

**Minutes of Bathford Parish Council Meeting  
held on Monday 17<sup>th</sup> June 2013 at 7.30 pm  
in the Parish Office, Bathford Hill, Bathford**

Present: Councillor Shirley Beazer (Chair)  
Councillor Stan Cherry  
Councillor Susan Barclay  
Councillor Peter Boyce  
Councillor Wendy Chambers  
Councillor David LeLohe  
Councillor John Lloyd  
Councillor Peter Martin  
Councillor Maureen Millbank  
Councillor Richard Wickham

**1. Public Five Minutes**

There were no members of the public present

**2. Apologies for Absence**

Councillor Hugh Baker  
Ward Councillor Gabriel Batt  
Mr. Jon Cooper – Clerk

**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 held on the 20<sup>th</sup> May 2013**

Item 4 Appointment of Committee Members to Finance Committee -  
As Cllr. Beazer was not a full member of the Finance Committee, Cllr. Stan Cherry proposed and Cllr. Peter Martin seconded, the deletion of Cllr. Beazer's name from the Committee. Subject to this amendment, acceptance of the minutes of the last meeting was proposed by Cllr Susan Barclay and seconded by Cllr Peter Boyce. 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:-

6.4.2 **Community Speed Watch** –. Timeframe still unknown but Speed Watch had been approved, subject to meeting necessary criteria.

**ACTION:** Cllr. Shirley Beazer

5.1.1 **Legacy Stone Update** – Cllr. Wendy Chambers reported she had met on site with a representative of Wessex Water re. position of the stone. Wessex Water had advised that for their own security they would dig an exploratory trench on Monday 24<sup>th</sup> June and advise their findings.

**ACTION:** Cllr. Wendy Chambers

10.4.2 **Proposed Box Road Bus Stop** – Cllr. Martin had negotiated with BANES and advised that the Parish Council would be prepared to contribute to a bus stop at Box Road .Any further progress would have to await the recruitment of a member of personnel dedicated to bus stop control.

**ACTION:** Cllr. Peter Martin

10.4.6 **Repair to manhole at end of Church Street** - Cllr. Shirley Beazer was of the opinion that this task had been completed. Cllr. Cherry was not confident the task had been undertaken and would check at his earliest convenience.

**ACTION:** Cllr. Stan Cherry

10.4.7 **Attendance at Shop/Link meeting re. shop deliveries to vulnerable parishioners** – Cllr. Beazer reported that a very positive meeting had taken place and it was agreed that to avoid the system being abused shop volunteers should be reminded of the service and personally identify any customers they thought might benefit from the service.

10.5.3 **Liaison with residents of Conkwell re. condition of roads/potholes** in Conkwell – Cllr. Wendy Chambers had spoken to a number of Winsley Parish Councillors and the Head of the Traffic Section had brought the matter to the attention of Wiltshire County Council. A representative of the WCC would examine the roads again and take whatever action was necessary. The Chair had regular meetings with WCC and undertook to keep Cllr. Chambers updated on developments.

11.1 **Cllr. Peter Martin to liaise with Neighbourhood Watch Co-ordinator re preparation of a letter expressing disappointment at lack of Police support.** – Cllr. Martin would be meeting the NW Co-ordinator in the near future.

**ACTION:** Cllr. Peter Martin

## 6. Committee Reports

### 6.1 Amenities Committee

6.1.1 The following items were discussed:-

6.1.2 **DeLaRue's use of the field** – Cllr. Cherry had highlighted to the hirers the sensitivity of car parking for their event. Nearer the date of the event DeLaRue would forward details of activities taking place on the field. It was considered most likely that guests would park on the Mill car park.

6.1.3. **Fence positioning** - Cllrs. Lloyd and Cherry had met with Combe Fencing to discuss positioning, style and cost. Stage one proposal was to install a fence and gate at the junction of the clubhouse and hut and between the play area and clubhouse. Stage two would be to install a field gate and pedestrian gate to close off the top corner of the field. As an addition to previous discussion it was proposed that a field gate should be erected on the boundary of the bridleway. A quotation for the work was still awaited.

