

Minutes of Bathford Annual Parish Council Meeting
held on Monday 21 May 2012 at 7.00pm in the Parish Office, Bathford Hill, Bathford

Present: Councillor Shirley Beazer (Chair)
Councillor Stan Cherry
Councillor Hugh Baker
Councillor Susan Barclay
Councillor Wendy Chambers (from item 9)
Councillor David Le Lohé
Councillor John Lloyd
Councillor Peter Martin (from item 9)
Councillor Maureen Millbank
Councillor Richard Wickham

Also Present: Ruth Holding (Clerk)

1. Apologies

1.1. There were no apologies for absence.

2. Election of Chairman

2.1. Shirley Beazer stood down as Chair.

2.2. Cllr Shirley Beazer was proposed as Chair by Cllr Stan Cherry and seconded by Cllr Hugh Baker. There were no other nominations for the post of Chair. Cllr Shirley Beazer was elected as Chair unopposed and signed the Declaration of Acceptance of Office.

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

3. Election of Vice Chairman

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

3.2. Cllr Stan Cherry was proposed as Vice-Chair by Cllr John Lloyd and seconded by Cllr Hugh Baker. There were no other nominations for the post of Vice-Chair. Cllr Stan Cherry was elected as Vice-Chair unopposed and signed the Declaration of Acceptance of Office.

4. To appoint members to serve on Committees

4.1. Following the resignation of Bob Elliott, members were invited to say if they wanted to change their committee membership. Members confirmed that they were content to continue on their current committees. The membership of the council's committees was agreed as follows:-

4.2. Amenities Committee

Cllr Hugh Baker, Cllr Stan Cherry, Cllr Wendy Chambers, Cllr John Lloyd, Cllr Richard Wickham.

- 4.3. Communications Committee
Cllr Susan Barclay, Cllr Wendy Chambers, Cllr David Le Lohé, Cllr Peter Martin, Cllr Maureen Millbank
- 4.4. Finance & Administration Committee
Cllr Susan Barclay, Cllr Shirley Beazer, Cllr Wendy Chambers, Cllr David Le Lohé, Cllr Richard Wickham
- 4.5. Highways, Footpaths and Lighting Committee
Cllr Hugh Baker, Cllr Shirley Beazer, Cllr David Le Lohé, Cllr Peter Martin, Cllr Maureen Millbank, Cllr Richard Wickham.
- 4.6. Planning and Environment Committee
Cllr Hugh Baker, Cllr Shirley Beazer, Cllr Wendy Chambers, Cllr John Lloyd, Cllr Peter Martin, Cllr Maureen Millbank.
- 4.7. It was announced that the Planning and Environment Committee would be joined by Steve Mackerness, Philip Harris, Tony Cox, and Ian Plain as co-opted members of the Committee.
- 4.8. 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.
- 5. To appoint representatives to external organisations**
- 5.1. School Governors
Cllr Susan Barclay confirmed that she was happy to continue as the Parish Council's liaison with the School Governors and was appointed unopposed.
- 5.2. Neighbourhood Watch Coordinator
Cllr Maureen Millbank confirmed that she was happy to continue as Neighbourhood Watch Coordinator and was appointed unopposed.
- 5.3. Bathford Parish Hall Management Committee
5.4. 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.
- 6. Public Five Minutes**
- 6.1. No matters were raised under this item.
- 7. Declaration of interests in any item on the agenda**
- 7.1. The Chair called for any declarations of interest. Cllr Richard Wickham declared an interest in item 11c v as the holder of an allotment plot.
- 8. Approval of the minutes of the last meeting (16 April 2012)**
- 8.1. Acceptance of the minutes of the last meeting was proposed by Cllr Hugh Baker 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.
- 9. Matters Arising**
- 9.1. Councillors reviewed the list of actions arising from the last meeting. The following matters arising were discussed:-
- 9.1.1. Markers for allotment plots – Cllr Susan Barclay asked if the new plot markers would be in place before judging for the best kept allotment began. Richard Wickham

tabled a map on which the boundary of each allotment plot had been marked which would be a helpful guide for the judges.

- 9.1.2. Bath City Conference – Cllr David Le Lohé had attended the conference and tabled a number of handouts and leaflets picked up from the event. Members noted that the conference had not highlighted any issues of immediate concern for outlying areas as it had been focussed on ideas for the City Centre. However transportation was a big issue and there was the potential that a Park & Ride on the east side of Bath could be proposed again.
- 9.1.3. Stone planter for Bathford Hill – Cllr Shirley Beazer reported that this matter was ongoing

10. Vacant seat on the council

- 10.1. Members noted that the period of notice of the vacancy expired on 22 May 2012. If a minimum of 10 electors had not called for an election by this date then the council could seek to fill the vacancy by co-option. This matter to be raised at the next meeting.

