

**Minutes of Bathford Parish Council Meeting
held on Monday 18 July 2011 at 7.30pm in the Community Rooms, Mountain
Wood, Bathford**

Present: Councillor Shirley Beazer (Chair)
Councillor Stan Cherry
Councillor Susan Barclay
Councillor Wendy Chambers
Councillor Robert Elliott
Councillor John Lloyd
Councillor Maureen Millbank
Councillor Richard Wickham

Also Present: Ruth Holding (Clerk)

1. Public 5 Minutes

1.1. There were no matters raised under this item.

2. Apologies

2.1. Apologies for absence were received from Cllrs Hugh Baker (away), Peter Martin (away) Jean Vesey (ill-health) and from Ward Cllr Gabriel Batt.

2.2. Cllr Shirley Beazer announced that Cllr Jean Vesey had informed her that regrettably she would have to resign her seat on the council due to ill health. Members wished Jean Vesey well and asked the Clerk to begin the process of filling the vacant seat on the council.

Action: Clerk

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 council meeting held on 20 June 2011

4.1. Acceptance of the minutes of the last meeting was proposed by Cllr Susan Barclay 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. Matters Arising

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

5.1.1. Flower troughs in the parish – it was agreed this was a highways matter and Cllr Shirley Beazer would take the lead. It was reported that if the parish council wished to put a stone trough on the public footpath then permission

from B&NES should be requested in writing. A resident had offered to build the stone troughs when permission had been given for the locations.

Action: Cllr Shirley Beazer

- 5.1.2. Play area fence – Cllr Stan Cherry reported that he had instructed the contractor to start work. Notices had been put up on the gates of the playing field and around the play area informing users that repair work would start soon.
- 5.1.3. Village Design Statement (VDS) availability on the internet – Cllr Stan Cherry reported that the author of the VDS had confirmed that they had no objection to the document being made available on the internet. To reduce the size of the document for electronic publication Cllr Stan Cherry and Cllr Richard Wickham had made changes to the layout which also made it easier to find the sections of the document relevant to separate streets. Cllr Stan Cherry said that the document would also be accessible from B&NES website via a link.
- 5.1.4. A363 – Cllr Shirley Beazer reported that she had spoken to Cllr Gabriel Batt about the introduction of additional safety measures on the A363, including safety barriers. B&NES did not appear to have ruled out the replacement of the wall.
- 5.1.5. Damaged finger post in Conkwell – Cllr Wendy Chambers reported that she had raised this with the parish council's representative on the Valley Parishes Alliance. Their response was awaited.
Action: Cllr Wendy Chambers
- 5.1.6. Matters arising from the Annual Parish Meeting – The Chair reminded all committees to review the matters raised by residents at the Annual Parish Meeting during the remainder of this financial year.
Action: All Committees
- 5.1.7. Work to clear vegetation around footbridge – The Chair reported that Cllr Peter Martin had obtained another quote for the work to clear the bushes around the footbridge, but this had been significantly higher than the quote first obtained by the council. Permission had been given to the contractor to carry out the work and members agreed that an excellent job had been done. Cllr Shirley Beazer confirmed that she had made it clear to B&NES that the parish council had carried out this work at its expense as a one-off clearance only and the council expected B&NES to act to keep the growth down now that it had been cut back.
- 5.1.8. Presentation from Batheaston Parish Council – members noted that due to circumstances which would not be rearranged, representatives from Batheaston Parish Council were unable to attend the meeting. It was suggested that the presentation, which related to proposals for Batheaston Village Centre within the framework of the Batheaston Vision Plan, should be deferred to the October meeting rather than September as there was usually a lot of business to conduct in September following the summer break and the co-option of a parish councillor may also take place in September. It was

further suggested that the subject of the presentation should be publicised in advance to give residents the opportunity to hear the ideas being put forward.

- 5.1.9. The Clerk was asked to contact Batheaston Parish Council about the change of date and publicise the presentation in the Bulletin.

