

**Minutes of Bathford Parish Council Meeting**  
**held on Monday 16 January 2012 at 7.30pm in the Parish Office, Bathford Hill, Bathford**

Present: Councillor Shirley Beazer (Chair)  
Councillor Stan Cherry  
Councillor Hugh Baker  
Councillor Susan Barclay  
Councillor Wendy Chambers  
Councillor David Le Lohé  
Councillor John Lloyd  
Councillor Peter Martin  
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 Cllr Bob Elliott (illness) and Ward Councillor Gabriel Batt.

**3. Declaration of interests in any item on the agenda**

3.1. The Chair called for any declarations of interest. Cllrs Hugh Baker, Stan Cherry and Richard Wickham declared a non-prejudicial interest in item 6c as ordinary members of the Royal British Legion.

**4. Approval of the minutes of the last council meeting held on 21 November 2011**

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

**5. Matters Arising**

5.1. Councillors reviewed the list of actions arising from the last meeting and discussed the following issues:-

5.2. Dilapidated house in Dovers Park – Cllr Susan Barclay confirmed that she had contacted Environmental Health with regard to concerns about rats in the building and the overgrown vegetation and was awaiting a reply. It was noted that some clearance had been arranged by the owners including the removal of the old car.

5.3. Stone planter for Bathford Hill – Cllr Shirley Beazer confirmed that this project would be going ahead. The pavement around the proposed location of the planter was undergoing repair and therefore installation would be delayed until this work was complete.

5.4. Allotment plan – Cllr Richard Wickham suggested that it might be possible to mark the boundaries of the allotment plots on the parish on-line mapping service and he would look into this matter.

**Action: Cllr Richard Wickham**

- 5.5. Broken finger post at Conkwell – Cllr Wendy Chambers confirmed that this matter was still outstanding. Cllr Hugh Baker reported that the council's representative on the Valley Parish Alliance group was unable to attend the next meeting and he would attend in their place if possible.

## **6. Committee Reports**

### **6.1. Amenities Committee**

- 6.1.1. Cllr Stan Cherry presented the Amenities Committee monthly report for January 2012. The following items were discussed:-
- 6.1.2. New user of Playing Field – Cllr Stan Cherry reported that he had been approached by a resident asking if the field could be rented by "Rugby Tots". Full council had no objection in principle and agreed that this matter should be looked at further by the Amenities Committee, particularly with regard to the level of rent to be charged.  
**Action: Amenities Committee**
- 6.1.3. Cllr Stan Cherry reported that he had looked at the hire charges for Bathford Parish Hall for background information prior to this meeting and found that the information on the parish council's website was out of date. Cllr Richard Wickham said that he had not been advised of the revised charges but would update the information if the new details were forwarded to him.  
**Action: Cllr Richard Wickham**
- 6.1.4. Exercise equipment on playing field - Cllr Stan Cherry reported that some time ago a resident had suggested that the parish council might like to consider installing exercise equipment suitable for use by adults on the playing field. Such equipment was very costly, but the council agreed that the Amenities Committee should consider the suggestion in more detail to determine whether such a project was feasible.  
**Action: Amenities Committee**
- 6.1.5. Upgrading No.13 bus route – members noted that the No.13 bus route was 1 of 9 showcase routes in B&NES to be upgraded as part of the Bath Transportation Project. This would include the installation of new shelters and provision of real-time information on bus arrival times etc. Cllr Stan Cherry had undertaken a comprehensive review of all the bus stops currently in the parish and presented the report to the council. Members thanked Cllr Stan Cherry for his report and agreed that there were several stops which would not require a shelter or electronic signage.
- 6.1.6. It was noted that B&NES had established an on-line consultation to gather residents' views on the design of the new shelters and it was agreed that councillors should respond individually to the consultation if they wished to comment on the proposals. The Clerk was asked to send Cllr Stan Cherry's report to B&NES so that they were aware of the council's views on the requirements for each of the bus stops in this area.  
**Action: All Councillors & Clerk**

