

Minutes of Bathford Parish Council Meeting
held on Monday 20th May 2013 at 7 pm in the Parish Office, Bathford Hill, Bathford

Present: Councillor Shirley Beazer (Chair)
Councillor Stan Cherry
Councillor Hugh Baker
Councillor Peter Boyce
Councillor Wendy Chambers
Councillor David LeLohe
Councillor Peter Martin
Councillor Richard Wickham

Mrs L Davidson – Rural Housing Services
Mr G Ward – Enabling Office, BANES

1. Public Five Minutes

Address by Louise Davidson – copy to be forwarded.

Mrs. Louise Davidson, Rural Housing Services, and Mr. Gary Ward, Housing Enabler from Bath &NE Somerset, were in attendance to discuss the forthcoming village housing survey. Rural Housing Services had been commissioned by Curo to conduct a census based survey to identify levels of local housing need and local demand for open market homes in the parish. The Parish Council were being asked to support and promote the survey process but it was reiterated that this was a stage by stage process and that by supporting the survey it did not automatically mean a development of new homes would be supported by the Council. It was suggested that the Parish Council might like to give some thought as to how the survey should be delivered and promoted. The proposed timescale for the survey is for survey forms to be circulated in early July, with a community consultation event to be held in mid July. Forms to be returned to Rural Housing Services for analysis and to support recommendations on the size and tenure of possible future developments to be brought to the Parish Council for consideration by Curo in the future.

Mrs. Davidson and Mr. Ward welcomed the discussion which ensued, and mindful of time constraints for their presentation, offered to meet again with the Parish Council in a less formal setting to spend more time discussing the survey and the delivery of rural affordable homes. It was agreed that the Communications Committee should liaise with Mrs. Davidson and Mr. Ward as a matter of urgency.

2. Annual Election of Chairman

In line with official protocol, the Clerk took the Chair and asked for nominations for the post of Chairman. Cllr. Shirley Beazer was proposed by Cllr. Stan Cherry, seconded by Cllr. Hugh Baker and unanimously agreed by all present. Cllr. Beazer was happy to accept the post and thanked all who had supported her in her role in the past year. There were no other nominations.

ACTION: Chair to sign declaration of Acceptance of Office of Chairman form.

3. Annual Election of Vice Chairman

Cllr. Stan Cherry was proposed by Cllr. Wendy Chambers, seconded, by Cllr. Peter Boyce and unanimously agreed by all present. Cllr. Cherry reiterated the views of the Chairman with his thanks to all present and advised that he would stand for another year. There were no other nominations.

ACTION: Vice Chairman to sign declaration of Acceptance of Office of Vice Chairman form.

- 4. Appointment of Committee members to specific committees.**
Proposed by Cllr. Shirley Beazer, seconded by Cllr. Peter Boyce and unanimously agreed that Committee membership should be as follows:

Highways, Footpaths & Lighting

Shirley Beazer
Hugh Baker
David Le Lohé
Peter Martin
Maureen Millbank
Richard Wickham

Finance & Admin

Susan Barclay
Shirley Beazer
Peter Boyce
Wendy Chambers
David Le Lohé

Planning and Environment

Hugh Baker
Shirley Beazer
Wendy Chambers
John Lloyd
Peter Martin
Maureen Millbank
Steve Mackerness (co-opted)
Philip Harris (co-opted)
Tony Cox (co-opted)

Amenities

Stan Cherry
Hugh Baker
Peter Boyce
Wendy Chambers
John Lloyd
Richard Wickham

Communications

Maureen Millbank
Susan Barclay
Wendy Chambers
David Le Lohé
Peter Martin

The appointment of Cllr Shirley Beazer to the various Committees was proposed by Cllr. Wendy Chambers and seconded by Cllr. Hugh Baker.

- 5. Appointment of representatives to the following committees:**

School Governor liaison – Cllr. Susan Barclay. Proposed: Cllr. Wendy Chambers, seconded Cllr. Peter Boyce

Parish Hall Management Committee – Cllr. Shirley Beazer. Proposed: Cllr. Hugh Baker, seconded Cllr. Peter Boyce

Neighbourhood Watch – it was agreed that this item should no longer appear on the agenda as any representations would feed back to the Parish Council via the Communications Sub Committee route.

Cllr. Beazer reported on the increasing difficulty in attracting membership onto the Parish Hall Management Committee. It was suggested that the positive activity of the Hall Committee should be advertised on the Parish Council website, routinely in the Bathford Bulletin and throughout the village to increase awareness and raise the profile of the Committee.

6. **Apologies**

Apologies for absence were received from Councillors Gabriel Batt, Susan Barclay, Maureen Millbank and John Lloyd

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

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

8. **Approval of the minutes of the last Council Meeting held on the 15th April 2013**

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.