**ACTION:** Cllrs. Lloyd and Cherry

6.1.4 **Land Registration of Field** – Paul Daniels had finalized work connected with the registration and had asked if his fee might be paid as a contribution to his Land's End – John O'Groats charity bike ride. Whilst this would be fully

discussed at the next Finance Committee meeting, Councillors saw no problem in principle and Cllr. Chambers was asked to advise Mr. Daniels of the procedure to follow in relation to Charity donations.

- 6.1.5 **QEII Plaque** - Cllr. Cherry advised Councillors that he had been contacted by the suppliers of the QEII plaque re. a production issue which had resulted in the plaques weathering more quickly than expected. The plaque had been recalled and a replacement would be dispatched.

**ACTION:** Cllr. Wendy Chambers/Cllr. Stan Cherry

- 6.1.6 Cllr. Cherry reported that he had purchased grass seed and maintenance kit for the field.

- 6.1.7 **Play area** – the recent condition survey was generally acceptable. Repairs were to be carried out in house when weather conditions were suitable. Cllr. Cherry to advise the supplier to amend their file address to the correct address of the play area.

- 6.1.8 Cllr. Shirley Beazer reported that she had been approached by the Chairman of Batheaston Parish Council relating to the synergetic effects of the three 'B's – Bathford, Batheaston and Bathampton working together and possibly sharing resources and events i.e. use of playing fields etc. Councillors supported the idea and looked forward to future liaison meetings.

- 6.1.9 Cllr. Stan Cherry reported that the five yearly review of the Rugby Club rents was due and it would be necessary for the Clerk to notify the Club in July. Cllr. Cherry to prepare details of the rise based on RPI in order that the Clerk can advise the Club within the timeframe.

**ACTION:** Cllr. Stan Cherry

- 6.1.10 Cllr. Stan Cherry had asked Mr. Tucker to cut the trees on the bridleway – as yet Cllr. Cherry had received no reply.

**ACTION:** Cllr. Stan Cherry

## 6.2 **Communications Committee**

- 6.2.1 **Proposed delivery of the Curo Affordable Housing Survey** – Cllr. Millbank had advised Mrs. Louise Davidson, Regional Manager of the Rural Housing Services, that the Parish Council were unable to get involved in the distribution of the survey. Distribution via some other route, would now be postponed until the autumn

- 6.2.2 Cllr. Peter Martin shared his personal feeling that the heading of the Bathford Bulletin indicating it was the monthly magazine for the Parish of Bathford gave the impression it was a Church magazine. He suggested that it should in some way be rebranded as a community magazine rather than a Parish document. Cllr. Martin had no evidence of negative comments from Parishioners to support his comments and as a result there was no further support for this suggestion

- 6.2.3 **Legacy Stone** – the Wessex Water would dig a trench to confirm the suitability of the proposed site on Monday 24<sup>th</sup> June.

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

- 6.3.1 Cllr. Susan Barclay presented the completed annual governance statement 2012/13 for the Annual Return to the Audit Commission. It was proposed by Cllr. Wendy Chambers and seconded by Cllr. Peter Boyce that the document

should be duly signed by the Chairman and forwarded to Grant Thornton UK LLP

**ACTION:** Finance Committee

- 6.3.2 The Finance Committee agreed with Cllr. Cherry's suggestion at the last meeting that there should be a dedicated bank account for the allotments. The Clerk had been asked to set up an account. A general discussion ensued re. the number of signatures for each of the Parish Council accounts. It was generally felt that all Councillors should be able to sign for any of the accounts. To this end Cllr. Barclay asked all those present wishing to sign, to complete forms on the table. Councillors would however be responsible for presenting ID themselves at the Branch office. This topic to be discussed at the next Finance Committee meeting

**ACTION:** Finance Committee

- 6.3.3 As the Clerk was on annual leave it was not possible to check if he had contacted the banks to check and confirm that all signatories for all accounts were now satisfactorily set up.

**ACTION:** The Clerk

- 6.3.4 **Preparation of table of assets and financial risk assessment** – to be addressed at the next Finance Committee Meeting

- 6.3.5 **Possible payment/honorarium to Clerk stand-in** – No response had yet been received from ALCA. Cllr. Chambers to follow up

**ACTION:** Cllr. Wendy Chambers

- 6.3.6 **Request for financial assistance to the churchyard** – Proposed by Cllr. Maureen Millbank and seconded by Cllr. Peter Boyce that a £300 donation towards the upkeep of the churchyard should be made on the same basis as last year.