Action: Clerk

11. Committee Reports

11.1. Amenities Committee

- 11.1.1. Cllr Stan Cherry presented the Amenities Committee monthly report for May 2012. The following items were discussed:-

11.1.2. Litter picking – Cllr Stan Cherry reported that there were now 13 members of the volunteer litter picking scheme and their work was very effective at keeping the village free from litter. Cllr Stan Cherry that a litter picking kit would also be given to the cricket club and rugby club to be shared to keep the field tidy during their respective seasons.

11.1.3. Correspondence from a resident about issues relating to the Recreation Ground – Cllr Stan Cherry referred to the correspondence from a resident raising a number issues relating to access to the playing field and the history of the construction of the existing hut being used by the cricket club. Cllr Stan Cherry said that he had visited B&NES archives at The Guildhall in Bath to look through the parish council minutes from the 1940's when the playing field was transferred to the parish to find the information to reply to the matters raised. The information found in the records had been circulated to councillors and the Clerk was asked to draft a reply to the resident.

Action: Clerk

11.1.4. Cricket Pavilion - Cllr Stan Cherry reported that there would be a meeting of the Pavilion Committee next week at which it was hoped to put together all the information required to support the grant application to be made by the council on behalf of the Recreation Ground (the registered charity).

11.2. Communications Committee

11.2.1. Cllr Maureen Millbank presented the Communications Committee monthly report for May 2012. The following items were discussed:-

11.2.2. Localism Act – Cllr Peter Martin reported that B&NES had advised that the existing Parish Plan and Village Design Statement (VDS) would be regarded as weak under the provisions of the new Localism Act. The Localism Act gave local authorities the power to prepare A Neighbourhood Plan (NP) which would carry statutory weight, but this would require a local referendum and a substantial amount of work. Members were asked to consider whether Bathford needed a NP. There was no

strong feeling that a NP was necessary as the village did not appear to be under threat of significant housing or other developments. The council agreed that Cllr Peter Martin should speak to the architect who prepared the VDS with a view to extending and strengthening it where necessary. The revised document to be reviewed by the Planning Committee in due course. If an amended VDS was not considered effective then preparation for a local referendum and development of a NP could be looked at.

Action: Cllr Peter Martin

- 11.2.3. Jubilee Events – members noted that the Jubilee programme was now on sale in the shop and congratulated the editors on its design and content.
- 11.2.4. Beacon – Cllr David Le Lohé reported that work has started on building the beacon with volunteer help and he tabled photographs of it under construction. A permit was necessary from Natural England due to the SSSI status of the nature reserve and this had been granted. Cllr David Le Lohé confirmed that a risk assessment had been prepared and tabled a copy for the council's files.
- 11.2.5. Commemorative Stone – Cllr Wendy Chambers reported that the stone had been selected and she was awaiting a quote from the stonemason who had done the carving on the stone at the entrance to Winsley village. The location for the stone now needed to be agreed to enable a planning application to be submitted. Following discussion of this matter at the Communications Committee Cllr Wendy Chambers proposed that the stone should be sited on the triangle of land by The Crown. This was seconded by Cllr Susan Barclay. A vote was taken by a show of hands and the council RESOLVED unanimously that the stone should be sited on the triangle.
- 11.2.6. Wildflower area – Cllr David Le Lohé reported that he had one quote to date for creating wildflower areas on the village green and on the land by the lay-by on the A363 which had been the most popular choices from the locations proposed. He was due to meet 2 other companies for quotes shortly.

Action: Cllr David Le Lohé

11.3. Finance and Administration (F&A) Committee

- 11.3.1. Cllr Susan Barclay presented the F&A Committee monthly report for May 2012. Members noted that the high level of spend in 2011/12 could not continue into 2012/13 as the reserves had now been reduced to a level in line with NALC guidelines. Members also noted that a small refund of overpaid tax was due. The following items were discussed:-
- 11.3.2. Funding for the Youth Club – Cllr Shirley Beazer reported that she had visited the youth club and had been impressed by the number of young people using the facilities. She reminded members that B&NES was holding up to £1,800.00 to fund activities for young people in Bathford and she had spoken to B&NES Youth Officer who now wanted to get approval from Cabinet to release a proportion of these funds for use. It was explained that the funding would continue to be held by B&NES who would then consider applications from the youth club or any other organisation for this money. Any equipment subsequently purchased for the youth organisation would belong to the parish council and if the club folded then the equipment would be returned to the parish for future use. Cllr Shirley Beazer said that B&NES would like the support of the parish council as a matter of urgency so that the process could begin of releasing the funds. Members agreed that the youth club and any other organisation must have the opportunity to have access to this money. Cllr Shirley Beazer proposed that the parish council give its approval to B&NES for a

