

Minutes of Bathford Parish Council Meeting
held on Monday 18 June 2012 at 7.30pm in the Parish Office, Bathford Hill, Bathford

Present: Councillor Shirley Beazer (Chair)
Councillor Stan Cherry
Councillor Hugh Baker
Councillor Wendy Chambers
Councillor David Le Lohé
Councillor John Lloyd
Councillor Peter Martin
Councillor Maureen Millbank

Also Present: Ruth Holding (Clerk)

1. Public Five Minutes

1.1. There were no matters raised under this item.

2. Apologies

2.1. Apologies for absence were received from Cllr Susan Barclay, Cllr Richard Wickham and Ward Cllr Gabriel Batt.

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 Annual Parish Council Meeting (21 May 2012)

4.1. 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.

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. Review of Village Design Statement – Cllr Peter Martin reported that the architect had not yet replied to his messages. Cllr Stan Cherry said that he would also contact them.

Action: Cllr Stan Cherry

5.1.2. Commemorative Stone – Cllr Wendy Chambers reported that she had been in touch with B&NES Development Control and had been advised that if the council wrote a letter outlining the proposals a check could be made to confirm whether full planning permission was necessary. The Clerk was asked to send the letter with a cheque for £36.00 to cover the fee for this service.

Action: Clerk

5.1.3. Cllr Wendy Chambers said that the only quote for the stone cutting received so far was extremely high and she was awaiting a quote from another mason. Cllr Hugh Baker said that if a reasonable quote was not found, there was a masonry

department at Bath College and perhaps the work could be done by an apprentice. Cllr Peter Martin said an example of the student's work could be found in the public garden in Batheaston.

- 5.1.4. Wildflower area – Cllr David Le Lohé reported that he had met with a second contractor and Cllr Wendy Chambers had met with a third. The second contractor had indicated that the areas in question were too small and declined to tender. This second contractor considered that the area by the Pound was too wooded for wildflowers and suggested this area would be more suited to woodland flowers such as ferns and cyclamen. Alternatively the council could put bark over the area and have planters in this area instead. The second contractor suggested their ideas were priced by the first contractor who have already made a proposal and provided a price. The council agreed to pursue the third price and that Cllr David Le Lohé should ask the first contractor for a revised quote and proceed if the cost could be met from the £500 contingency in the budget.

Action: Cllr Wendy Chambers/Cllr David Le Lohé

- 5.1.5. Funds for Youth Activities – Cllr Shirley Beazer reported that she had spoken to B&NES and confirmed that the parish council supported the application for funds to be released for youth activities in Bathford.

- 5.1.6. Allotment Cup – Cllr Stan Cherry reported that following the last meeting it had been agreed that the cup for the Best Kept Allotment would be replaced using funds from the ring-fenced income from allotment rents. This matter would be taken forward by the allotment wardens in discussion with the Bathford Flower Show.

- 5.1.7. Traffic calming - Cllr Shirley Beazer reported that she had spoken to the resident who had raised issues relating to traffic calming.

- 5.1.8. Verge cutting – Cllr Wendy Chambers said that she had contacted B&NES requesting that the verges be cut along Warleigh Lane. B&NES had advised that Class C roads would only be cut once a year in August. The council considered this was unacceptable and asked for the matter to be put on the agenda for the next Cluster Meeting in July.

Action: Clerk

- 5.1.9. Allotment plot markers – it was agreed that this item could be removed from the list of actions following the production of the allotment map showing plot numbers and boundaries.

Action: Clerk

- 5.1.10. Stone planter for Bathford Hill – it was suggested that as the construction of the planter had not yet commenced the parish council should cancel the order and buy a ready made planter instead. Cllr Shirley Beazer said that she would speak to the supplier. The Clerk was asked send the dimensions of the planter to Cllrs Wendy Chambers and Susan Barclay.

Action: Cllr Shirley Beazer and Clerk

- 5.1.11. Fingerpost at Conkwell – the Clerk was asked to write to Wiltshire Council asking that the fingerpost be reinstated.

Action: Clerk

- 5.1.12. Cluster Meeting in July – in addition to verge cutting, the Clerk was asked to add footpath signage and renewal of double white lines on A363 to the agenda.

Action: Clerk

6. Co-option to fill casual vacancy

- 6.1. Members noted that there had been no call for an election to fill this vacancy and therefore the council could proceed to fill the vacancy by co-option. The Clerk was asked to put a poster on the notice boards and publish the notice in the Bulletin.

Action: Clerk

7. Committee Reports

7.1. Amenities Committee

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

- 7.1.2. Cricket Pavilion – Cllr Stan Cherry reported that the grant application for the new pavilion was pending and information had been circulated by Don Foster MP about grant funding available from Sport England.

