

Minutes of Bathford Parish Council Meeting
held on Monday 20 June 2011 at 7.30pm in the Parish Office, Bathford Hill, Bathford

Present: Councillor Shirley Beazer (Chair)
Councillor Stan Cherry
Councillor Hugh Baker (co-opted from item 5)
Councillor Susan Barclay
Councillor Wendy Chambers
Councillor Robert Elliott (co-opted from item 5)
Councillor John Lloyd
Councillor Peter Martin (co-opted from item 5)
Councillor Maureen Millbank (co-opted from item 5)
Councillor Jean Vesey
Councillor Richard Wickham

Also Present: Ward Councillor Gabriel Batt
4 candidates for co-option (see names above)
Ruth Holding (Clerk)

1. Public 5 Minutes

1.1. Bus Lane - Councillor Gabriel Batt reported that he had asked for an item relating to the 24 hour bus lane on the London Road to be put on the agenda for the next Cluster Meeting. He proposed that the timing of the bus lane's operation should be reduced to 7am -10am Monday to Friday to enable both lanes to be used by cars at all other times to reduce traffic congestion. The parish council agreed that it seemed sensible to reduce the hours of operation, but suggested that revised hours should also apply on Saturday.

2. Apologies

2.1. There were no apologies for absence.

3. Declaration of interests in any item on the agenda

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

4. Resignation of Councillor

4.1. Cllr Shirley Beazer read a letter dated 7 June 2011 from David Rouse in which he notified the council of his decision to resign with immediate effect. The council recorded their thanks to David Rouse for the interest he had taken in parish affairs by standing for election.

5. Fill 4 vacant seats on the council by co-option

5.1. The Chair announced that with the resignation of David Rouse there were 4 vacant seats on the council which could be filled by co-option and there had been 4 applications for co-option in response to the council's notice of vacancies. Cllr Shirley Beazer explained that as the number of applications did not exceed the number of vacancies the council could propose to accept all 4 candidates for co-option via a composite resolution.

5.2. The application forms and supporting information from Hugh Baker, Robert Elliott, Peter Martin and Maureen Millbank had been circulated with the agenda. The

candidates had nothing to add to their applications and councillors had no further questions.

- 5.3. Cllr Stan Cherry proposed accepting all 4 candidates for co-option to the council. This was seconded by Cllr Richard Wickham. A vote was taken by a show of hands and the council RESOLVED unanimously to co-opt Hugh Baker, Robert Elliott, Peter Martin and Maureen Millbank to fill the vacant seats on the council.
- 5.4. The Chair welcomed the new co-opted members who took their seats at the council table and each signed the required Declaration of Acceptance of Office form. The new councillors were also given the Register of Interests form for completion within 28 days.
- 5.5. Cllr Wendy Chambers reported that she had received a verbal expression of interest from a resident in Warleigh with regard to co-option and therefore if other vacancies should arise in this council's 4 year term there were residents who could be approached about joining the council.

6. Approval of the minutes of the Annual Parish Council Meeting (16 May 2011)

- 6.1. 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.

7. Matters Arising

- 7.1. Councillors reviewed the list of actions arising from the last meeting. The following matters arising were discussed:-
 - 7.1.1. Letter to owner of unkempt land in Dovers Park – the Clerk reported that the letter had been issued on 20 May but no reply had been received to date. Members asked that this matter be put on the agenda for the July meeting for further consideration.
Action: Clerk
 - 7.1.2. Scarecrow Competition – the parish council was pleased to note the large number of entries into the competition and considered that their decision to provide the prizes was fully justified in terms of the level of participation and the benefits for building community spirit. The Clerk was asked to send a letter of congratulation to the organiser.
Action: Clerk
 - 7.1.3. Proposed introduction of stiles in play area fence – Cllr Stan Cherry said that this matter had been considered at the last Amenities Committee meeting and the suggestion had been rejected.
 - 7.1.4. Flower trough on Bathford Hill – Cllr Shirley Beazer reported that she had carried out a site inspection and there was sufficient room between the existing bench and the entrance to the electricity sub-station to put a trough for flowers. The planter would be visible in this location and therefore make a visual impact. The Clerk was asked to contact the residents who had offered to look after a trough to measure up the area and tell the council the maximum size of planter that would fit in the space and the size which they would be willing to maintain. The council agreed that the planter should not be any wider than the depth of the current bench.
Action: Clerk
 - 7.1.5. Work at Whitehaven – Cllr Stan Cherry reported that the work to replace the gate, repair the hedge, unblock the culvert and remove the rubbish should commence within the next few days.