proportion of the £1,800 to be released now for youth activities in Bathford. This was seconded by Cllr Hugh Baker. A vote was taken by a show of hands and the council RESOLVED unanimously to support the release of some of the funds. Cllr Shirley Beazer said that she would inform BANES of the council's decision.

Action: Cllr Shirley Beazer

- 11.3.3. The Clerk was asked to put a note in the Bulletin informing the organisers of any group in the village providing activities for 11-19 year olds of the availability of funding.

Action: Clerk

- 11.3.4. Renewal of Insurance Premium - members recalled that they had switched insurance providers to Aviva (then Norwich Union) in 2009 and had entered a 3 year Long Term Agreement (LTA) to further reduce its costs. This agreement expired on 31 May 2012 and the council was invited by Aviva to renew its insurance from 1 June 2012 and reduce the premium by a one-off 5% by entering into another LTA to 2015. The premium payable with a LTA was £812.24 compared to £854.99 without. No other quotes for insurance had been received despite a request from the Clerk to another insurance provider. The council noted that premiums had fallen year on year with Aviva during the previous LTA and were happy with the service provided. Cllr Wendy Chambers proposed that the council should accept the quote of £812.24 and sign a new LTA. 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 and sign a new LTA. The Clerk was asked to complete the necessary paperwork.

Action: Clerk.

- 11.3.5. 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 2012-2013 of £110.00. Renewal of the subscription to SLCC was proposed by Cllr Wendy Chambers and seconded by Cllr Susan Barclay. A vote was taken by a show of hands and the council RESOLVED unanimously to renew its annual membership of SLCC at a cost of £110.00. The Clerk was asked to complete the paperwork.

Action: Clerk

- 11.3.6. Renewal of Annual Subscription to the Valley Parishes Alliance (VPA) – members agreed that the benefit of VPA membership to the council commensurate with the annual subscription for 2012-2013 of £150.00. Renewal of the subscription to VPA was proposed by Cllr Susan Barclay and seconded by Cllr Wendy Chambers. A vote was taken by a show of hands and the council RESOLVED unanimously to renew its annual membership of VPA at a cost of £150.00. The Clerk was asked to complete the paperwork.

Action: Clerk

- 11.3.7. Prizes for Best Kept Allotment Competition - Councillors noted the request by Bathford Flower Show for the parish council to again provide gardening gift vouchers as prizes to be awarded in the Best Kept Allotment Competition and the additional request for funding towards a replacement allotment cup. Cllr Susan Barclay said that she had spoken to a committee member about the condition of the cup and had been informed that it was not unusable but was in need of repair. The Flower Show committee had indicated that they would also be happy to reduce the number of runners up prizes awarded thereby reducing the cost of the vouchers provided by the council.

11.3.8. Members agreed that it was appropriate for the council to continue with the tradition of providing these modest prizes for the competition. 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 Wendy Chambers proposed expenditure of £55.00 for the prizes to comprise of 1st (£20), 2nd (£15) 3rd (£10) and 2 runners-up prizes of £5 each making a total of £55. This was seconded by Cllr Shirley Beazer. A vote was taken by a show of hands and council RESOLVED to agree the expenditure with one abstention. The Clerk was authorised to purchase the vouchers and reclaim the expenditure at a future meeting.

Action: Clerk

11.3.9. With regard to the request to contribute to the renewal of the allotment cup, the parish council noted that the cup had originally been provided by a private individual and therefore it was not the parish council's responsibility to renew the cup. The Clerk was asked to inform the Flower Show Committee of the Council's decision.

Action: Clerk

11.3.10. Donation to St Swithun's PCC for churchyard maintenance 2012-2013 – 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 Wendy Chambers proposed that the council should make a donation of £300.00 to St Swithun's PCC towards the cost of maintaining the churchyard for 2012-2013. 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

11.3.11. Maintenance of the wall bordering Titan Barrow and the Playing Field – members noted the letter from a resident asking the parish council to consider making a contribution to the cost of repairing a section of the wall at the rear of a property in Titan Barrow. Members noted that correspondence from the 1970s indicated that historically this wall had always been regarded as in the ownership of the householders of Titan Barrow and that the responsibility for repairs lay with the householders. The parish council had not made any contribution to previous work on this wall and members agreed that it should not do so now. The Clerk was asked to write to the resident informing them of the council's decision.