9. **Matters Arising**

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

- 6.4.2 **Community Speed Watch** – Positive response had been received via Cllr Peter Martin's communication with the Crime Commissioner Sue Mountstevens re intended 20mph speed limit and its impact on Community Speed Watch. Contrary to initial notification speed checks on vehicles exceeding 30 mph in 20mph speed limit zones would be carried out. Cllr. Shirley Beazer would contact PCSO Knowles to ascertain the current timeframe in respect of speed checks in the Parish.

ACTION: Cllr. Shirley Beazer

- 5.1.1. **Legacy Stone Update** – Cllr. Wendy Chambers reported that she had checked with the Highways Agency who were working closely with Wessex Water re the current status of the proposed erection of the legacy stone. Cllr. Chambers had been advised that Wessex Water should have already been in touch but would contact her in the near future.

ACTION: Cllr. Wendy Chambers

10. **Committee Reports**

10.1 **Amenities Committee**

10.1.1 The following items were discussed:-

10.1.2 Plotolders Meeting – Cllr. Cherry attended the annual plotolders meeting on 20th April. 13 plotolders were in attendance and there were no issues arising.

10.1.3 Deer Problem – Cllr Stan Cherry reported that the electric deer fence had been obtained and passed to wardens for installation.

10.1.4 Cricket Pavilion Project - the cheaper specification for the building was on-going.

- 10.1.5. Fence positioning - 5 Parish Councillors met Rugby Club officials on Monday 13th May to discuss the final position of the proposed fence to prevent dogs from going onto the field. Following lengthy discussions it was agreed that a self closing gate should be fitted at the corner of the clubhouse, fencing should be erected across the gap between the clubhouse and the play area and signs should be fitted to all gates. ARFC agreed to accept responsibility for any intrusion by dogs from their clubhouse. Further consideration to be given involving Cllr Lloyd's expertise re a secondary fence with a field gate and self closing pedestrian gate at the Ashley Road entrance. Cllr. Cherry had spoken with Ward Councillor Batt with regard to the possibility of phasing in his fence contribution and had been assured that the finance was available without time constraints.

ACTION: Cllrs. Lloyd and Cherry

- 10.1.6 Land Registration of Field – Paul Daniels had dealt with the final LR query and was hoping for conclusion in the near future.

- 10.1.7 Cllr. Cherry reported that via the Amenities Budget he intended to purchase grass seed and maintenance kit for the field.

ACTION: Cllr. Stan Cherry

- 10.1.8 A request had again been received from DeLaRue for the use of the field for their end of year party. Cllr. Cherry confirmed he would highlight the sensitivity of the parking issues.

ACTION: Cllr. Stan Cherry

10.2 Communications Committee

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

10.3 Finance and Administration (F&A) Committee

- 10.3.1 In the absence of the Chair of Finance, Cllr. Wendy Chambers reported that the Internal Auditor, Mrs. June Evans, had audited the accounts and with the exception of a couple of minor suggestions, had confirmed they were acceptable. The Council was also asked to provide a table of assets – this would be actioned by the Finance Committee.

ACTION: Finance Committee

Cllr. Shirley Beazer proposed, seconded by Cllr. Stan Cherry and carried that the internal auditor should sign off the accounts as agreed

- 10.3.2 Cllr. Cherry suggested that the Finance Committee should give consideration to a dedicated bank account for the allotments as it was already ring fenced and might prove easier for the Clerk to manage. The Finance Committee to consider and report back to the next meeting.

ACTION: Finance Committee

- 10.3.3 The Finance Committee were asked to check and confirm that all signatures for all accounts were now satisfactorily set up.

ACTION: Finance Committee

10.4 Highways, Footpaths and Lighting Committee

10.4.1 The following items were discussed:-

10.4.2 Cllr Shirley Beazer reported on a recent meeting she had attended with Cllr. Peter Martin and Andrew Radford re the Box Road Bus Shelter. Cllr. Martin reported that the cost of providing a bus shelter at the recently re-located Box Road bus stop was anything between £3,000 and £3,500. Ward Councillor Gabriel Batt had offered funding of £2,000 and it was proposed by Cllr. Peter Martin and seconded by Cllr. Wendy Chambers that £1,000 identified in the Highways budget for mobility, should be allocated as a contribution to this proposed provision. Cllr. Martin undertook to negotiate with BANES re the economics of the exercise and would have to report back to the full Council should further financial resources be required.

ACTION: Cllr. Peter Martin

10.4.3 'Reply' document – Mrs. Keevil had requested the 'reply' document concerning the ownership of the bridleway. It was subsequently confirmed not to be contained in Parish Council records and a letter to this effect had been actioned.

10.4.4. Avonvale Rugby Club – Cllr. Beazer had reminded the Rugby Club (and its users) as tenants of the Parish Council of the parking stipulations of the High Court Judgement.