### **6.2. Communications Committee**

- 6.2.1. Cllr Maureen Millbank presented the Communications Committee monthly report for January 2012. The following items were discussed:-
- 6.2.2. Youth activities – Cllr Susan Barclay said that she had spoken to the vicar who confirmed that volunteers from the church community would be setting up a youth group for young people aged 11+. The services of a youth worker had been secured from September 2012, but the church aimed to get a group meeting before then to help assess what the young people wanted. The group would meet in the church, but it was stressed that this was a secular group open to all young people in the community. The vicar hoped to attend the next parish council meeting give members an update. It was suggested that

the setting up a youth group might be a good topic for the Annual Parish Meeting and the Clerk was asked to contact the vicar about providing a speaker.

**Action: Clerk**

- 6.2.3. Dial-a-Ride Service – the community transport service had been extended to Bathford towards the end of last year, but there were concerns that it was not being widely used. The Clerk was asked to put a note in the Bulletin and display posters on the parish notice board to encourage take up of the service amongst residents who were eligible to use it.  
**Action: Clerk**
- 6.2.4. First Aid Course – Cllr Maureen Millbank confirmed that this was booked for 2 March in the parish hall and a note would go in the February edition of the Bulletin.
- 6.2.5. Jubilee Celebrations – Cllr Wendy Chambers said that she had been in touch with a number of individuals who were making preparations for Jubilee events in the parish, but there did not seem to be any overall co-ordination of events taking place during the Jubilee weekend or any formal links with neighbouring parishes. A number of joint events had been suggested such as simultaneous bell ringing from the 3 parish churches and sporting events. It was announced that there was to be a meeting on 1 February in the Rhymes Pavilion about Jubilee events and any councillors were invited to attend. It was further agreed that Cllr Wendy Chambers would ask a resident from Bathford to chair a local co-ordinating group to ensure a coherent approach to planning events.  
**Action: Cllr Wendy Chambers**
- 6.2.6. Cllr Peter Martin reported that B&NES had produced a guide to holding a street party and the Clerk was asked to put a note in the Bulletin publicising the availability of this information.  
**Action: Clerk**
- 6.2.7. Jubilee Walks Guide - Cllr David Le Lohé tabled a report on the progress being made to publish a walking guide to the parish to be launched as part of the Jubilee celebrations. A positive response had been received from a number of local businesses approached about sponsorship. The estimated cost of producing 1000 colour A3 sized folded leaflets was £450, rising to £750 if a more complex leaflet was produced. It was hoped that a proportion of the production costs would be met from sponsorship and the remainder covered by sale of the leaflet. Cllr David Le Lohé said that he was holding meetings shortly with others in the parish about production and content. It was suggested that the leaflet could include a trail within the village and also other walks covering the outlying areas of the parish. Cllr David Le Lohé said he aimed to bring a mock-up of the proposed design to the next meeting.  
**Action: Cllr David Le Lohé**
- 6.2.8. Scarecrow Competition – Cllr Wendy Chambers reported that the Scarecrow Competition would be held on 2 June during the Jubilee celebration weekend.
- 6.2.9. Layout of Bulletin and website – Cllr Richard Wickham confirmed that he was happy to speak to Mr Pearce-Kearney about the ideas he may have for improving the design of parish council website but he was unable to advise on the design of The Bathford Bulletin. The Communications Committee would need to approach the Bulletin editors with regard to suggested changes to that publication.  
**Action: Cllr Maureen Millbank**

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

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

6.3.2. Precept for 2012 -13 – Cllr Susan Barclay reported that the F&A committee proposed a budget which kept the precept at the same level as last year. The cost of special projects

proposed to be undertaken in 2012/13 would be met from reserves and therefore there would be no rise in costs to the council tax payer. Using the tax base figures issued by B&NES Cllr Susan Barclay reported that the annual charge for a Band D property in the parish would remain at £22.99 for the year. Cllr Wendy Chambers proposed acceptance of the budget and precept for 2012 -2013. This was seconded by Cllr Hugh Baker. A vote was taken by a show of hands and the council RESOLVED unanimously to set a precept of £18,560.00 for 2012-2013. The Clerk was asked to complete the necessary paperwork.

