

**Minutes of Bathford Parish Council Meeting
held on Monday 15th July 2013 at 7.30 pm
in the Parish Office, Bathford Hill, Bathford**

Present: Councillor Shirley Beazer (Chair)
Councillor Stan Cherry
Councillor Hugh Baker
Councillor Susan Barclay
Councillor Peter Boyce
Councillor David LeLohe
Councillor John Lloyd
Councillor Peter Martin
Councillor Maureen Millbank
Councillor Richard Wickham
Clerk: Jon Cooper

1. Public Five Minutes

There were no members of the public present

2. Apologies for Absence

Councillor Wendy Chambers
Ward Councillor Gabriel Batt

It was agreed that as Councillor Batt's absence was due to illness a card would be sent on behalf of Bathford Parish Council

ACTION: Cllr. Shirley Beazer

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 15th June 2013

Item 10.5.3 "Wiltshire County Council" was now called "Wiltshire Council" with the 'County' having been dropped.

Subject to this amendment, acceptance of the minutes of the last meeting was proposed by **Cllr Peter Boyce and seconded by Cllr.** 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 -6.4.2 **Community Speed Watch** – Full report given in Highways report.

5 – 5.1.1 **Legacy Stone Update** – Cllr. Wendy Chambers had met with Wessex Water and there did not seem to be an issue with the Legacy Stone affecting a water main

ACTION: Cllr. Wendy Chambers

- 5 – 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

- 6.1.4 **QEII Plaque** – Cllr Stan Cherry reported that a new plaque was to be put in place. The old one could be kept and perhaps erected on the gate at the other entrance of the field
- 6.3.5 **Payment of Clerk stand in** – It was reported that this would be not be possible as Parish Councillors could not receive any payment for their work.
- 6.4.2 **Verge Cutting** – issue to be raised at the Cluster Meeting

6. Committee Reports

6.1 Amenities Committee

- 6.1.1 The following items were discussed:-

- 6.1.2 **Fence** - Cllr Cherry had been informed by the supplier, Coombe Fencing, that a metal yellow gate was due to be ordered. Both Cllr Cherry and Lloyd had previously seen plans for and requested a wooden gate. If they could not provide a wooden gate an alternative supplier may need to be found.

ACTION: Cllrs. Lloyd and Cherry

- 6.1.3 Cllr. Cherry reported that the grass had started to grown again on the field.

- 6.1.4 **Play area** – Repairs were being undertaken to the play area.

- 6.1.5 **Dog loose around Mountain Wood** – A dog had been reported loose around Mountain Wood, it was believed the owner did not think a collar was necessary as it had a microchip. This had been reported to Joanna Brain at BANES by the clerk.

- 6.1.6 **Cricket Pavilion** – Cllr Cherry circulated a copy of the paper from the Cricket Club regarding progress on the pavilion. Martin Gurney was investigating the possibility of the project being exempt from VAT via the Wynne Wilson Charitable status through this would require further research. Current plans are for a building exterior to be erected and the interior completed after. There are a number of grants that may help with costs, two of which would report shortly, if these were unsuccessful further options would be explored. A 'cricket force' scheme would also be able to help with the interior next year if it was ready.

ACTION: Amenities Committee

6.2 Communications Committee

- 6.2.1 There were no items to report from the Communications Committee

6.3 Finance and Administration (F&A) Committee

6.3.1 Quarterly figures were circulated by the clerk, it was stated these should be received in advance of the meeting in future. Figures would be reviewed by Parish Councillors

6.3.2 **Internal Audit** - The internal auditor had suggested that a table of assets should be produced, this would utilise Cllr Cherry's current list and the insurance figures. The auditor also stated there should be a written financial risk document, it was noted that systems were already in place to mitigate risk such as two signatories needed on cheques. Clerk to provide Peter Boyce with the data for these two issues

ACTION: Clerk & Cllr Peter Boyce

6.3.3 **Donation to Bath Rugby Foundation** – Mr Paul Daniels had requested that a donation of £100 be made to the Bath Rugby Foundation in lieu of his fee for land registration. His fee would have been £250 + VAT. This had been agreed and would be made along with a letter of explanation to the foundation.

ACTION: The Clerk

6.3.4 **Bank Signatories** – Any current signatory should be able to get a list of other signatories from the bank on production of ID. Due to the name on the form being incorrect there had been a slight delay in finalising the Lloyds signatories also a new form would be needed for each account. It was agreed that The Chair, Vice Chair, Clerk and members of the Finance Committee would be signatories for all accounts, Clerk to organise this once Allotment account had been opened.

ACTION: The Clerk

6.3.5 **Box Road Bus Shelter** – The maximum funding to be provided for the Box Road bus shelter by Bathford Parish Council would be £1000.

6.3.6 **Youth Funding** – The Guides had requested £400 of funding for the 'Big Gig' event, however, as they already received a portion of their funding they would be provided with £200. The youth club funding was £182.72 to date not £82.72 as stated in finance report.

6.3.7 **Laptop**- The Clerk had reported problems with the office laptop running very slowly to the point it was difficult to work on and causing work to take longer than necessary. Due to the cost of a replacement being over £250 Full Council was required to approve the spend. Cllr Richard Wickham stated that software costs had to be taken into account and suggested Office 2010 would be the most appropriate package, but final decision would need to be made by committee. Clerk to research and suggest what was needed. Full Parish Council agreed to a maximum spend of £1000 for a new laptop and appropriate software.