## 6.4 Highways, Footpaths and Lighting Committee

- 6.4.1 The following items were discussed:-

- 6.4.2 Cllr Shirley Beazer reported that whilst verges had been cut, the quality of the work was, in her opinion, sub-standard. Cllr. John Lloyd reported that Dovers Lane had not been cut for 4 years and was now almost impassable. Warleigh Lane had also not been completed satisfactorily.

**ACTION:** Cllr. Shirley Beazer

- 6.4.3 **Footbridge** – BANES had agreed to spray the weeds along the walkway but pointed out that they could not spray near water. Cllr. Beazer asked them to spray and cut back as much growth as possible.

- 6.4.4 **Community Speedwatch** – Inspector of Traffic for Bathford had approved speedwatch, subject to meeting necessary criteria, but no timeframe was as yet available.

- 6.4.5 **Junction of Dovers Park/High Street** - Stefan Chiffers of BANES Highways had agreed to monitor the concerns of parishioners relating to the unavoidable hazard on exit from Dovers Park from speeding vehicles from Priority Point 1 (British Legion). The vehicles were on the wrong side of the road, mindful of parked vehicles opposite the junction and obviously unaware of traffic entering the High Street at this point on the right. Cllr. Beazer reiterated the Council's

desire to remove Priority Point 1. Regardless of B&NES constant refusals, we will continue to lobby for its removal.

**ACTION:** Cllr. Shirley Beazer

- 6.4.6 Cllr. Stan Cherry asked Cllr. Beazer to bring to BANES attention the condition of the road in Dovers Park around the bend at the school.

**ACTION:** Cllr. Shirley Beazer

- 6.4.7 Cllr. Richard Wickham reported on a recent accident where a vehicle had been written off when alighting from the end of Church Street and turning right down the A363. The accident occurred on a Tuesday, three weeks ago. It was suggested that the introduction of a 'No Right Turn' at the end of Church Street might help avoid such accidents.

**ACTION:** Cllr. Shirley Beazer

- 6.4.8 Cllr. Shirley Beazer reported on items for the forthcoming Cluster Meeting in July – Priority Point 1, Park and Ride Update, Warleigh Lane Signage and road resurfacing. Any Councillor wishing to add to the list should contact the Chairman.

- 6.4.9 Cllr. Beazer reported on some misunderstanding which had occurred with the notice on the lamp post adjacent to the school re. parking/disabled bays. The notice covered all locations listed and did not apply to Dovers Park and Mountain Wood. From Bathford's perspective, the existing single white line would be replaced with double yellow lines on the bend leading to the Community Rooms at Dovers Park. Irresponsible parking obstructing visibility to both school children and pedestrians was largely to blame for this action.

## **6.5 Planning and Environment Committee**

- 6.5.1 The following items were discussed

- 6.5.2 No meeting had been held since the last full Council meeting – the one application which was dealt with by e mail was the Commercial Parking Site, Box Road, Bathford. It had been returned with a 'no objection' comment.

- 6.5.3 Cllr. Peter Martin had prepared and circulated a draft Placemaker Plan. Cllr. Martin had consolidated comments into the Plan and would discuss these at the next Planning Committee meeting. Cllr. Martin would, at that time, suggest a walk around the village to identify sites of interest.

- 6.5.4 Cllr. David LeLohe asked what was happening with the site opposite the shop. Cllr. John Lloyd reported that he believed Biggs owned the site but they were not developing it at the moment. It was initially intended to build 9 houses on the site.

## **7. School Governors' Representative Report**

- 7.1 Cllr. Susan Barclay reported there had been no meeting since the last Parish Council meeting. Cllr. Barclay was however heartened to see, on one occasion, a uniformed officer monitoring parking outside the school.