**Action: Clerk.**

6.3.3. Summary of income and expenditure – members noted the summary of income and spend in the third quarter of 2011/2012 with one amendment to the total spend for the year which should be £21,103.63 not £22,110.29 as published. There were no matters of concern.

6.3.4. Request for financial assistance from the Bathford Branch of the Royal British Legion (RBL) – members noted correspondence from the RBL asking the council to make a contribution to the cost of installing air conditioning in the main function room of the club's premises. Members considered that the club was making the improvement for commercial reasons and while the council acknowledged the benefit of the club premises to the community, members did not consider that public funds should be used to support this particular commercial undertaking. A vote was taken by a show of hands on the request as set out by the RBL, but the request was rejected by a result of 8 votes against and 2 abstentions. The Clerk was asked to inform the RBL of the council's decision.

**Action: Clerk**

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

6.4.1. Cllr Shirley Beazer presented the Highways, Footpaths and Lighting Committee monthly report for January 2012. The following items were discussed:-

6.4.2. Visibility splay out of bridleway - Cllr Shirley Beazer reported that councillors and residents had met representatives from B&NES on site with regard to the proposals to significantly alter traffic flow on Bathford Hill in order to create increased visibility for vehicles exiting the bridleway as part of the planning application submitted to build 3 new dwellings on the former Whitehaven estate. The outcome of the meeting was disappointing as B&NES refused to accept the concerns expressed by the council and residents about the adverse effect of the proposal on the grounds of safety and the urbanisation of a rural location. B&NES highways team appeared to have agreed the changes following discussions with the developer and without any prior consultation with the parish council. The planning application had not been determined but if approval was given to the current plans, the council would make it clear to residents that it had objected strongly to the proposals and the decision had been made without proper consultation.

6.4.3. Snow Warden Scheme - Cllr Peter Martin reported that 12 residents had volunteered to clear snow when necessary and bags of salt had been distributed around the village. Additional volunteers were needed in the Meadow Park area and the Clerk was asked to put a note in the Bulletin. A training session was being held for the volunteers in the use of the spreader and the parish council would need to purchase a hi-viz vest for each volunteer as B&NES had refused to provide these. Council agreed expenditure of up to £50 for this essential safety equipment to be endorsed at the next F&A Committee meeting.

6.4.4. Members thanked Cllr David Le Lohé for preparing a comprehensive Risk Assessment document covering activities under the Snow Warden Scheme.

- 6.4.5. Unkempt land in Dovers Park – Cllr Shirley Beazer referred to correspondence from a resident asking what more could be done to get the unkempt patch of land in Dovers Park cleared. Last year the council had written twice to the owner asking permission to go onto the land to clear it, but no reply had been received and therefore the council was powerless to take direct action. Two or three years ago, the council had asked B&NES for assistance in getting the land cleared, The land had been inspected by an enforcement officer in 2009 but no action was deemed appropriate at the time. In view of the length of time since the last inspection, the Clerk was asked to write to B&NES enforcement team asking for the condition of the area to be re-assessed.

**Action: Clerk**

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

- 6.5.1. Members noted the minutes of the Planning Committee meeting held since the last council meeting. The following items were discussed:-

- 6.5.2. New dwellings on former Whitehaven estate – Cllr Hugh Baker reported that part of the development site did appear to extend into the Green Belt although none of the new buildings would be erected on Green Belt land. The planning officer did not appear to consider the extension of the site into the Green Belt to be a barrier to planning permission despite the parish council's concerns.

- 6.5.3. Valley Parishes Alliance (VPA) – there were no issues for discussion relating to the VPA.

## **7. Volunteer Litter Collection**

- 7.1. Cllr Stan Cherry reported that one or two residents had carried out litter picking on an ad-hoc basis using equipment supplied to the parish council by B&NES and it was suggested that a more co-ordinated approach to litter collection would be beneficial to the community. The Clerk was asked to put a note in the Bulletin asking for a co-ordinator and volunteers to join a litter picking team with litter picking equipment to be provided by the council.

