

**Minutes of Bathford Parish Council Meeting**  
**held on Monday 17 September 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 (from item 6)  
Councillor Wendy Chambers  
Councillor David Le Lohé  
Councillor John Lloyd  
Councillor Peter Martin  
Councillor Maureen Millbank  
Councillor Richard Wickham (from item 7d)

Also Present: Ruth Holding (Clerk)  
Keith Daulby – Cotswold Voluntary Warden  
Peter Boyce – candidate for co-option to the council

**1. Public Five Minutes**

- 1.1. Keith Daulby informed the council that he was the new Cotswold Voluntary Warden covering the areas of Batheaston/Bathford which also fell within the boundaries of the Cotswold Area of Outstanding Natural Beauty (AONB). His role was to oversee maintenance of the footpaths within this section of the AONB to ensure free access to the countryside. He said that he was awaiting a definitive map of the footpaths within the AONB and once these had been received he would be able to confirm which parts of the parish would come within his remit.
- 1.2. The Parish Council thanked Mr Daulby for taking the time to introduce himself and his work to the council and said that they would welcome further contact with him from time to time with regard to issues affecting footpaths in the parish/AONB, maybe at Highways, Footpaths and Lighting Committee meetings when there were matters of mutual interest to discuss.
- 1.3. Mr Daulby also mentioned that it had been suggested by the Cotswolds Conservation Board that there should be another crossing over the Avon, in addition to the bridge proposed in Batheaston. Parish Councillors considered that there may be opposition from residents living by the river and significant consultation would be required in advance of such a proposal.

**2. Apologies**

- 2.1. Apologies for absence were received from Ward Cllr Gabriel Batt and Cllr Susan Barclay had given prior notice of her late arrival due to attending a meeting of the School Governors.

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

- 3.1. The Chair called for any declarations of interest. Cllr Hugh Baker declared a non-prejudicial interest in item 7cii.

#### **4. Approval of the minutes of the last Parish Council Meeting (16 July 2012)**

- 4.1. Cllr Hugh Baker requested paragraph 6.4.1 of the minutes be corrected to replace the reference to "Amenities Committee" with "Highways, Footpaths and Lighting Committee".
- 4.2. Acceptance of the minutes of the last meeting as amended 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. The following matters arising were discussed:-
  - 5.1.1. Nomination for Chairman's Community & Business Awards 2012/13 – the Clerk confirmed that the nomination forms would be completed prior to the deadline of 12 October 2012.  
**Action: Clerk**

#### **6. Co-option of councillor to fill the casual vacancy**

- 6.1. The Chair reported that following the resignation of Bob Elliott there was 1 vacant seat on the council which could be filled by co-option and there had been 1 application for co-option in response to the council's notice of vacancy. Cllr Shirley Beazer explained that as the number of applications did not exceed the number of vacancies the council could propose to accept the candidate without the need for a vote.
- 6.2. The application form and supporting information from Peter Boyce had been circulated with the agenda. The candidate had nothing to add to his application and councillors had no further questions.
- 6.3. Cllr Wendy Chambers proposed accepting Peter Boyce for co-option to the council. This was seconded by Cllr David Le Lohé. A vote was taken by a show of hands and the council RESOLVED unanimously to co-opt Peter Boyce to fill the vacant seat on the council.
- 6.4. The Chair welcomed the new co-opted member who took his seat at the council table. He signed the required Declaration of Acceptance of Office form and was given a Register of Interests form for completion within 28 days.