- 7.1.6. Hedge at Warleigh Point – Cllr Wendy Chambers reported that the hedge had been removed and replaced with a fence which had increased visibility from the junction up the hill very slightly. The corner still had to be finished off and progress of this work would be monitored.
Action: Cllr Wendy Chambers
- 7.1.7. Mirror opposite junction with Warleigh Lane – it was noted that vegetation around the mirror was being kept trimmed and it was assumed that B&NES carried out this work during verge cutting.
- 7.1.8. Bogus callers/Neighbourhood Watch – Cllr Jean Vesey reported that she had notified the police of the report of aggressive behaviour by 2 men who had called on an elderly resident offering to do gardening but had received no feedback. There was also no further information with regard to a report that there had been an attempted break-in at Tyndale, the former care home which now stood empty.
- 7.1.9. Cllr Jean Vesey also reported an incident in which a resident from Mountain Wood had contacted her expressing concern about a neighbour who had not been seen for some time. Cllr Jean Vesey had contacted the police and the emergency services attended the address. The occupant was found collapsed in the house and was taken to hospital where they were understood to remain at present. The parish council was pleased to note this example of neighbours looking out for each other.

8. Committee Membership

- 8.1. The Chair said that now the council had its full complement of 11 councillors she would like to review the membership of committees agreed at the Annual Parish Council Meeting in May.
- 8.2. Of the newly co-opted members, Maureen Millbank said that she would like to attend committee meetings as an observer before deciding which to join as a full member. Following a discussion, committee membership was decided as follows:-
- 8.3. Amenities Committee
Cllr Stan Cherry, Cllr John Lloyd, Cllr Wendy Chambers, Cllr Richard Wickham, Cllr Hugh Baker.
- 8.4. Communications Committee
Cllr Susan Barclay, Cllr Wendy Chambers, Cllr Shirley Beazer, Cllr Peter Martin.
- 8.5. Finance & Administration Committee
Cllr Susan Barclay, Cllr Wendy Chambers, Cllr Richard Wickham, Cllr Robert Elliott
- 8.6. Highways, Footpaths and Lighting Committee
Cllr Shirley Beazer, Cllr Richard Wickham, Cllr Jean Vesey, Cllr Hugh Baker and Cllr Peter Martin.
- 8.7. Planning and Environment Committee
Cllr Shirley Beazer, Cllr Wendy Chambers, Cllr John Lloyd, Cllr Hugh Baker and Cllr Peter Martin and co-opted committee members Steve Mackerness, Philip Harris and Tony Cox.

8.8. The Chair clarified the committees' delegated powers with regard to expenditure. Only the F&A Committee could give approval for expenditure up to £250 if the item had been included in the precept or had approval from full council.

8.9. With regard to Neighbourhood Watch and Liaison with School Governors, Cllr Jean Vesey said that she would welcome some help with Neighbourhood Watch matters. Cllr Maureen Millbank said that she would be happy to provide assistance.

9. Committee Reports

9.1. Amenities Committee

9.1.1. Cllr Stan Cherry presented the Amenities Committee monthly report for June 2011. The following items were discussed:-

9.1.2. Rents and management of Bathford Playing Field – Cllr Stan Cherry reported that the Amenities Committee had discussed this matter at some length in response to concerns raised by residents at the Annual Parish Meeting that rents charged to users of the playing field were too low. The committee considered the way in which rents levels were set each year on the basis of a formula agreed some years ago based on the RPI. The committee also considered the council's role as the custodian of the playing field as a parish amenity and the balance needed between making the field affordable for use by clubs to encourage young people to play sport and also to keep the field in a condition where all can go and enjoy its amenities.

9.1.3. The committee had prepared a policy statement with regard to the management of the playing field which the full council was asked to endorse. The statement covered the aims of the council to encourage participation in sport, particularly young people; to retain the current system of setting the rents; keep the field for Bathford based clubs; charge a market rent for any commercial special events on the field; uphold the council's responsibility to maintain the field for the enjoyment of all. Cllr Hugh Baker proposed that the council accept the policy statement prepared by the Amenities Committee. This was seconded by Cllr Maureen Millbank. A vote was taken by a show of hands and the council RESOLVED unanimously to accept the policy statement. The Clerk was asked publish the policy in the Bathford Bulletin to inform residents and to show that the council had considered an issue raised at the Annual Parish Council Meeting.

Action: Clerk

9.1.4. Cricket Pavilion – work had not started as there were some conditions attached to the planning permission to be addressed but the club's major sponsor was ready to carry out grounds works whenever work could begin. Cllr Stan Cherry reported that a meeting had been held with residents neighbouring the site of the new pavilion and they had requested that a beech hedge be planted to provide screening.