Action: Clerk

- 5.1.10. Pageant idea for Bathford Festival - Cllr Stan Cherry said that there may not be a Festival next year as 2012 is Olympic Year and the Queen's Diamond Jubilee. Other events may be taking place in the village to mark these occasions instead.

6. Presentation from Batheaston Parish Council

- 6.1. This item was deferred to a future meeting.

7. Committee Reports

7.1. Amenities Committee

- 7.1.1. Cllr Stan Cherry presented the Amenities Committee monthly report for July 2011. The following items were discussed:-
- 7.1.2. Cricket Pavilion – members noted that the Amenities Committee had asked to send two representatives to future meetings of the cricket club's pavilion project committee now that the proposals had received planning permission and work on the field could start. The Amenities Committee would also be considering the contents of the lease for the use of the new pavilion once complete.
- 7.1.3. Long term ideas for fencing on playing field – Cllr Stan Cherry reported that ideas were being explored with the rugby club about moving the rugby posts to create more space between the dead ball line and the play area. This in turn would allow room for an area around the rugby club to be fenced off and in which dogs brought to the rugby club could be allowed to run without being able to gain access to the field. Cllr Stan Cherry stressed that these were very preliminary ideas and that no decisions had been made with regard to additional fencing around the field.
- 7.1.4. Vandalism on village green - members noted that a planter had been overturned and the contents of the litter bins emptied onto the village green by a group of young people. Cllr Wendy Chambers suggested that the PCSO should meet with the young people in the village to try to find out what activities they would use as the parish council had not had a response to the notices published in the Bathford Bulletin. Funds of up to £1,800 were available to provide youth services in the parish and Cllr Wendy Chambers said she would pursue the idea of a meeting with the police.
- Action: Cllr Wendy Chambers**
- 7.1.5. Bathford Summer Festival – it was noted that the parish council had not received any complaints in connection with the events organised as part of the Festival. Cllr Stan Cherry said that the organisers were to be congratulated on the tidy condition in which the village green and other areas had been left following events.

7.1.6. Tree Survey - Cllr Stan Cherry said that a survey of the trees on the village green and the playing field was last carried out more than 5 years ago and the council would be advised to commission another survey this year to check the condition of the trees. Tree surgeons recommended the best time to conduct a survey was in the Autumn. Members agreed that the Amenities Committee should obtain quotes for a survey, based on the schedule of trees prepared during the last survey.

Action: Cllr Stan Cherry

7.1.7. Allotments – Cllr Wendy Chambers said that during the judging for the best kept allotment it had become evident that many of the plots had lost their markers and identification was made more difficult as many of the plots had been subdivided. It had been suggested to the allotment wardens that consideration be given to renumbering the plots and providing new markers so there may be a request for funding for this work in the future. Members noted that a group of residents were talking about an idea to award a trophy for the best kept allotment in the name of a plotholder who had died recently. Members considered the award of a trophy to be a matter for The Flower Show Committee, but confirmed that the parish council would continue to provide vouchers for prizes in the competition.

7.2. **Communications Committee**

7.2.1. Cllr Shirley Beazer presented the Communications Committee monthly report for July 2011. The following items were discussed:-

7.2.2. Fingerpost – members noted that due to the cost and the difficulties in agreeing the ideal location, the committee had decided not to pursue the suggestion for a fingerpost in the village. Consideration was now being given to a wall mounted information board. Further details would be presented to the council as this project progressed.

7.2.3. Future of the Baptist Chapel – Cllr Maureen Millbank reported that she had been in touch with the Secretary to the Trustees of The Old Chapel. Following the closure of the Chapel for worship, the Trustees were considering its future either to sell the building or make it available for community use. The Trustees had raised a number of issues which members did not think they could answer as a council. Members considered that it should be suggested to the Trustees that they could seek the views of residents by putting an article in the Bathford Bulletin or call a public meeting in the Chapel to gauge the level of interest in opening the building for community use. Cllr Maureen Millbank said she would inform the Trustees of the outcome of the council's discussion.

Action: Cllr Maureen Millbank

7.2.4. Hiring of School Hall – members noted that Cllr Peter Martin was liaising with the school and governors with regard to making the school hall available for hire by community groups etc.

