co-option. Members asked for a reminder of the deadline for applications to be printed in the June edition of the Bathford Bulletin.

Action: Clerk

12. Committee Reports

12.1. Amenities Committee

- 12.1.1. There was no written report. The following items were discussed:-

- 12.1.2. Financial support for Batheaston Youth Club – information from the Batheaston Youth Club confirmed that only 1 or 2 young people from Bathford used the facility regularly. Members agreed that providing financial support would not bring sufficient benefit to the young people of Bathford and therefore the council was unable to provide funding for the youth club. Money was still being held by B&NES for use for projects which would benefit

the young people of the parish and the Clerk was asked to put a note in the Bathford Bulletin asking for ideas about how this money could be spent.

Action: Clerk

- 12.1.3. Prizes for Scarecrow Competition – Cllr Stan Cherry reminded members that one of the allotment wardens, Mike Smith, was organising a village-wide scarecrow competition, to be judged on 28 May 2011, and had asked whether the parish council would provide £100 in garden vouchers to be distributed as prizes. Prizes would be awarded in 3 categories comprising the Traditional Scarecrow; an Open Class; the School. When all the entries had been judged a “trail” would be on sale in the shop so that residents and visitors could walk around the village and view the scarecrows. Proceeds from the sale of the trail would be donated to the Community Shop. Members agreed that it was important to support this community based initiative. The council RESOLVED that in accordance with its powers under sections 137 of the Local Government Act 1972, it should incur the following 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. Cllr Stan Cherry proposed expenditure of £100.00 for the prizes. This was seconded by Cllr Wendy Chambers. A vote was taken by a show of hands and council RESOLVED by 7 votes and 1 abstention to agree the expenditure. The Clerk was authorised to purchase the vouchers and reclaim the expenditure at a future meeting.

Action: Clerk

- 12.1.4. Allotment budget - Cllr David Rouse asked for confirmation of the balance of the ring-fenced allotment budget. Cllr Stan Cherry reported that the balance of rental income currently stood at £447.59. As allotment funding was not on the agenda, further discussion of all aspects of the allotment budget was deferred to the June meeting of the Amenities Committee.

Action: Amenities Committee

- 12.1.5. Play area fence – Cllr Stan Cherry reported that 1 quote of £1,200.00 for repairing the fence had been received and others were awaited. It had been suggested that one or two stiles could be introduced in the fence running alongside the playing field to provide access for children and therefore prevent them from climbing over the fence which contributed to the damage to the wooden posts and top rail. Some concern was expressed about this proposal and further discussion would be held at the next Amenities Committee meeting.

Action: Amenities Committee

- 12.1.6. Land for sale in the parish – Cllr Stan Cherry announced that the land by the river at the bottom of Bathford Hill had reportedly been sold to a person from London who would like to moor a houseboat there. A parcel of land adjacent to the By-Brook behind the paper mill had also been seen advertised for sale on the internet. This parcel of land had previously belonged to British Rail and it was thought that there was no public right of access to it.

- 12.1.7. Registration of land adjacent to A363 as village green – Cllr Stan Cherry reported that Ian Plain had offered to take on the task of registering the land at the bottom of Bathford Hill as village green

12.1.8. Parking in front of Playing Field gates – a vehicle was regularly being parked in front of the gates which prevented access for the mower and emergency vehicles if needed. Cllr Stan Cherry said that he would pursue this matter.

Action: Cllr Stan Cherry

12.1.9. Playing Field use and rent – Cllr Stan Cherry reported that he had receive a message from a football club in Bath asking if Bathford's pitch was available to hire. The request would be discussed at the next Amenities Committee meeting, but the initial view was that the playing field should remain an amenity for village organisations. Cllr Susan Barclay said that she had received a call from a resident who wished to remain anonymous, complaining about the low level of rents charged to users of Bathford Playing Field. The resident had claimed that teams were charged £78 per game at another council's facilities. Cllr Stan Cherry explained that the level of Bathford Playing Field rent was set each year on the basis of an agreed calculation using the RPI. The intention was to find a balance between providing a facility and encouraging participation in sport particularly at youth level. In addition to the rent, the cricket club paid for their own grounds maintenance which also benefited the field and its users. This matter would be put in the agenda for consideration at the next Amenities Committee.

Action: Amenities Committee

12.2. **Communications Committee**

12.2.1. There were no matters for discussion under this item.

12.3. **Finance and Administration (F&A) Committee**

12.3.1. Cllr Susan Barclay reported that she and Cllr Wendy Chambers had met recently to consider the matter of a new office printer and had helped the Clerk with the end of year accounts. The following items required approval from full council.