9.1.5. Create separate bank account in the name of the Wynne Wilson War Memorial Recreation Ground – Cllr Stan Cherry reported that when looking for sources of funding for the cricket club he had found that many more opportunities for funding were available for registered charities. The cricket club was not a charity, but the Wynne Wilson War Memorial Recreation Ground was registered and would therefore be eligible to apply for funding in its own right or on behalf of a user such as the cricket club. To be eligible to apply, the charity needed to show that it had a bank account in its own name and that there were funds in the account. Currently the rent collected and expenditure on the field went through the parish council's bank account. However, a separate account could be opened for the charity with

the £4,000 which had been precepted for the cricket pavilion. Other funding such as the rent receipts and money for grass cutting could be transferred in slower time.

- 9.1.6. Cllr Stan Cherry proposed setting up a separate bank account in the name of the Wynne Wilson War Memorial Recreation Ground to be opened with the money precepted for the cricket pavilion. This proposal was seconded by Cllr Susan Barclay. A vote was taken by a show of hands and the council RESOLVED unanimously to open a new bank account. The Clerk was asked to obtain the necessary paperwork.

Action: Clerk

- 9.1.7. Play area fence – Cllr Stan Cherry reported that the Amenities Committee recommended accepting the quote of £1,250.00 + VAT for the repair of the play area fence which was urgent on heath and safety grounds. Cllr Susan Barclay proposed acceptance of the quote. This proposal was seconded by Cllr Hugh Baker. A vote was taken by a show of hands and the council RESOLVED to accept the quote.

Action: Cllr Stan Cherry

- 9.1.8. Request to put Village Design Statement (VDS) on B&NES website – Cllr Stan Cherry reported that B&NES had asked if the parish council would make the VDS available on line via the B&NES website. The document had not been put on the parish council's website because of the size of the file. The council had no objection in principle to making the document available on line, either on the parish council's website if the size of the document could be reduced or via B&NES website. Cllr Stan Cherry was asked to check with the architect who prepared much of the VDS whether they had any objection to the document being published on the web before speaking to B&NES.

Action: Cllr Stan Cherry

- 9.1.9. Dogs on Playing Field – Cllr Stan Cherry confirmed that he had asked a company to quote for extending the playing field fence down to scout hut, along the front of the hut and then turning to join with the perimeter fence to prevent dogs running loose from the rugby club house onto the field. However, no decision had been made on whether this fence would be erected. The situation would be monitored over the summer and the Amenities Committee may return to this issue if the problem persisted.

9.2. **Communications Committee**

- 9.2.1. There were no matters for discussion under this item.

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

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

- 9.3.2. Approval of Annual Return 2010-2011 – Members 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.

- 9.3.3. Councillors considered the Annual governance statement in Section 2 of the Annual Return. The council agreed with each of the statements in parts 1 to 8 of Section 2 and noted part 9 relating to Trust funds was not applicable. The Annual governance statement was approved.

- 9.3.4. The Council noted the Annual Internal Audit Report to the Council in Section 4 of the Annual Return. The internal auditor recommended that the council should review its

asset register dated 2007. Cllr Stan Cherry confirmed that work had already begun on updating the register.

- 9.3.5. Cllr Wendy Chambers proposed that the council approve the Annual Return for the year ended 31 March 2011. This proposal was seconded by Cllr Stan Cherry. 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 2011. Section 1 was signed by the Responsible Financial Officer and the Chair.
- 9.3.6. The Annual governance statement in Section 2 was signed by the Responsible Financial Officer and the Chair.
- 9.3.7. The Clerk was asked to submit the Annual Return to the external auditors by the deadline of 4 July 2011.
Action: Clerk
- 9.3.8. Donation to St Swithun's PCC for churchyard maintenance 2011-2012 –Councillors noted the application from St Swithun's PCC for the annual donation towards the cost of churchyard maintenance. Members agreed that the donation should be kept at a flat rate £300.00 for the year. Cllr Hugh Baker proposed that the council should make a donation of £300.00 to St Swithun's PCC towards the cost of maintaining the churchyard for 2011-2012. This proposal was seconded by Cllr Susan Barclay. 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
- 9.3.9. Claim for Judicial Review – members recalled that the parish council had been named as an interested party in a Claim for Judicial Review brought by a person resident outside the parish and the council had been required to make an application to the courts costing £75 to have its name removed from the proceedings. It had been suggested that the council should invoice the person who brought the claim to recover the £75. However, members noted the advice of the council's legal adviser in this matter that in view of the claimant's history of bringing legal proceedings against B&NES and the Secretary of State sending an invoice could risk court action being brought against the parish council which would cost significantly more to defend. Members endorsed the decision not to try to recover the costs of £75.00.
- 9.3.10. Mandate for parish council bank account – the Clerk was asked to obtain the paperwork necessary to update the mandate for the parish council's bank accounts.
Action: Clerk