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

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

- 7.3.2. Unkempt land in Dovers Park – Members noted that there had been no reply to the council's offer to clear the unkempt land in Dovers Park. The Clerk was asked to send another letter recorded delivery, and to change the letter to politely explain that this second letter was being sent recorded delivery to allow the parish council to check it had sent the correspondence to the correct address.
Action: Clerk
- 7.3.3. Request for financial assistance from Pepperpot Pre-School -the Clerk reported that since the papers circulated with the agenda had been written, the Treasurer of Pepperpot had confirmed that the school had agreed to fund part of the work and therefore the costs to be met by the pre-school were reduced to around £1,400.
- 7.3.4. Cllr Bob Elliott said that he had spoken to the Treasurer of Pepperpot seeking clarification of the reason why this work was required and it had been explained that it was necessary on the grounds of child safety. Cllr Bob Elliott supported the request for assistance in order to help Pepperpot to ensure the protection of children attending the setting.
- 7.3.5. Members discussed the information provided by Pepperpot but considered that it did not provide sufficient information with regard to what fundraising the charity intended to do towards these costs. Members also questioned the cost of the scheme when compared with similar work the council had commissioned and some of the clearance work already appeared to have been done by volunteers.
- 7.3.6. Members concluded that there was insufficient information available for the council to make a decision about whether financial assistance was required. The council asked the Clerk to write to the Treasurer informing them that the parish council would be prepared to consider an application at a later date if there was a shortfall when Pepperpot had exhausted all other options for fundraising.
Action: Clerk.
- 7.3.7. Cllr Stan Cherry said that as a registered charity Pepperpot may be eligible to apply for funds from the Garfield Weston Foundation and he would telephone the Treasurer to give him the contact details.
Action: Cllr Stan Cherry
- 7.3.8. Disposal of office printer – Members agreed that the old printer, which was faulty and had been replaced, should be disposed of at a recycling centre at the same time as other household waste. There would be no cost to the council.
Action: Clerk
- 7.3.9. Summary of income and expenditure for first quarter 2011/2012 – members noted the summary of income and expenditure for the period April to June 2011.

7.4. Highways, Footpaths and Lighting Committee

- 7.4.1. Cllr Shirley Beazer presented the Highways, Footpaths and Lighting Committee monthly report for July 2011. The following items were discussed:-
- 7.4.2. Speed Humps – Cllr Shirley Beazer said that she had contacted B&NES about the suggestion of speed humps on the High Street as requested by residents at the Annual Parish Meeting. B&NES did not favour the use of such measures and had made it clear that the authority would not be willing to meet the costs of future maintenance of such installations.
- 7.4.3. 20mph speed limits – members noted that there were calls for a 20mph speed restriction on various roads in the parish, particularly around the school. However, the council did not consider that the limits would be adequately enforced and therefore there would be little benefit achieved from such measures.
- 7.4.4. Resurfacing of Bathford Hill/High Street – letters had been sent to residents in the streets affected informing them that resurfacing scheduled to be carried out in early August and that there would be some disruption to traffic during the works. The Clerk was asked to put a note in the Bulletin advising residents about the likely disruption.
Action: Clerk
- 7.4.5. Parish Sweeper – Cllr Shirley Beazer said that she had contacted B&NES about a parish sweeper and they were sending information about the issues surrounding employment of a sweeper. Cllr Shirley Beazer requested a note for the Bulletin asking residents to “Take Pride in Your Patch” by keeping the public areas outside their properties tidy.
Action: Clerk

7.5. Planning and Environment Committee

- 7.5.1. Members noted the minutes of the Planning Committee meeting held on 5 July 2011. There were no further matters for discussion under this item.