#### **7. Committee Reports**

##### **7.1. Amenities Committee**

- 7.1.1. Cllr Stan Cherry presented the Amenities Committee monthly report for September 2012. The following items were discussed:-
  - 7.1.2. Allotments – Cllr Stan Cherry reported that the allotment wardens had issued the standard letter to several plot holders about the condition of their plots and one plotholder had written a letter of complaint in response. The Clerk tabled a copy of the reply which the volunteer warden had written in response to the complaint and this was read out by Cllr Stan Cherry. The parish council noted that the warden had explained the system of monitoring which was designed to ensure that plots were not left unattended for long periods and could be re-let. Members considered that this brought the matter to a satisfactory close.
  - 7.1.3. Queen Elizabeth II Fields in Trust – Cllr Stan Cherry reported that he had arranged to meet a representative of Fields in Trust next week and any councillor was welcome to attend. Details of the meeting and other information about Fields in Trust had been circulated by email to all councillors.

- 7.1.4. Play Area – Cllr Stan Cherry reported that he was awaiting quotes for the repair of the safety carpet under the swings. Loose areas of carpet had been cut away to reduce the trip hazard prior to full repairs being carried out. Children had been seen in the play Area wearing studded boots despite the notices prohibiting this footwear. Cllr Stan Cherry said that he would speak to the Rugby Club.  
**Action: Cllr Stan Cherry**
- 7.1.5. Tree work on the village green – Cllr Stan Cherry reported that an application had been made to BANES for permission to prune trees on the village green.
- 7.1.6. Repair to stone gateway at entrance to playing field – Cllr Stan Cherry reported that he had asked a contractor to carry out repairs to the gateway. The cost was estimated to be around £90.00.
- 7.1.7. Skool Kidz after school club – Cllr Susan Barclay reported that she had attended the meeting of School Governors this evening to speak to them about the possibility of the after school club being held on the school's premises instead of off site in the rugby clubhouse on the playing field. Governors claimed that the hall was not available for an hour after school due to activities being held in it and that all classrooms were in use for lesson preparation. The parish council was disappointed that the Governors did not appear to be actively considering options to find a solution to accommodating an after school club.
- 7.1.8. Cllr Wendy Chambers said that she had spoken to BANES and it was her understanding that the funding for the hall was conditional on community use and she would speak to BANES again to clarify the obligations on the school to make facilities available for an after school club. Cllr Stan Cherry said that he was aware of a school where a temporary classroom had been erected in the grounds to provide accommodation for an after school club and maybe this was an option for Bathford.
- 7.1.9. Members agreed that Cllr Susan Barclay should continue a dialogue with School Governors about hosting the after school club to reach a solution.  
**Action: Cllr Susan Barclay**
- 7.1.10. Cllr Stan Cherry said that the Head Teacher of Bathford Primary School had suggested that he meet with representatives of the council three times a year to discuss matters of mutual interest.

## 7.2. **Communications Committee**

- 7.2.1. Cllr Maureen Millbank presented the Communications Committee monthly report for September 2012. The following items were discussed:-
- 7.2.2. Legacy Stone – Cllr Wendy Chambers reported that the planning application for the installation of the legacy stone had been submitted but she had now been advised by B&NES that the land was in the ownership of the Highways Agency (HA) and therefore the council would be required to serve a notice on the HA. The council agreed that the further delay was regrettable but the council had an obligation to follow the correct procedures prior to the erection of the stone.  
**Action: Cllr Wendy Chambers**

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

- 7.3.1. There was no written report. The following items were discussed:-
- 7.3.2. Recruitment for new parish clerk – members noted that notices of the job vacancy had been put up on the notice boards and would be published in the Bulletin. A

number of other locations for the notice were suggested and copies were handed out to councillors for display.

- 7.3.3. Budget for 2013/14 – Cllr Susan Barclay reminded members that the budgets for next year should be submitted to the F&A Committee before November.

**Action: All committees**

- 7.3.4. Donation to the Royal British Legion (RBL) – Members considered the annual donation to the Bathford Branch of the RBL which was used to purchase a wreath to be laid by the Chair on Remembrance Sunday. Under Section 137 and 139 of the Local Government Act (LGA) 1972 the parish council did have power to incur 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. Members considered that the RBL did have a parish connection and brought benefits to parishioners through its powers to give assistance locally as well as nationally. Cllr John Lloyd proposed that the council make a donation of £75.00 to the Bathford Branch of the RBL. This was seconded by Cllr Maureen Millbank. A vote was taken by a show of hands and it was RESOLVED by 8 votes for and one abstention that the council, in accordance with the powers stated above, should make a contribution of £75.00 to the Royal British Legion in Bathford which would include the purchase of a wreath to be laid on Remembrance Day by the Chairman of the Parish Council.