9.4. Highways, Footpaths and Lighting Committee

- 9.4.1. Cllr Shirley Beazer presented the Highways, Footpaths and Lighting Committee monthly report for June 2011. The following items were discussed:-
- 9.4.2. Highways – it was noted that some, but not all, of the worn white lines in the parish had been remarked. The resurfacing of Bathford Hill/High Street was in B&NES programme for August 2011 but this date was not fixed.
- 9.4.3. A363 – Cllr Shirley Beazer said that she had raised concerns about the A363 due to loss of walls and the need for safety barriers on the sections where there is a steep drop into the woods. Ward Councillor Gabriel Batt asked Cllr Shirley Beazer to contact him for a more detailed discussion of the council's concerns and requests for safety improvements.
Action: Cllr Shirley Beazer

- 9.4.4. Bicycles ridden on pavements – Cllr Shirley Beazer reported that there had been complaints about older school children riding large bikes on the pavement. She had contacted the school and asked the Head Teacher to tell the older children not to ride on the pavement.
- 9.4.5. Verge cutting – Cllr Wendy Chambers reported that verge cutting had been done although as the operators were instructed not to go too close to walls in case of damage, the verges have only been cut back lightly. Cllr Wendy Chambers said that she had been pleased with Wiltshire County Council's quick response to complaints about the condition of the road surface at Conkwell/Blackberry Lane. An inspection had been carried out very promptly.
- 9.4.6. Broken Finger post at Conkwell – Cllr Wendy Chambers had been informed that Winsley Parish Council should write to Wiltshire County Council requesting repairs. Cllr Wendy Chambers would liaise with the parish council's representative on the Valley Parishes Alliance about this.
Action: Cllr Wendy Chambers

9.5. Planning and Environment Committee

- 9.5.1. Members noted the minutes of the Planning Committee meeting held on 24 May 2011. The following items were discussed:-
- 9.5.2. Notifications – it was noted that the listed building application to put metal sheeting on the gates of Bathford House had been refused.
- 9.5.3. Planning Policy – Local Works, the organisation which promotes the Sustainable Communities Act, had contacted parish and town councils about a proposal being made by Leiston-cum-Sizewell Town Council to amend planning policy and guidance to require applicants of major developments to attend a meeting of the local town or parish council and attend any town/parish meeting called and provide financial assistance to the town or parish council to get an independent assessment of the impact of any large development on a local area. Leiston Town Council was seeking the support of other councils for their proposals which would help locally elected decision makers.
- 9.5.4. Bathford Parish Council could see no reason why it should not support the proposals being made by Leiston-cum-Sizewell Parish Council which, if implemented, would ensure that applicants for major developments would be required to consult the relevant parish or town council and the local residents. The Clerk was asked to write to Local Works confirming Bathford parish council's support for the proposal.
Action: Clerk
- 9.5.5. Minutes of Valley Parishes Alliance (VPA) Meeting – members noted the minutes of the VPA meeting held on 16 May 2011.

10. Matters Arising from the Annual Parish Meeting held on 18 April 2011

- 10.1. Cllr Shirley Beazer referred to the list of matters arising from the Annual Parish meeting in April and she asked that each committee review the list and consider what action could be taken to address these issues. The matters of parish council representation with regard to the Old Chapel and community use of the school hall were allocated to the Communications Committee and F&A Committee respectively.
Action: All Committees
- 10.2. Cllr Shirley Beazer reported that she had contacted B&NES with regard to the issue of the dense vegetation around the footbridge which is obscuring visibility. B&NES have not cut back the growth as requested and she has asked if responsibility for cutting the

bushes could be transferred to the parish council. B&NES have agreed that the parish council were authorised to cut back the bushes as the parish has adequate public liability insurance, but the parish council should not plant anything. Cllr Shirley Beazer said that she had obtained a quote of £150 to cut back and remove the vegetation. Cllr Peter Martin said that he could also obtain a quote for this work for comparison.

Action: Cllr Peter Martin

- 10.3. Members agreed that it should undertake this work as a one off, with further consideration being given to any ongoing commitment to do this task on a regular basis. The council recommended that the growth was cut back to ground level and tidied to ensure that another cut was not necessary for some time.