- 7.1.3. Playing Field – Cllr Stan Cherry said that he would review the paperwork with regard to the designation of playing fields as Jubilee fields. The council had taken the decision earlier in the year not to apply to have the Wynne Willson designated as a Jubilee field, but he said that registration may give the parish council access to additional sources of funding.

Action: Cllr Stan Cherry

- 7.1.4. Jubilee events on the Playing Field – Cllr Stan Cherry asked that a letter be sent from the parish council to Avonvale Rugby Club congratulating them on the success of the Fun Day organised as part of the Jubilee weekend and thanking them for the clean and tidy way in which the field was left after the event.

Action: Clerk

- 7.1.5. Signs for play area – Cllr Stan Cherry reported that the safety surface under the large swings had been damaged and this could have been caused by studded boots. The Amenities Committee recommended signs should be put up prohibiting the wearing of studded boots in the play area, at a cost of around £50.00 for the signs. Cllr Hugh Baker proposed the purchase of the signs. This was seconded by Cllr Maureen Millbank. A vote was taken by a show of hands and the council agreed unanimously to purchase the signs.

Action: Cllr Stan Cherry

- 7.1.6. Correspondence from a resident about issues relating to the Recreation Ground – as agreed at the last meeting, the council had replied to the resident's concerns based on the information found in the council's archives. The resident had written again to the council and members noted the proposed reply, particularly with regard to the parish council's right of way over the bridleway. The Clerk was asked to send the response.

Action: Clerk

7.2. Communications Committee

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

- 7.2.2. Cancellation of Jubilee Beacon – members noted that the decision had been taken to cancel the Jubilee beacon due to Cllr David Le Lohé's accident and on the recommendation of Avon Wildlife Trust. The council appreciated that a lot of arrangements had been made beforehand with regard to the Beacon event and that it was unfortunate that unforeseen circumstances had resulted in its cancellation.

Cllr David Le Lohé reported that around 30 people had joined the Heritage Walk through the village with 16 through Browns Folly nature reserve.

- 7.2.3. Jubilee Programme – the Clerk was asked to write to Luke Emmett on behalf of the council thanking him for preparing the Jubilee Programme for publication and for his input to a number of the weekend's events.

Action: Clerk

7.3. Finance and Administration (F&A) Committee

- 7.3.1. There was no written report. Cllr Wendy Chambers reported that the F&A Committee would be looking at the income from advertising in the Bathford Bulletin to consider whether the rates should be reviewed. The following items were discussed:-
- 7.3.2. Approval of Annual Return 2011 -2012 – 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.
- 7.3.3. 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.
- 7.3.4. The Council noted the Annual Internal Audit Report to the Council in Section 4 of the Annual Return.
- 7.3.5. Cllr Wendy Chambers proposed that the council approve the Annual Return for the year ended 31 March 2012. This proposal was seconded by Cllr Hugh Baker. 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 2012. Section 1 was signed by the Responsible Financial Officer and the Chair.
- 7.3.6. The Annual governance statement in Section 2 was signed by the Responsible Financial Officer and the Chair.
- 7.3.7. The Clerk was asked to submit the Annual Return to the external auditors by the deadline of 4 July 2012.

Action: Clerk

7.4. Highways, Footpaths and Lighting Committee

- 7.4.1. There was no written report. The following items were discussed:-
- 7.4.2. Verge cutting – in addition to requesting this be an item for discussion at the next Cluster Meeting (see para 5.1.8 above), the Clerk was asked to write to B&NES asking them to review the decision to cut verges just once a year and if there was only going to be one annual cut, then it should be done at this time of the year (June) and not left until August.

Action: Clerk

- 7.4.3. Safe routes to school – Cllr Shirley Beazer reported that the council had received correspondence from a parent who was concerned about the accident rate on the A4 roundabout and surrounding roads and considered that the route from Morris Lane and Meadow Park to the primary school was unsafe. Members recalled the improvements that had been made to the route including the provision of a footpath under the railway bridge and the new footbridge. Cllr David Le Lohé said that the

footpath could be further improved by raising it and the height of the pavement would act as a barrier.

7.4.4. Overgrown vegetation – it was reported that the footpath between Meadow Park and the A4 was very overgrown.

7.4.5. Bus stop on A4 – Cllr Peter Martin reported that he had contacted B&NES with regard to moving the bus stop as it was currently positioned at a place in which the pavement was dangerously narrow.

7.4.6. Introduction of weight limit on Cleveland Bridge – following the concerns expressed by Cllr John Lloyd at the last meeting, it was agreed at this meeting that the council should write to B&NES objecting to the proposal to place a weight restriction on Cleveland Bridge in Bath on the grounds that this policy would result in a significant increase in large goods vehicles using the A363 and surrounding rural roads.