**Action: Clerk**

- 7.3.5. Dates for parish council meetings in 2013 – members accepted the dates for parish council meetings in 2013 as proposed.

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

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

- 7.4.2. Scaffolding in Dovers Lane – Cllr John Lloyd said he remained concerned that the scaffolding in Dovers Lane would obstruct emergency vehicles despite being licensed by B&NES. Cllr Shirley Beazer said that she had informed B&NES of the council's concern but they appeared to have taken no action. Cllr Maureen Millbank was asked to contact the PCSO to find out whether the police could take enforcement action.

**Action: Cllr Maureen Millbank and Cllr Shirley Beazer**

- 7.4.3. Overgrown footpath – Cllr Shirley Beazer reported that B&NES had responded promptly to the request to cut back the vegetation on the footpath between Meadow Park and the A4.

- 7.4.4. Verge cutting – further complaints had been received from parishioners about the lack of verge cutting and members agreed that B&NES failure to carry out verge cutting in the parish this year was unacceptable. Members agreed a letter should be sent to B&NES Chief Executive, copied to the three Ward Councillors, setting out the council's complaint.

**Action: Clerk**

- 7.4.5. Trees on council land in Sally-in-the-Woods – Cllr David Le Lohé reported that three trees had been hit by high sided vehicles and therefore a survey should be carried out and tree work undertaken as necessary.

**Action: Highways Committee**

- 7.4.6. Water Leak – members noted that water was still leaking from the manhole covers on Bathford Hill opposite the end of the bridleway although some work had been

carried out further down the hill. Cllr Shirley Beazer said that she would contact Wessex Water again to find out what further investigations or repairs would be done to resolve the problem.

**Action: Cllr Shirley Beazer**

## **7.5. Planning and Environment Committee**

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

7.5.2. Park & Ride on the East of Bath – Cllr Hugh Baker reported that B&NES was to look again at possible sites for a Park & Ride to the East of Bath and parish councils had been invited to a meeting on 8 October. Cllrs Peter Martin and David Le Lohé agreed to attend to represent Bathford Parish Council and Cllr Peter Martin was to contact BANES to book 2 places.

**Action: Cllr Peter Martin**

7.5.3. Valley Parishes Alliance (VPA) – there were no matters to report.

7.6. At the conclusion of Committee business Cllr Peter Boyce said that he would like to join the Amenities Committee and the Finance & Administration Committee. The Chairpersons of both these committees welcomed the help and support of an additional councillor. The Clerk was asked to update the list of committee membership.

**Action: Clerk**

## **8. ALCA AGM**

8.1. Members noted that the ALCA AGM would be held on 6 October 2012. Councillors were asked to notify the Clerk if they were able to attend.

**Action: Councillors**

## **9. Neighbourhood Watch**

9.1. Cllr Maureen Millbank presented the Neighbourhood Watch monthly report for September 2012. An unidentified vehicle had been left in Mountain Wood and Cllr Wendy Chambers reported it had also been seen in Warleigh Lane. It was noted that the replacement for the Ringmaster system was not yet operational.

## **10. Liaison with School Governors**

10.1. Cllr Susan Barclay reported that she had informed the Governors that the council had considered their suggestion that the parish council should make a tarmaced area on the playing field but had rejected the proposal on the grounds that it was inappropriate for a sports field.

10.2. Other matters relating to School Governor liaison had been discussed earlier in the meeting under item 7a above.

## **11. Correspondence**

11.1. Resignation letter from the Clerk - Cllr Shirley Beazer referred to the letter from the Clerk which had been circulated to councillors prior to the meeting confirming her decision to resign on the grounds of increasing family commitments. Cllr Stan Cherry proposed a vote of thanks to the Clerk and this was seconded by Cllr Shirley Beazer.

