

**Minutes of Bathford Parish Council Meeting**  
**held on Monday 18<sup>th</sup> March 2013 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 Peter Boyce  
Councillor John Lloyd  
Councillor Peter Martin  
Councillor Maureen Millbank  
Councillor Richard Wickham  
Mrs Judith Abbott - Clerk

**1. Public Five Minutes**

There were no matters raised under this item.

**2. Apologies**

Apologies for absence were received from Cllr David Le Lohe

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

The Chair called for any declarations of interest. None were made.

**4. Approval of the minutes of the last Council Meeting (18<sup>th</sup> February 2013); also the minutes of the Council Meeting on 28<sup>th</sup> January**

Due to a late amendment, the minutes of January's meeting were put forward for approval at the meeting on Monday 18<sup>th</sup> March 2013. Acceptance of the minutes from both January and February's meetings was proposed by Cllr Stan Cherry and seconded by Cllr Maureen Millbank. The Council RESOLVED to accept the minutes which were signed by the Chair as a true record of proceedings.

**5. Matters Arising**

Councillors reviewed the list of actions arising from the last meeting. The following matters arising were discussed:-

5.1 Data required for CSW - Cllr Maureen Millbank reported that PCSO Zoe Knowles had not yet replied to her messages.

5.2 Check Parish Account signatories – Cllr Susan Barclay confirmed that the National Westminster Bank signatories were in order but still awaiting inclusion of the three new signatories: Cllrs Peter Martin, Peter Boyce and David Le Lohe. All paperwork has been received by Nat West. Cllr Susan Barclay reported that, although forms to add/delete signatories have been obtained, the Lloyds Bank account (Wynne Willson and Parish Plan) signatories have to be checked by Cllr Shirley Beazer or Cllr Stan Cherry, both being on the panel at the moment.

**ACTION: Cllr Shirley Beazer or Cllr Stan Cherry**

- 5.3 Neighbourhood Watch Flyers – Cllr Maureen Millbank reported that the flyers have been received.

## 6. Committee Reports

### 6.1 Amenities Committee

- 6.1.1 Cllr Stan Cherry presented the Amenities Committee monthly report for March 2013. The following items were discussed:-
- 6.1.2 Deer Problem – Cllr Stan Cherry reported that, in order to stop muntjac and roe deer entering the allotments, an electric fence would be installed inside approx 100 metres of the top hedge. The cost would be met from the Allotment Budget.
- 6.1.3 Allotment Finances – Cllr Stan Cherry reported that, as the end of the financial year approaches, the finances are in a healthy state, and there is no need to change rental charges for this year.
- 6.1.4 Cricket Club – Cllr Stan Cherry reported that, as CURO have given the Cricket Club a grant to be spent on equipment, the Youth Funding available will be put towards coaching expenses.
- 6.1.5 Dog Fence – £2500 funding via Cllr Gabriel Batt has now been received towards the cost of a fence. Members agreed that two suitable sturdy gates at a cost of £199 (plus VAT) each should be obtained from Jacksons at Chilcompton. The Council RESOLVED unanimously to agree the expenditure.
- 6.1.6 Fields in Trust – Cllr Stan Cherry reported that another Fields in Trust – QE2 Fields plaque has been received for display.
- 6.1.7 Land Registration of Field – Cllr Stan Cherry reported he is awaiting the Statutory Declaration which will be signed and sent to Land Registry with all other relevant documentation.
- 6.1.8 Play Area inspections – Digley Associates will no longer be carrying out annual inspections, these will be carried out, free of charge, by Zurich (B&NES Council's insurers) during the summer months.
- 6.1.9 Seesaw – The latest quarterly inspection report highlighted a 'high risk' need to replace the rubber seating on the seesaw. Action complete.
- 6.1.10 Litterpicking – Cllr Stan Cherry reported that, at B&NES Chairman's 'thank you' reception in February, Bathford litterpicking volunteers were presented with a certificate in recognition of their work in improving the environment. Copies of the certificate will be framed and hung in the Community Shop and the Parish Hall.  
**ACTION: Cllr Stan Cherry to obtain suitable frames.**
- 6.1.11 Bus Services – A complaint received re. bus drivers stopping at the top of Dovers Park for their layover instead of opposite the school was forwarded to B&NES on Wednesday 13<sup>th</sup> March.

## 6.2 Communications Committee

- 6.2.1 There was no written report and no items for discussion.