11. Parish Cluster Meeting 20 July 2011

- 11.1. Cllr Shirley Beazer reported that the council had been invited to submit items for discussion at the next Cluster Meeting. The items suggested for discussion were to request safety barriers on the A363 and ask for an investigation into the accident black spot on the road out of Bathford towards Kingsdown.

Action: Clerk

- 11.2. Members were invited to send any other items for discussion to the Clerk before the deadline of 1 July 2011.

Action: All Councillors

12. Neighbourhood Watch

- 12.1. Matters relating to Neighbourhood Watch had been discussed earlier in the meeting under item 7.

13. Liaison with School Governors

- 13.1. Cllr Jean Vesey reported that the school was investigating the provision of solar panels on the roof.

14. Correspondence

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

- 14.2. Wade Browne's Folly – Cllr Shirley Beazer referred to a letter from the Folly Fellowship with regard to their proposal to block up the entrance to the folly until such time as the long term preservation of the tower could be undertaken. The Chair had consulted the Bathford History Society who had requested the use of natural stone and asked for a photographic record be made of the tower's interior before access was closed. The Clerk was asked to reply to the Folly Fellowship with the Society's comments and asking for an indication of when the work would commence.

Action: Clerk

- 14.3. Bath Preservation Trust – members noted correspondence from the Trust with regard to its AGM.

15. Items to report

- 15.1. Batheaston Vision Plan – Cllr Shirley Beazer reported that the new Chair of Batheaston Parish Council would like the opportunity to speak to Bathford council about proposals for the Batheaston village centre which were a part of the Vision Plan. Members suggested that representatives from Batheaston should be invited to speak at the July meeting of the council and that the meeting should be moved to the Community Rooms to comfortably accommodate the increased numbers attending the meeting.

Action: Clerk and Cllr Susan Barclay

- 15.2. Riverside footpath – Cllr Gabriel Batt confirmed that work had commenced to re-open the footpath from Batheaston along the river. Long term proposals for this area included the provision of a footbridge and the transfer of the footpath from the north to the south side of the river.
- 15.3. Village of the Year plaque – the plaque commemorating the Village of the Year win in 1976 had become very worn and had been removed from the wall of the village shop. Members agreed that the plaque should be refurbished if possible and agreed that a notice should be published in the Bathford Bulletin asking if a parishioner had the skills to undertake this work.
- 15.4. Register of Electors – the Clerk explained that parish councillors were eligible to receive a copy of the Register of Electors but each councillor was required to complete a request form to be returned to B&NES. The relevant form was distributed to each councillor for completion.
- 15.5. Village Pageant - Cllr Jean Vesey reported seeing a village pageant while on holiday which had comprised decorated vehicles etc and had been a lovely sight. Members suggested that Cllr Jean Vesey take the idea to the organisers of the Bathford Festival for consideration.

Action: Cllr Jean Vesey

16. Items for the Bulletin

- 16.1. The council RESOLVED to publish the following notes in the Bulletin:-
- 16.1.1. Announce co-option of 4 parish councillors
- 16.1.2. Publish policy with regard to management of Playing Field
- 16.1.3. Ask for a skilled volunteer to refurbish the Village of the Year plaque
- 16.1.4. Report that work has started on re-opening the riverside walk from Batheaston
- 16.1.5. Date of next meeting

Action: Clerk

17. Items for the next meeting

- 17.1. Presentation from Batheaston Parish Council
- 17.2. Unkempt land in Dovers Park
- 17.3. Summary of income and spend for First Quarter 2011/12

18. Payments for approval

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

I M Suleman	Office rent June 2011 - paid by standing order	£110.00
Valley Parishes Alliance	Annual Subscription	£150.00
Valuation Office Agency	Valuation of riverside land in Sept 2010	£599.25
ALCA	Annual Subscription	£338.81
Corsham Print Ltd	Printing June 11 edition of Bathford Bulletin	£133.00
R Millbank	Grasscutting & additional work on High St.	£430.00
R J Sully & Son	Supply of manure for allotments	£75.00
The Phone Co-op	Phone and internet charges for May & June	£59.53
Mr K Masdin	Plants for flower trough on village green	£14.00
Mrs R C Holding	Reclaim cost of printer, prizes, electricity, petty cash	£276.19
Mrs R C Holding	Clerk's salary May 2011	£587.35
HMRC	Tax & NI	£18.70

19. Date of next meeting

19.1. The next meeting will be held on Monday 18 July 2011 at 7.30pm in the Community Rooms, Mountain Wood, Bathford. Please note change of venue.

The meeting closed at 9.40pm

Signed..... (Chair)

Date.....