Action: Clerk

7.5. Planning and Environment Committee

7.5.1. Members noted the minutes of the Planning Committee meeting held on 7 June 2012. The following items were discussed:-

7.5.2. Planning application for property in New Road – Cllr Hugh Baker reported that neighbours with objections to the proposals had been advised to write to B&NES direct.

7.5.3. Community Infrastructure Levy Consultation – members noted the parish council's objections to the proposal by B&NES to introduce a charge on new properties. The VPA would also be responding.

7.5.4. Proposed agricultural building in Claverton – a resident of Warleigh had raised concerns about the proposal for a large barn in Claverton for the purpose of storing hops, on the grounds of its visual impact and its stated use on land on which hops were not grown. Cllr Wendy Chambers said that she would bring this application to the attention of the VPA as it affected more than one parish.

Action: Clerk

7.5.5. Jewsons View Cottage – a resident was concerned that work appeared to be taking place on this site. They were advised to contact B&NES Enforcement Team direct.

7.5.6. Jewsons View Farm – a resident had raised concerns, but activity appeared to comply with the terms of the planning permission.

7.5.7. Valley Parishes Alliance – there were no items to report.

8. Parishes Liaison Meeting to be held on 20 June 2012

8.1. Cllr Maureen Millbank agreed to attend on behalf of the council.

9. Neighbourhood Watch

9.1. Concern was expressed about the lack of feedback from the police on the progress or conclusion of investigations, particularly in the light of the major incident recently in which the police called on assistance from residents but did not provide information when the incident was concluded. The Clerk was asked to remind residents of the police's new 101 non-emergency number in the Bulletin.

Action: Clerk

10. Liaison with School Governors

- 10.1. There were no matters for discussion under this item. Cllr Maureen Millbank reported that the art exhibition and open afternoons at the school which formed part of the Jubilee celebrations has been most enjoyable.

11. Correspondence

- 11.1. Develop newsletter – the latest newsletter from B&NES providing information for volunteer groups in Bath was noted.
- 11.2. Supported bus services – members noted that the 713 bus service was amongst a number of routes due for contract renegotiation from March 2013. The council asked the Clerk to write to B&NES asking that the timetable and frequency of operation remain unchanged.

Action: Clerk

- 11.3. Carriage of mobility scooters on low floor buses – members noted the information received about an industry Code of Practice which would allow the use of mobility scooters on low floor buses under certain conditions. The Clerk was asked to put a note in the Bulletin and send a copy to Link for information.

Action: Clerk

- 11.4. Red Cross – members noted the correspondence from the Red Cross who were looking for more volunteers for their Fire & Emergency Support Service based in Keynsham. The Clerk was asked bring this request to the attention of residents through a note in the Bulletin.

Action: Clerk

12. Items to report

- 12.1. Bath Preservation Trust AGM – members noted that the Trust's AGM was to be held on 27 June 2012. Agenda and supporting papers were passed on request to Cllr David Le Lohé.
- 12.2. CPRE Avonside Branch AGM – members noted that the Branch's AGM was to be held on 7 July 2012 and that the Agenda and supporting papers were available from the Clerk if any councillor wished to attend.

13. Items for the Bulletin

- 13.1. The council RESOLVED to publish the following notes in the Bulletin:-
- 13.1.1. Thank you to organisers of Jubilee events
 - 13.1.2. Publish notice calling for applications to fill Casual Vacancy on the parish council
 - 13.1.3. Carriage of mobility Scooters on low floor buses
 - 13.1.4. Reminder that food waste can be recycled
 - 13.1.5. Information about Red Cross Fire & Emergency Support Service
 - 13.1.6. Police non-emergency number
 - 13.1.7. Date of next meeting

Action: Clerk

14. Items for the next meeting

- 14.1. None proposed.

15. Payments for approval

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

I M Suleman	Office rent June 2012 - paid by standing order	£115.00
Cllr D Le Lohé	Councillors expenses	£10.35
The Helping Hand Co Ltd	Kids litter picking kit for primary school	£210.00
Tonik	Ink cartridges	£47.52
Mrs N Palmer	Flowers for planter on Dovers Park loop	£19.43
Corsham Print Ltd	Printing June edition of Bathford Bulletin	£133.00
St Swithun's PCC	Donation to churchyard maintenance	£300.00
The Phone Co-op	Phone and Internet charges	£30.20
R Millbank	Grasscutting in village	£180.00
R Millbank	Grasscutting on recreation ground	£170.00
Bathford Summer Festival	Jubilee funds mistakenly paid to parish council	£50.00
Cllr J Lloyd	Grass seed for playing field	£56.50
Mrs R C Holding	Petty Cash	£30.00
Mrs R C Holding	Clerk's salary May 2012	£480.96

16. Date of next meeting

16.1. The next meeting will be held on Monday 16 July 2012 at 7.30pm in the Parish Office, Bathford.

The meeting closed at 9.30pm

Signed..... (Chair)

Date.....