

Minutes of Bathford Parish Council Meeting
held on Monday 16 April 2012 at 6.30pm in the Parish Hall, Church Street, 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. 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. Approval of the minutes of the last council meeting held on 20 February 2012

4.1. Acceptance of the minutes of the last 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.

5. Matters Arising

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

5.2. Pavilion project exemption from VAT – Cllr Stan Cherry reported that a property lawyer and an accountant were discussing this matter to ensure that any lease and other documents were correctly worded to allow the pavilion project to take advantage of an exemption from VAT if applicable.

5.3. Wall around Titan Barrow – the Clerk reported that 2 residents had confirmed that some sections of the wall were the responsibility of the owner of the former Whitehaven.

5.4. Bonfire beacon in Brown's Folly – Cllr David Le Lohé confirmed that he had met with the Fire Service and representatives from Avon Wildlife Trust about the plans for a beacon to be lit as part of the Jubilee celebrations. He reported that the Fire Service had no concerns about a bonfire in the proposed location, but agreement had been reached to limit the size of the beacon to 2m x 2m x 2.5m and to build it on a raised scaffolding platform sufficient to clear the ground. The Fire Service had provided their standard leaflet on bonfire safety and a risk assessment would be prepared to comply with insurance conditions. Cllr David Le Lohé

confirmed that water based fire extinguishers would be on site together with beaters to deal with stray sparks.

- 5.5. Location of Commemorative Stone – Cllr Wendy Chambers reported that no agreement had been reached on the location of the stone and she having difficulty contacting the stonemason. This matter to be discussed at the next parish council meeting.

Action: Clerk

- 5.6. Royal British Legion (RBL) meeting – Cllr Peter Martin reported that he had attended the meeting at the RBL which had been very productive and resulted in several suggestions about how the RBL could increase its business. Cllr Peter Martin said he had offered to find out whether planning permission would be required for any banners or signs that might be put outside the premises to advertise events.

- 5.7. Funding for Jubilee events – it was reported that there had been no requests for funding for Jubilee activities to date, although there may be expenses incurred as the date for events drew closer.

6. Resignation of Parish Councillor

- 6.1. Chair Shirley Beazer announced that Bob Elliott had tendered his resignation from the council in a letter of 31 March 2012 due to health problems which prevented him from continuing his duties as a parish councillor. Members wished him well and asked the Clerk to write thanking him for his work on the council.

Action: Clerk

- 6.2. Members asked the Clerk to make arrangements to publish the required notice that a casual vacancy had arisen. It was also suggested that the Chair could announce that there was a vacancy for a parish councillor at the Annual Parish Meeting.

Action: Clerk

7. Committee Reports

7.1. Amenities Committee

- 7.1.1. There was no written report for April 2012 and no urgent items for discussion.

7.2. Communications Committee

- 7.2.1. There was no written report for April 2012 and no urgent items for discussion.

7.3. Finance and Administration (F&A) Committee

- 7.3.1. There was no written report for April 2012. The following items were discussed:-

- 7.3.2. Prizes for Scarecrow Competition 2012 – members recalled the success of the first village Scarecrow Competition held in May 2011 and which the parish council had supported by providing £100 in garden vouchers to be distributed as prizes. The organisers of the 2012 competition had written asking the parish council to provide the prizes again this year. Prizes would be awarded in 4 categories comprising the Traditional Scarecrow; an Open Class; Children's Class and Outstanding Entry. When all the entries had been judged a "scarecrow trail" would go on sale and the proceeds donated to the Community Shop.

- 7.3.3. Members agreed that it was important to continue 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 unanimously to agree the expenditure. The Clerk was authorised to purchase the vouchers and reclaim the expenditure at a future meeting.

Action: Clerk

- 7.3.4. Approve Internal Auditor for parish council accounts – Cllr Susan Barclay reported that the council was required to send its annual accounts to the external auditor by 30 June 2012 and an internal audit of the accounts would need to be carried out prior to that date. Members confirmed that they were satisfied with the service provided by June Evans last year and Cllr Stan Cherry proposed her appointment as internal auditor for the 2011-2012 accounts. This was seconded by Cllr Wendy Chambers. A vote was taken by a show of hands and the council RESLOVED unanimously to the re-appointment of June Evans.