**Action: Clerk**

## **8. Events to celebrate the Diamond Jubilee**

- 8.1. This matter had been discussed under item 6.2 above. Cllrs Maureen Millbank and David Le Lohé confirmed that they would be willing to join a Jubilee celebrations group.

## **9. Planning for Annual Parish Meeting to be held on 16 April 2012**

- 9.1. Cllr Shirley Beazer asked whether consideration should be given to altering the format of the meeting as the running order had been the same for several years. Residents had requested more detail about the parish council's financial position and consideration would need to be given to how this would be presented. It was suggested that the church could be invited to speak about the new youth club it was hoping to establish.

- 9.2. Further consideration to be given to this item at the next meeting.

**Action: Clerk**

## **10. Neighbourhood Watch (NW)**

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

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

- 11.1. Cllr Susan Barclay said that there had been no meeting of the Governors since the last parish council meeting and there were no matters for discussion under this item.

## **12. Correspondence**

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

12.2. Letter to Nat West Bank – Cllr Shirley Beazer referred to a letter to be sent to Nat West Bank cancelling the Voucher Statement Service which would save the council around £70.00 per year.

12.3. Request for letter of support from BEFA – the Local Energy Assessment Fund was making grants available to communities to carry out assessments of energy use and the data collected would be used to help householders consider what measures they could take to reduce energy use and save money. BEFA was making an application for funding for a survey of Bathford and had asked the parish council for a letter in support of its application. Members considered the suggested contents of a letter and agreed that it should support the application as the aim was to bring benefits to residents in the form of energy conservation and reduced costs. The Clerk was asked to forward the letter to BEFA.

**Action: Clerk**

### 13. Items to report

13.1. Public Meeting about Library Services – councillors noted that B&NES had begun a consultation on the future of the mobile library service and a public meeting was to be held in Batheaston on 17 January starting at 6pm.

### 14. Items for the Bulletin

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

- 14.1.1. Snow Warden Pilot Scheme
- 14.1.2. Volunteers for litter picking
- 14.1.3. Changes to Blue Badge scheme
- 14.1.4. Publicise help and support for voluntary groups available from Develop BANES
- 14.1.5. Information available on holding a street party
- 14.1.6. Invitation to join Jubilee Celebrations planning group
- 14.1.7. Publicise Dial-a-Ride Service
- 14.1.8. Date of Annual Parish Meeting
- 14.1.9. Date of next meeting

**Action: Clerk**

### 15. Items for the next meeting

- 15.1. Jubilee Events
- 15.2. Planning for Annual Parish Meeting

### 16. Payments for approval

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

I M Suleman	Office rent Dec 2011 - paid by standing order	£110.00
I M Suleman	Office rent Jan 2012 - paid by standing order	£110.00
B&NES	Tree Survey	£198.00
GB Sport & Leisure	New seats for swings in play area	£166.80
Corsham Print	Printing December edition of the Bulletin	£161.00
Corsham Print	Printing January edition of the Bulletin	£96.00
Somerset Playing Field Assoc	Annual Membership Fee	£10.00
Cotswold Distribution	Ink cartridges	£47.52
B&NES	Grounds maintenance on playing field	£1,953.01
EDF Energy	Electricity for Manor basement	£15.56
Mr R Pallett	Refund of allotment rent	£10.00
Mr M Smith	Allotment newsletter expenses	£10.00

Ms D Picton	Refund of allotment deposit	£25.00
Cllr D Le Lohé	Councillors expenses	£23.45
The Phone Co-op	Phone and internet charges Oct/Nov 2011	£65.73
Mrs R C Holding	Office electricity and petty cash	£70.00
Mrs R C Holding	Clerk's salary November 2011	£562.84
Mrs R C Holding	Clerk's salary December 2011	£421.44

15. **Date of next meeting**

15.1. The next meeting will be held on Monday 20 February 2012 at 7.30pm in the Parish Office, Bathford Hill, Bathford.

The meeting closed at 9.37pm

Signed..... (Chair)

Date.....