Action: Clerk

11.4. Highways, Footpaths and Lighting Committee

11.4.1. Cllr Shirley Beazer presented the Highways Committee monthly report for May 2012. The following items were discussed:-

11.4.2. Speed limit in village – Cllr Shirley Beazer referred to an email from a resident expressing concern at the apparent increase in the volume and speed of traffic using Church Street and Ostlings Lane and requested additional traffic calming measures such as speed humps. Cllr Shirley Beazer said that B&NES had long term plans to introduce 20mph speed limits in residential areas across the authority and she would reply to the resident.

Action: Cllr Shirley Beazer

11.4.3. Introduction of weight limit on Cleveland Bridge – Cllr John Lloyd referred to the recent announcement by B&NES about the weight restrictions to be placed on Cleveland Bridge in Bath. He said the consequence of this policy would be a

significant increase in large goods vehicles using the A363 and going through the village as alternative routes.

- 11.4.4. Verge cutting – Cllr Wendy Chambers reported that she would phone B&NES to arrange for the verges to be cut along Warleigh Lane.

Action: Cllr Wendy Chambers

11.5. Planning and Environment Committee

- 11.5.1. Members noted the minutes of the Planning Committee meeting held on 8 May 2012. The following items were discussed:-

- 11.5.2. Caravan Sales – Cllr Hugh Baker reported that the caravan sales company which was operating on land on the A4 did not appear to have the proper permission and B&NES enforcement team had been notified.

- 11.5.3. Caravans at Court Farm – it was reported that the court case had finished and the enforcement notice could therefore take effect.

- 11.5.4. Jewsons View Farm – it was noted that the large shed had been removed.

12. Neighbourhood Watch

- 12.1. Cllr Maureen Millbank reported that there had been recent thefts from sheds, including items stolen from the sheds outside the Parish Hall. The local PCSO had been in touch and was investigating.

13. Liaison with School Governors

- 13.1. Cllr Susan Barclay reported that the next meeting of the Governors was in a week's time. Cllr Stan Cherry asked Cllr Susan Barclay to ask Governors how the children were getting on with the use of the litter picking kit.

14. Correspondence

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

15. Items to report

- 15.1. Cotswold Voluntary Warden Reception – members noted that the Avon Valley District of the Cotswold Voluntary Wardens invited Parish Councillors in the area to a reception on Wednesday 6 June to learn more about the work of the voluntary wardens. Cllr David Le Lohé was to go and any other councillors were welcome to attend.

- 15.2. Report on Bath City Conference – see para 9.1.2 above

16. Items for the Bulletin

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

- 16.1.1. Money available for activities involving young people in Bathford

- 16.1.2. Dog Fouling

- 16.1.3. Flood risk questionnaires issued by B&NES

- 16.1.4. Date of next meeting

Action: Clerk

17. Items for the next meeting

- 17.1. Councillor vacancy

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 Hugh Baker. The council RESOLVED to make the following payments:-

I M Suleman	Office rent May 2012 - paid by standing order	£110.00
Mrs K Maylor	Purchase of Wii for Youth Club	£174.41
EDF Energy	Electricity for Manor Basement	£24.92
J Mackay	Refund of allotment rent	£10.00
Bathford Parish Hall	Hire of hall for Annual Parish Meeting	£25.00
Corsham Print Ltd	Printing May 11 edition of Bathford Bulletin	£161.00
Valley Parishes Alliance	Annual Subscription	£150.00
Mr K Masdin	Flowers for planter on village green	£9.58
The Phone Co-op	Phone and Internet charges	£30.71
SLCC	Renewal of Annual Subscription	£110.00
R Millbank	Grasscutting in village	£170.00
R Millbank	Grasscutting on recreation ground	£170.00
Cllr R Wickham	Renewal of email and website hosting	£29.99
Mrs R C Holding	Clerk's expenses	£160.00
Mrs R C Holding	Clerk's salary April 2012	£615.18

19. **Date of next meeting**

19.1. The next meeting will be held on Monday 18 June 2012 at 7.30pm in the Parish Office, Bathford.

The meeting closed at 9.15pm

Signed..... (Chair)

Date.....