## **8 Correspondence**

- 8.1 **Bathford Flower Show** – Correspondence had been received from the Secretary, John Smart, advising of the date of the Flower Show on Saturday 7<sup>th</sup> September and asking if the Parish Council could once again provide prizes for 'The Best Kept Allotment' competition. It was proposed by Cllr. Shirley Beazer and seconded by Cllr. Susan Barclay that the Clerk be asked

to purchase 5 garden vouchers – 1st, 2<sup>nd</sup>, 3<sup>rd</sup> and two Highly Commended to the same value as last year. Councillors welcomed the news that the Colegate family (who purchased the original cup) had agreed to fund the replacement cup referred to last year, in memory of their father and it would continue as the John Colegate Cup. It was expected that the Allotment Wardens would contact Cllr. Wendy Chambers with regard to judging in due course

**ACTION:** The Clerk .

- 8.2 The Chairman had received an e mail from Ward Councillor Gabriel Batt asking if anyone would like to benefit from the 'More Trees for Bathavon North' initiative. Councillors were asked to contact [www.moretreesbanes.org](http://www.moretreesbanes.org) if there were any tree planting projects that needed support in the Ward i.e. on neglected plots of land, community orchards, local school projects or residents which might appreciate a free tree to plant in their garden.

It was agreed that a note should be put in the Bulletin to advise Parishioners

**ACTION:** The Clerk .

- 8.3 **Data Protection Online Seminar** – The Chairman reported on a number of Seminars relating to the Data Protection Act 1998, the Freedom of Information Act 2000 and Handling a Subject Access Request. It was generally felt that one of these Seminars might be useful for the Clerk's development once he had attended the new Clerk's course.

- 8.4 **BANES – Get free business support at workshops and clinics** – Details had been supplied by BANES of starting in Business Awareness Workshops, one to one Business Advice, UK Trade and Investment and Intellectual Property Clinics. Anyone interested to contact Business West at [info@growthsouthwest.co.uk](mailto:info@growthsouthwest.co.uk)

## 9. Items for Report

- 9.1 In the absence of the Clerk, Cllr. Chambers reported that the Clerk had contacted all Councillors to ascertain who required a hard copy of the minutes of the last meeting with their agenda packs. To the best of her knowledge it would appear that everyone with the exception of Cllr. Stan Cherry still required a hard copy with their agenda packs.

**ACTION:** Clerk

## 10. Items for the Bulletin

- 10.1 The council RESOLVED to publish the following notes in the Bulletin:-
- 10.2 Box Road Re-surfacing
- 10.3 Fencing the playing field
- 10.4 'More trees for Bathavon North' initiative
- 10.5 Cllr. Chambers to check if the allotment warden, Mr. Mike Smith, had already put details of the Scarecrow Competition in the Bulletin, if not, add to the Parish Council entry.

## 11. Payments for approval

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

Supplier	Description	Amount (GBP)
<b>Current Account</b>		
Mr I. Suleman	Office rent May 2013 – paid by standing order	£120.00
Society of Local Council Clerks	Membership of SLCC	£108.00
Valley Parish Alliance	VPA Annual Membership subscription	£150.00
J. Cooper	Clerk's Salary	£379.37
Corsham Print	Printing of June Parish Magazine	£133.00
Mrs. Hannah Kent	Return of allotment deposit (Plot 7b)	£25.00
Mr. R.A. Millbank	Village grass cutting (2 <sup>nd</sup> cut May, 1 <sup>st</sup> June)	£180.00
The Phone Co-op Ltd.	Telephone and internet	£32.02
J. Cooper	Clerk's Expenses	£30.98
Office Evolution	Photocopier repair/service	£71.99
June Evans	Internal Audit 2012/13	£130.00
<b>Total for Current Acct</b>		<b>£1,360.36</b>

<b>Wynne Wilson Account</b>		
R.J. Sulley and Son	Flat rolling of Bathford Recreation Field by Ashley Wood Farm	£120.00
Mr. R.A. Millbank	Rec. Ground grass cutting (2 <sup>nd</sup> cut May, 1 <sup>st</sup> June)	£180.00
John Lloyd	Grass seed for the playground	£48.60
<b>WW Total</b>		<b>£348.60</b>
<b>Grand Total</b>		<b>£1,708.96</b>

## 12. Date of next meeting

- 12.1 The next meeting will be held on Monday 15<sup>th</sup> July 2013 at 7.30pm in the Parish Office, Bathford Hill, Bathford.

The meeting closed at 9.30 pm

Signed..... (Chair)

Date.....