Action: Clerk

- 7.3.5. Summary of income and expenditure for 2011-2012 – the summary of income and spend for the full financial year 2011-2012 was presented. Members noted that in accordance with their planned pattern of spending the parish council's reserves had been reduced.
- 7.3.6. Inflationary increase in office rent – Cllr Wendy Chambers proposed the completion of the paperwork necessary to increase the monthly rent payments. This was seconded by Cllr David Le Lohé. The council RESOLVED to make an amendment to the standing order and the form was duly signed.

Action: Clerk

7.4. Highways, Footpaths and Lighting Committee

- 7.4.1. There was no written report for April 2012. The following item was discussed:-

- 7.4.2. Wild Flower Area – a resident had written to the council asking if an area of land could be set aside to cultivate a wild flower meadow to provide a habitat to encourage bees and other insects. There were a number of suggestions for a possible location including around the commemorative stone; on the village green; in the bottom corner of the playing field; along the verges by the allotment. Cllr Richard Wickham said that the area did not need to be large, but it would need to be managed to ensure that the flowers were not overwhelmed by grasses. Cllr Wendy Chambers said that she had been in contact with Ward Councillor Gabriel Batt for details about the roundabout in Odd Down which had been planted with wild flowers. Members agreed to discuss this subject again at the next meeting.

Action: Clerk

7.5. Planning and Environment Committee

- 7.5.1. There was no written report for April 2012. The following items was discussed:-

- 7.5.2. Bath City Conference – a conference was being organised by B&NES on 2 May 2012 to provide an opportunity for residents to be prepared for Neighbourhood Planning and which would feature displays and debates. Cllr David Le Lohé said he would check whether he could attend.

Action: David Le Lohé

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

8. Final preparations for Annual Parish Meeting

- 8.1. There were no matters arising under this item.

9. Neighbourhood Watch (NW)

- 9.1. Village PSCO – it was reported that PCSO Greg Doyle had been transferred and PSCO Mike Simmonds would replace him as the community support officer covering Bathford.

10. Liaison with School Governors

- 10.1. There were no matters arising under this item.

11. Correspondence

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

11.2. Letter of Resignation – the Chair showed members the letter of resignation from Bob Elliott (see item 6 above)

11.3. Youth Service Newsletter – members noted the newsletter from B&NES Youth Service and asked the Clerk to send it to the vicar of St Swithun's for information as the church is setting up a village youth club.

Action: Clerk

11.4. Avon and Somerset Police Authority Newsletter – members noted the newsletter which was passed to Cllr Maureen Millbank in her role as Neighbourhood Watch Coordinator. Members were reminded that the newsletter could be viewed online.

11.5. Letter of thanks – the Chair read out a letter of thanks from the vicar of St Swithun's in response to the council's donation towards the cost of equipment for the new youth club.

11.6. Planter on Bathford Hill – the Chair referred to a letter from the residents who have volunteered to tend to the planter who were chasing progress on its installation.

12. Items to report

12.1. There were no items raised.

13. Items for the Bulletin

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

13.1.1. Thank you to parishioners for attending Annual Parish Meeting

13.1.2. Notice of 1 vacancy on parish council

13.1.3. Information about new Bath One Stop Shop

13.1.4. Scarecrow competition

13.1.5. Jubilee Events - Beacon Building Days

13.1.6. Notice of publication of Jubilee Programme

13.1.7. Date of next meeting

Action: Clerk

14. Items for the next meeting

14.1. Location of Jubilee commemorative stone

14.2. Creation of wild flower meadow

15. Payments for approval

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

I M Suleman	Office rent April 2012 - paid by standing order	£110.00
Bath Preservation Trust	Annual subscription – paid by standing order	£15.00
Corsham Print	Printing April edition of the Bulletin	£161.00
The Phone Co-op	Phone and internet charges	£30.14
Cllr Shirley Beazer	Flowers for planter	£15.98
Mrs R C Holding	Office electricity and petty cash	£60.00
Mrs R C Holding	Clerk's salary March 2012	£452.99
Mr R Millbank	Grasscutting around village	£170.00
Mr R Millbank	Grasscutting around playing field	£170.00

16. Date of next meeting

16.1. The next meeting will be the Annual Parish Council Meeting on Monday 21 May 2012 at 7pm in the parish office to be followed immediately by regular parish council business. Change of start time to be noted.

The meeting closed at 7.19pm

Signed..... (Chair)

Date.....