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

- 6.3.1 Cllr Susan Barclay reported that there had been no meeting and no written report. The following items were discussed:-
- 6.3.2 Cllr Peter Boyce asked if any surplus could be transferred to the reserve account before the end of the financial year. Cllr Stan Cherry reported that an anticipated year end surplus of £1000 would go into the reserve account and could be designated for an ongoing 'bottom gate on the playing field' project.
- 6.3.3 APM – Cllr Stan Cherry asked for the APM Agenda to be amended to read: Speaker Cllr Stan Cherry to talk on QE2 Fields in Trust and not Litter Picking.

## 6.4 Highways, Footpaths and Lighting Committee

- 6.4.1 Cllr Shirley Beazer presented the Highways, Footpaths and Lighting Committee monthly report for March 2013. The following items were discussed:-
- 6.4.2 Box Road Bus Shelter – Cllr Peter Martin reported that, as the bus stop is now in a particularly exposed spot, it was essential that as a minimum requirement a three-sided shelter be provided. Dialogue with B&NES had commenced and recognising that funds were limited Councillors were asked whether, if necessary, they would be prepared to provide some financial support. Whilst Councillors were not opposed in principle, Cllr. Peter Martin was asked to obtain more information on the criteria for selection of sites and anticipated Council contributions and report back. BANES had reported they had funding for only three shelters in their area.
- 6.4.3 Dovers Park/Mountain Wood Junction – Cllr Shirley Beazer reported that double yellow lines will replace the single white line on the bend at the junction following the request from Bathford Parish Council.
- 6.4.4 Potholes – Cllr Shirley Beazer reported that potholes in Bathford Hill and the High Street have now been repaired. Cllr Wendy Chambers requested that the numerous holes in Warleigh Lane should be brought to the attention of B&NES Council.  
**ACTION: - Cllr Shirley Beazer**
- 6.4.5 Bend at Kingsdown – Cllr Shirley Beazer reported that she has emailed PC Nick Sheppard requesting his co-operation in arranging a site visit with the Area Traffic Engineer with regard to the continuing incidents of

vehicles veering across the road, mounting the pavement and going into the hedge on the bend.

- 6.4.6 Fallen tree blocking the footpath at the top of Dovers Lane – Cllr Shirley Beazer reported that the landowner had been contacted and the tree removed.
- 6.4.7 20mph Speed Limit – Cllr Shirley Beazer reported that by now most parishioners will have received a Proposed 20mph Speed Limit leaflet through the post showing the extent of the proposed zone and giving an opportunity to comment on the proposal.
- 6.4.8 The following items were discussed at the Parish Cluster Meeting on 27<sup>th</sup> February: -
- 6.4.9 Lamp Standards – Cllr Shirley Beazer reported that prior consultation with Parish Councils has been promised before replacing lamp standards in Conservation Areas.
- 6.4.10 Verge Cutting - Cllr Shirley Beazer reported that endeavours will be made to complete the cutting programme earlier. Actual dates are yet to be agreed.
- 6.4.11 Pavement at Batheaston Shops – Cllr Shirley Beazer reported that the importance of a pedestrian pavement was again impressed upon B&NES. The scheme has been included in the Council's draft capital programme for 2013/14 and scheduled for consideration at the Council's Cabinet Meeting in April 2013.
- 6.4.12 River Footbridge at Batheaston – Ramps will be put in place shortly but, because the latest estimated scheme costs exceed the budget for the project, the design and funding will be reviewed.

## **6.5 Planning and Environment Committee**

- 6.5.1 Cllr Hugh Baker presented the Planning and Environment Committee monthly report for March 2013. The following items were discussed:-
- 6.5.2 Planning Notifications – Cllr Hugh Baker reported that, if there is a disagreement between the Parish Council and the officers, the case should go to the Development Control Committee Chairman who decides whether to take it to Committee. More than 95% of applications do not go to Committee. Cllr Peter Martin highlighted the fact that it is possible to put in a Freedom of Information request to see what happens to Parish Council recommendations re planning applications and that he was willing to pursue this.

**ACTION: - Cllr Peter Martin**

- 6.5.3 Valley Parishes Alliance Group – Cllr Peter Martin is to attend the next VPA on 16<sup>th</sup> May 2013.

## 7. Neighbourhood Watch

- 7.1 Cllr Maureen Millbank informed members that she would be handing over the role of Neighbourhood Watch Co-ordinator to Sam Pearce-Kearney with effect from 1 April 2013.