12.3.2. Renewal of Insurance Premium - members recalled that they had switched insurance providers in 2009 to take advantage of the lower premium and enhanced benefits offered by Norwich Union and had entered a 3 year contract to further reduce its costs. The council was pleased to note that in this third year of the contract the premium was again lower than last year due to the application of the loyalty and no claims discounts. Cllr Wendy Chambers proposed that the council should accept the quote of £816.32. This was seconded by Cllr Susan Barclay. A vote was taken by a show of hands and members RESOLVED unanimously to approve renewal of the insurance premium as quoted. The Clerk was also asked to notify the insurers about the installation of the basketball play area so that this equipment could be covered. The Clerk was asked to complete the necessary paperwork.

Action: Clerk.

12.3.3. 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 2011-2012 of £106.00 which was unchanged from last year. Renewal of the subscription to SLCC was proposed by Cllr Susan Barclay and seconded by Cllr Wendy

Chambers. The council RESOLVED to renew its annual membership of SLCC at a cost of £106.00. The Clerk was asked to complete the paperwork.

Action: Clerk

- 12.3.4. Purchase of Armed Forces Day flag – B&NES had circulated a letter from General Sir David Richards, Chief of the Defence Staff with regard to events taking place in support of Armed Forces Day on Saturday 25 June 2011. One of the ways in which communities were asked to show their support for the Armed Forces was by flying a specially designed flag from a flag pole in the community. The information had been forwarded to both the church and the Royal British Legion (RBL) as they had buildings with flagpoles. The RBL had indicated that they would be proud to fly the flag and the parish council was asked to consider purchasing the flag which could be bought for a total cost of £16.20 including VAT and postage. Members agreed that a small gesture of community support for the Armed Forces paid for by the parish council was the proper thing to do. The council RESOLVED that in accordance with its powers under sections 137 of the Local Government Act 1972, it should incur the following 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. Cllr Stan Cherry proposed expenditure of £16.20 to purchase an Armed Forces Day flag to be flown at the Royal British Legion. This was seconded by Cllr John Lloyd. A vote was taken by a show of hands and council RESOLVED unanimously to agree the expenditure. The Clerk was authorised to purchase the flag and reclaim the expenditure at a future meeting. The Clerk was asked to put a note in the Bulletin informing residents that a flag had been purchased and to provide the website details to enable businesses or individuals to show their support for Armed Forces Day if they chose to.

Action: Clerk

12.4. Highways, Footpaths and Lighting Committee

12.4.1. There was no written report. The following item was discussed:-

- 12.4.2. Change of postcode for buildings in former Whitehaven estate – members noted that Royal Mail had refused the council's request to change the postcode covering the new properties formed from the old Whitehaven estate. The council acknowledged that the difficulty in locating the properties therefore remained but were reluctant to see the bridleway be given a name. The Clerk was asked to write to the residents affected informing them of Royal Mail's decision and of the council's preference for the bridleway to remain unnamed. However, the council would be willing to listen, in consultation with the wider community, if residents felt strongly about the naming of the bridleway. The council also suggested that as an alternative residents could erect a neat sign on the wall at the entrance to the bridleway listing the new properties with a directional arrow pointing the way.

Action: Clerk

- 12.4.3. Request for additional planter on Bathford Hill – there had been a suggestion from residents for a planter to be placed on Bathford Hill in the area of the phone box which they would be happy to look after. The council supported the idea in principle, but due to the entrance to the bridleway and the gates to the substation, members could not immediately identify a suitable location for

a planter. The Clerk was asked to reply to the residents informing them that there would need to be an inspection of the area to confirm whether there was anywhere that a planter could be installed in the suggested location.

Action: Cllr Shirley Beazer

12.4.4. Whitehaven – Cllr Shirley Beazer said that a number of the items discussed at a site meeting with the owner had not been completed, including the replacement of the gate, reinstatement of the hedge, removal of rubbish from the field and opening the blocked drain. Cllr Stan Cherry said that he would contact the owner for an update on when these tasks would be completed.

Action: Cllr Stan Cherry

12.4.5. Top gate to churchyard – an oversight had resulted in the gate remaining locked recently. The church had been contacted and confirmed that the gate would be unlocked each Sunday from 10am to 4pm to allow easier access to the churchyard.

12.4.6. Resurfacing of A363 - Cllr Shirley Beazer reported that the stabilisation work under the A363 had been completed and resurfacing would be carried out during 5 consecutive nights towards the end of June during which the road would be closed. The parish council had requested safety measures such as the installation of cats eyes and the remarking of white lines. Crash barriers had also been requested but funds were unlikely to be available.