10.4.5 Cobbled Gulley – Cllr. Beazer reported that she had written to BANES reiterating the Parish Council's preference for its retention in its original state. Cllr. David LeLohe felt that a comment in an e mail from Mrs. Keevil, re Section 106, suggesting that it be resurfaced in limestone was a positive step and in line with Parish Council thinking.

10.4.6 Cllr. Stan Cherry reported that following recent maintenance work the manhole in the middle of the road at the end of Church Street was still dropping.
ACTION: Cllr. Shirley Beazer to contact BANES.

10.4.7 Cllr. Beazer reported that she had attended the BEFA Shop AGM and had raised the issue of the £400 donated by the Bathford Consolidated Charities between 2006 and 2007 for deliveries to the elderly and infirmed in the village. Whilst Cllr. Wickham confirmed that deliveries were made, the Chairman wanted to explore the issue further and with John Lees would meet with Simon Hodgson to discuss the possibility of the involvement of Link in ensuring increased awareness of the service.

ACTION: Cllr. Shirley Beazer

Planning and Environment Committee

10.5.1 The following items were discussed

10.4.4 The attendance of Cllr. Peter Martin had been omitted from the minutes of the meeting of the 23rd April 2013.

10.4.5 In the absence of Steve Mackerness, Cllr. Peter Martin had attended the last meeting of the VPA. Cllr. Martin was impressed with the enthusiasm of the group, their discussion on the Placemaker Plan and how BANES were now taking the group increasingly seriously. Cllr. Chambers asked if any comment was forthcoming re. potholes in Conkwell and the missing signage on Conkwell common. Cllr. Martin reported that whilst potholes were discussed, no comment was made on the missing signage. The Chairman suggested that Cllr. Chambers should make contact with Richard Bowles of Hartley Farm to enlist Winsley Parish Council support.

ACTION: Cllr. Wendy Chambers

11. Neighbourhood Watch

- 11.1 It was agreed that in future the activity of Neighbourhood Watch should be fed back to the Council via the Communications Committee., and as such would no longer routinely appear on the agenda. Cllr. Peter Martin was growing increasingly frustrated by the lack of support from the Police and it was agreed that this frustration was most likely shared by Samuel Pearce-Kearney. Members asked that Cllr. Martin should work with Samuel Pearce-Kearney to draft a letter to Sue Mountstevens ref. lack of Police support – draft to be submitted for confirmation and signature by the Chairman.

ACTION: Cllrs.. Peter Martin and Shirley Beazer and Samuel Pearce-Kearney

12. Correspondence

- 12.1 The Chairman read a card of thanks from Judith Abbott thanking members for their help, guidance and support during her period of employment as the Parish Clerk.

13. Items for Report

- 13.1 Cllr. Chambers was asked to request that the Clerk should write to all Councillors to ascertain who required a hard copy of the minutes of the last meeting with their agenda packs, and take appropriate action.

ACTION: Clerk

- 13.2 Cllr. Chambers asked if the Chairman could enquire from BANES when the verges in Warleigh Lane and other outlying areas might receive their first cut.
- 13.3 The Chairman to contact BANES re. responsibility for maintenance of weeds on the river bridge

14. Items for the Bulletin

- 14.1 The council RESOLVED to publish the following notes in the Bulletin:-
- 14.2 Parish Office Opening Hours
- 14.3 Date of Next Meeting

15. Items for the next meeting

- 15.1 Dog Fence

16. Payments for approval

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

Supplier	Description	Amount (GBP)
Current Account		
Mr. I. Suleman	Office rent May 2013 – paid by standing order	120.00
Mr. R. Millbank	Grass Cutting - paid in advance	90.00
NALC	Publications	3.90
Wendy Chambers	Refreshments for APM	8.30
Came and Co.	Insurance 2013 - 2014	794.78
Corsham Print	Parish Magazine Printing	133.00
Mrs. J. Abbott	Clerk's Salary April 2013	666.22
Mr. J. Cooper	Clerk's Salary April 2013	263.71
The Phone Co-op Ltd.	Phone and Broadband	31.45
Mr. J. Cooper	Clerk's Expenses	44.97
Kara Maylor	Youth Club Funding	182.72
Mr. R. Millbank	Grass Cutting – 2 nd cut April, 1st cut May	180.00
John Lloyd	Deer Fence	332.75
Richard Wickham	Web hosting and antivirus software	85.94
Total for Current Acct		2937.72

Wynne Wilson Account		
Mr.R. Millbank	Grass Cutting – paid in advance	90.00
Mr. R. Millbank	Grass Cutting – 2 nd cut April, 1st cut May	180.00
WW Total		270.00
Grand Total		3207.72

17. Date of next meeting

- 17.1 The next meeting will be held on Monday 17th June 2013 at 7.30pm in the Parish Office, Bathford Hill, Bathford.

The meeting closed at 8.45 pm

Signed..... (Chair)

Date.....