8. Neighbourhood Watch

- 8.1. There were no matters for discussion under this item.
- 8.2. Following Jean Vesey’s resignation from the council the role of Neighbourhood Watch Co-ordinator had become vacant. Cllr Maureen Millbank had previously offered to assist Jean Vesey with Neighbourhood Watch matters and said that she would be happy to take on the role of Co-ordinator. The Clerk was asked to publicise the change of Neighbourhood Watch Co-ordinator in the Bathford Bulletin.
Action: Clerk

9. Liaison with School Governors

- 9.1. There were no matters for discussion under this item.
- 9.2. Following Jean Vesey’s resignation from the council the role of liaison with School Governors had become vacant. Cllr Susan Barclay said that she would be happy to take on the role of liaison at the meeting of School Governors while

Cllr Peter Martin would continue with the separate role of liaising with the school with regard to community use of the new hall.

10. Correspondence

- 10.1. Cllr Shirley Beazer reported the following correspondence issued on behalf of the council or received by the council:-
- 10.2. The Good Councillors Guide – Cllr Shirley Beazer referred to the updated version of the Good Councillors Guide and recommended that councillors re-familiarise themselves with the contents.
- 10.3. Advice notice from the Environment Agency – members noted the advice leaflet issued by the Environment Agency on the correct use of sandbags.
- 10.4. Minutes of the Parishes Liaison Meeting – Cllr Shirley Beazer referred to the minutes of the last parishes liaison meeting in particular the request by a parish for a reduction in the cost of arranging a street party and also to the discussion with regard to parish on-line. For the benefit of new councillors Cllr Richard Wickham explained that parish councils had access to very high resolution ordinance survey maps of the area through a web based tool. The maps allowed parish council's to record the locations of items of interest in the parish or the locations of council assets etc.

11. Items to report

- 11.1. Village of the Year commemorative plaque – Cllr John Lloyd reported that he had affixed the plaque commemorating the win in 2010 to the wall of the shop.
- 11.2. Parking in Garstons – Cllr Richard Wickham reported that he had received a complaint from a resident that cars were parking in awkward locations and at least one car had been damaged as drivers tried to avoid the parked cars.
- 11.3. Condition of road surface in Dovers Park – Cllr Susan Barclay reported that the tarmac was being pushed up above the level of the kerb at the place where the bus pulled into the bus stop and the whole road surface was generally in very poor condition.

12. Items for the Bulletin

- 12.1. The council RESOLVED to publish the following notes in the Bulletin:-
 - 12.1.1. Announce parish councillor vacancy
 - 12.1.2. Change of Neighbourhood Watch Coordinator
 - 12.1.3. Closure of parish office for holiday
 - 12.1.4. Disruption due to resurfacing of Bathford Hill
 - 12.1.5. "Take Pride in your Patch" to encourage residents to care for the public areas in front of their properties
 - 12.1.6. Date of next meeting

Action: Clerk

13. Items for the next meeting

- 13.1. Preparation for budget/precept 2012-2013

14. Payments for approval

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

I M Suleman	Office rent July 2011 - paid by standing order	£110.00
St Swithun's PCC	Donation towards churchyard maintenance	£300.00
EDF Energy	Electricity for office in Manor Basement	£20.40
R Millbank	Grasscutting and additional work on footbridge	£520.00
Corsham Print Ltd	Printing July 11 edition of Bathford Bulletin	£96.00
June Evans	Fee for carrying out internal audit	£130.00
ALCA	Councillor Training	£65.00
Cotswold Distribution Ltd	Ink Cartridge	£19.78
Cotswold Distribution Ltd	Ink Cartridge	£9.18
SLCC	Publications	£30.25
The Phone Co-op	Phone and internet charges June & July	£30.56
Mrs R C Holding	Electricity for office, petty cash	£100.00
Mrs R C Holding	Clerk's salary June 2011	£556.24
HMRC	Tax & NI	£8.60
Bathford Parish Hall	To repay hall hire mistakenly paid to council	£12.00
Mr K Masdin	Plants for flower trough on village green	£16.49

15. Date of next meeting

15.1. The next meeting will be held on Monday 19 September 2011 at 7.30pm in the Parish Office, Bathford Hill, Bathford.

The meeting closed at 9.45pm

Signed..... (Chair)

Date.....