## 8. Liaison with School Governors

- 8.1 Cllr Susan Barclay reported that she had attended last week's School Governor's meeting. It was requested that a note should be included in the weekly newsletter regarding considerate parking – this has since been included .
- 8.2 Cllr Susan Barclay reported that the question of the Council running a stall at the annual FOBS Summer Fayre was raised, as FOBS would like to involve the community more. Members agreed that the type of support needs clarification before a response is given.
- 8.3 After School Club – Cllr Stan Cherry reported that he and Cllr Wendy Chambers had attended a meeting organised and also attended by Cllr Susan Barclay, at the end of February with the Headteacher, Mr Matt Stone. At their previous meeting in October it was suggested that Mr Stone should visit the After School Club being held at the Rugby Club. Councillors were disappointed that Mr Stone has not had the opportunity/time to visit the After School Club in order to check the suitability of the venue and to find out how many are attending. Mr. Stone reported that he had once again researched the possibility of using the school for the After School Club and reiterated his previous regrettable position of being unable to provide a suitable venue. Letter from Bathford Parish Council to be sent to Matt Stone continuing to express the Council's desire to work closely with the school and highlighting the need for a more appropriate venue for the After School Club, preferably within the School.

**ACTION: - Clerk**

## 9. Correspondence

- 9.1 APM – – Cllr Shirley Beazer reminded the five Committee Chairs that reports will be needed from them for the APM.
- 9.2 Cllr Wendy Chambers confirmed that the refreshments for the APM would be organised by the Youth Club. The microphone will be supplied by Cllr Stan Cherry and last year's badges to be found be found by the Clerk; also any new badges to be made for 2013. The banner advertising the APM is to be hung outside the Community Shop at least a week before the meeting.

**ACTION: - Clerk**

9.3 NALC Meeting – Cllr Peter Martin to draft letter on behalf of Bathford Parish Council to Jacob Rees-Mogg requesting his attendance at the Local Democracy All Party Parliamentary Group Local Government Finance meeting to be held at the House of Commons on 24<sup>th</sup> April. Clerk to send out on Bathford Parish Council headed paper.

**ACTION: - Cllr Peter Martin, Clerk**

9.4 Bridleway Resurfacing – The Council has been informed that the proposed resurfacing of Bridleway BA3/6 will not now commence until May 2013.

9.5 Cllr Shirley Beazer reported that an email had been received from Louise Davidson at Rural Housing Services regarding the Village Housing Needs Survey to be carried out on behalf of CURO, asking how much, if any, practical help could be given by Bathford Parish Council. For example, collating the survey envelopes and delivering around the parish. Members agreed that more information was needed before a reply could be given.

## 10. Items for Report

There were no items for report.

## 11. Items for the Bulletin

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

11.1.1 Annual Parish Meeting 15<sup>th</sup> April 2013 – notice and Agenda

11.1.2 Minutes of Annual Parish Meeting on website.

11.1.3 Recycling Centre Residents Permit

11.1.4 Litter Pickers

11.1.5 Reminder to return 20mph slip

## 12. Items for the next meeting

12.1 Cllr Shirley Beazer reminded members that April's meeting would be a short meeting starting at 6.30 in the Parish Hall before the APM.

12.2 Only urgent matters for consideration.

12.3 Payments.

## 13. Payments for approval

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

Office rent March 2013 - paid by s/o	Mr I Suleman	£115.00
March Parish Magazine	Corsham Print	£133.00
Phone and internet to 7 March 2013	The Phone Co-op Ltd	£30.80
Refund of allotment deposit	Simon Tapscott	£25.00

Prize vouchers for allotment and scarecrow competitions	Cllr Stan Cherry	£145.00
Refund of allotment deposit	Mr A Aldrich	£25.00
Office(stamps £24.00, key top-up £30.00, paper £3.50)	Mrs J Abbott	£57.50
Clerk's salary February 2013	Mrs J Abbott	£562.12
Allotment Warden Costs	Mr M Wright	£91.47
Allotment water services	Wessex Water	£22.78
Domain Renewal	Cllr R Wickham	£26.38
Gullwing seats, nuts and bolts for play area	GB Sports & Leisure UK Ltd	£91.73

#### 14. Date of next meeting

14.1 The next meeting will be held on Monday 15 April 2013 at 6.30pm in the Parish Hall, Church Street, Bathford to be followed at 7.30pm by the Annual Parish Meeting.

The meeting closed at 9.05 pm

Signed..... (Chair)

Date.....