12.4.7. Accident at border with Kingsdown – Cllr John Lloyd reported that there had been another accident at the same spot as several previous accidents. It was the view of the council that an adverse camber was contributing to these incidents.

12.4.8. Verge cutting – Cllr Wendy Chambers reported that B&NES was 3 weeks behind with its verge cutting schedule, but Warleigh Lane should be cut very soon.

12.5. Planning and Environment Committee

12.5.1. Members noted the minutes of the Planning Committee meeting held on 19 April. The following items were discussed:-

12.5.2. Warleigh Point – Cllr Wendy Chambers reported that the hedge had not been cut back as required and this would be followed up.

Action: Cllr Wendy Chambers

12.5.3. Orchard Wood – Cllr Wendy Chambers reported that B&NES enforcement officers had visited the site but could not find sufficient evidence of any wrongdoing and therefore no further action would be taken at this time.

13. Neighbourhood Watch

13.1. Cllr Jean Vesey reported that a wheelchair and other items were missing from the Community Rooms and there had been thefts of milk from the doorsteps of properties in Mountain Wood and Garstons. The PCSO was aware of these thefts. There was an incident involving the presence of 2 police cars in Dovers Park/Mountain Wood recently but no further information was known about this matter.

13.2. Cllr Wendy Chambers said that the lack of feedback from the police when incidents were reported to them could discourage residents from reporting matters if they thought no action would be taken. Cllr Stan Cherry said that Neighbourhood Watch Team covering Bathford based at the police station in Bath was being reorganised and this had contributed to delays in providing feedback.

13.3. Cllr David Rouse said that a resident had been intimidated by two men knocking on the door offering to work on the garden and were aggressive in their manner. The matter had been reported to the police and Cllr Jean Vesey said that she would ensure that the PCSO was aware of this incident.

Action: Cllr Jean Vesey

14. Liaison with School Governors

14.1. There were no matters for discussion under this item. The next meeting of the Governors was due to be held on 17 May 2011.

15. Correspondence

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

15.2. Letter of thanks – Cllr Shirley Beazer read out a letter from a resident offering a vote of thanks to the council for all the work done during the year, which they had intended to do at the Annual Parish Meeting but there had not been sufficient time.

15.3. CPRE Branch Meeting – Cllr Shirley Beazer referred to the paperwork for the CPRE branch meeting held on Friday 13 May which had been circulated to members prior to the meeting to enable them to attend if they had wished to go.

16. Items to report

16.1. School fence – members noted that the new fence had been completed around the full perimeter of the school grounds.

17. Items for the Bulletin

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

17.1.1. Thank you from the Bathford Summer Festival for last year's donation

17.1.2. Remind residents that the minutes of council meetings are published on the website

17.1.3. Website details for Armed Forces Day

17.1.4. Reminder that fireworks are prohibited on parish council held land

17.1.5. Give council connect number for reporting incidents of dog-fouling

17.1.6. Invite ideas for the use of the funding available for activities for young people

17.1.7. Reminder that there are 3 vacancies on the parish council that can be filled by co-option and invite expressions of interest

17.1.8. Date of next meeting

Action: Clerk

18. Items for the next meeting

18.1. Repair of play area fence

18.2. Annual Accounts for approval

18.3. Co-option of parish councillors

19. Payments for approval

19.1. Payment of the invoices presented to the council at this meeting was proposed by Cllr Shirley Beazer and seconded by Cllr John Lloyd. The council RESOLVED to make the following payments:-

I M Suleman	Office rent May 2011 - paid by standing order	£110.00
Bathford Parish Hall	Hire of hall for Annual Parish Meeting	£25.00
The Phone Co-op	Phone and Internet charges	£31.69
S Clarke	Safety Surface repair kits	£159.00
Corsham Print Ltd	Printing May 11 edition of Bathford Bulletin	£133.00
R Millbank	Grasscutting	£330.00
Broker Network Ltd	Renewal of Insurance	£816.32
Cllr R Wickham	Renewal of email and website hosting	£20.00
Cllr W Chambers	Cost of refreshments for Annual Parish Meeting	£11.59
Cllr S Cherry	Pegs for bridleway fencing	£29.95
Mrs R C Holding	Clerk's expenses	£153.94
Mrs R C Holding	Clerk's salary April 2011	£569.62
HMRC	Tax & NI	£12.00
SLCC	Renewal of Annual Subscription	£106.00

15. Date of next meeting

15.1. The next meeting will be held on Monday 20 June 2011 at 7.30pm in the Parish Office, Bathford.

The meeting closed at 9.15pm

Signed..... (Chair)

Date.....