11.2. CPRE – members noted the paperwork confirming the renewal of the council's annual subscription.

11.3. Survey – members noted a survey issued by the conservative candidate for election to the role of Police and Crime Commissioner. Members agreed that no response should be sent to avoid any political bias.

- 11.4. Leaflet about Park & Ride services – members noted that P&R bus services would operate on a Sunday. Leaflet passed to Cllr Maureen Millbank on request.
- 11.5. Home to School Transport – members noted that BANES is carrying out a consultation on the subject of home to school transport. A poster had been placed on the notice board. The Clerk was also asked to bring this matter to the attention of the Youth Club.  
**Action: Clerk**
- 11.6. Advice to voluntary groups – members noted the announcement that Develop, the organisation set up to offer advice and support to voluntary organisations, was to change its function and name from the end of September. A guidance booklet had been published by Develop to provide information to the voluntary sector.

## 12. Items to report

- 12.1. Olympic and Paralympic medallists – Cllr Shirley Beazer reported that residents of Bathford had won medals at the Olympics and Paralympic Games and it was good for the parish to have this association with the successful London games.
- 12.2. Matters arising from the Parish Cluster Meeting 25 July 2012 – members noted that only one representative from BANES had attended the Cluster Meeting and this had limited the opportunity for discussion and exchange of ideas between the parishes and the unitary authority.
- 12.3. SLCC AGM – members noted details of the SLCC AGM to be held on 13 October 2012.
- 12.4. Youth Services Presentation Event – members noted that BANES would be holding an awards ceremony to recognise the achievements of young people on 7 November 2012.
- 12.5. Changes to the Code of Conduct – members were asked to read the revised Code.

## 13. Items for the Bulletin

- 13.1. The council RESOLVED to publish the following notes in the Bulletin:-
- 13.1.1. Vacancy Notice for post of Parish Clerk
- 13.1.2. Co-option on new parish councillor
- 13.1.3. Parking issues in Meadow Park
- 13.1.4. Notice of temporary closure of Bath Recycling Centre
- 13.1.5. Notice of sheep attacked in Browns Folly
- 13.1.6. Date of next meeting

**Action: Clerk**

## 14. Items for the next meeting

- 14.1. Budgets
- 14.2. Recruitment of new Clerk
- 14.3. Provision of village Christmas Tree

## 15. Payments for approval

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

I M Suleman	Office rent August 2012 - paid by standing order	£115.00
I M Suleman	Office rent September 2012 - paid by standing order	£115.00
D and J Smith	Materials and services for wildflower scheme on green	£157.96
J Hedley	Plants and compost for planter on Bathford Hill	£18.97

BWBSL (Wessex Water)	Allotment water charge	£115.77
P Russell	Supply and delivery of stone for planter	£95.00
M Costello	Materials and services for construction of planter	£76.04
R Millbank	Grasscutting in village August/September	£340.00
R Millbank	Grasscutting on recreation ground Aug/Sept	£340.00
Corsham Print Ltd	Printing Aug & Sept editions of Bathford Bulletin	£266.00
The Phone Co-op	Phone and Internet charges	£59.59
M Smith	Stamps for posting allotment newsletter	£8.00
W Chambers	Fee for planning application for legacy stone	£85.00
S Cherry	Vouchers for allotment prizes	£35.00
Mrs R C Holding	Office equipment, electricity and petty cash	£114.99
Mrs R C Holding	Clerk's salary July 2012	£587.21
Mrs R C Holding	Clerk's salary August 2012	£419.44

**15. Date of next meeting**

15.1. The next meeting will be held on Monday 15 October 2012 at 7.30pm in the Parish Office, Bathford.

The meeting closed at 9.15pm

Signed..... (Chair)

Date.....