ACTION: The Clerk

6.4 Highways, Footpaths and Lighting Committee

6.4.1 The following items were discussed:-

6.4.2 **Footbridge** – It was still not clear if the work to the footbridge had been completed.

ACTION: Cllr. Shirley Beazer

6.4.3 **Community Speedwatch** – Bathford would be getting a Speedwatch scheme. Mike Rich (CSW Co-ordinator) had met with Cllrs Beazer, Millbank and Martin together with PCSO Zoe Knowles. He also requested that the Parish Council and Speedwatch Volunteers be informed that he was not responsible for any misleading information previously. The Speedwatch kit would cost between £2-300 which would be met by the Police despite the Parish Council having offered to make a contribution towards this. Training would be needed in central Bath for anybody involved in the scheme.

6.4.5 **Box Road Resurfacing** – It was noted that portions of the road had not been resurfaced during the recent work. Cllr Shirley Beazer to contact BANES with concerns.

ACTION: Cllr. Shirley Beazer

6.4.6 **Parking near the priority points** – Recently there has been a repeated issue of a 'Church's' lorry parking near the priority point, this was causing an obstruction as cars had a large stretch of road to negotiate to pass both the lorry and the pinch point and at times obstructed the exit of the cycle path. Cllr. Shirley Beazer to discuss with Stefan Chivers about double yellow lines being placed before the priority points.

ACTION: Cllr. Shirley Beazer

6.4.7 **Prospect Place:** Despite large warning sign at the entrance to Prospect Place, yet again (Friday 28 June 2013) a large articulated lorry attempted to negotiate Prospect Place upwards to the Wiltshire boundary and was forced to reverse down to the High Street. The last HGV succeeded in losing a wing mirror and part of the vehicle in the same process. An urgent request will be made at the next Cluster Meeting (Wednesday 17 July 2013) for additional signage to prohibit large vehicles continuing to cause chaos both here and at Warleigh Lane.

ACTION: Cllr. Shirley Beazer

6.4.8 The following items would be taken to the Cluster Meeting to be held on Wednesday 17th July.

- a. Resurfacing of the road around the bend at Bathford Primary School, Dovers Park.
- b. Provision of "No Right Turn" signs at the Church Street/A363 junction and the Community Shop entrance
- c. Park and Ride update.
- d. Additional signage at Prospect Place and Warleigh Lane to prohibit large vehicles.
- e. Repeated accidents at the Dry Arch, Kingsdown.
- f. Verge cutting - sub-standard.

6.5 **Planning and Environment Committee**

6.5.1 The following items were discussed

- 6.5.2 Local planning applications were:
- 6.5.3 The Coach House 24 Church Street-External alterations for the replacement of gates. Supported. The new gates will improve the street scene in this sensitive part of the Conservation area.
- 6.5.4 The Cedars 4 Bathford Hill-Erection of first floor extension above permitted single storey extension ref: 11/03226/FUL was opposed.
- 6.5.5 Dairy Cottage Shockerwick Lane - Provision of loft conversion to include side pitched roof dormer and conservation rooflights. This had been refused. Advised that the applicants intend to appeal.
- 6.5.6 Cllr. Peter Martin stated that the Placemaker Plan stated there should be no development on land that had AONB or Green Belt status. The Rural Exception policy stated that affordable local housing schemes could be built on the Green Belt with priority for local families, if a need was shown to be present.
- 6.5.7 Curo's local housing needs survey had been circulated across the Parish. Two sites had been suggested by Curo but the Parish Council would not make any decisions on suitability until the results of the survey were known. Curo were holding an open meeting on 18th July to discuss proposal with parishioners, Parish Councillors would be available at this.

7. School Governors' Representative Report

- 7.1 It had been hoped that Mr Matt Stone, Head of Bathford School would attend the meeting, however, the Bathford Parish Council meeting had coincided with a Governors meeting. It was hoped he would be able to attend the September meeting

8 Correspondence

- 8.1 **BANES Community Awards** – Correspondence had been received from BANES regarding the Chairman's Community Awards. An item would be placed in the Bulletin to inform parishioners they could nominate local individuals.

ACTION: The Clerk .

9. Items for Report

- 9.1 There were no items to report.

10. Items for the Bulletin

- 10.1 The council RESOLVED to publish the following notes in the Bulletin:-
- 10.2 Computers for beginner's course
- 10.3 Mobile library changes
- 10.4 BANES Chairman's Community Awards

11. Items for next meeting

11.1 Budgets for the next financial year will be included on the agenda for the next meeting.

12. Payments for approval

12.1 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)
Current Account		
Mr I Suleman	Office rent May 2013 - paid by s/o	£120.00
Lee Wiltshire	Allotment deposit refund	£25.00
Nash Palmer	Flowers for Dovers Park planter	£22.93
Bath Rugby Foundation	In lieu of Paul Daniels fees	£100.00
J Cooper	Clerk's Salary	£393.25
St Swithun's Bathford PCC	Churchyard costs donation	£300.00
EDF	Electricity for the Manor Office	£32.14
Corsham Print	July Parish Magazine Printing	£133.00
Sally Kemball- Smith	Return of allotment deposit	£25.00
Bathford Guides	Youth Funding	£200.00
Mr R A Millbank	Grass Cutting	£180.00
J Cooper	Clerk Expenses	£99.29
Total for Current Acct		£1,630.61

Wynne Wilson Account		
Mr. R.A. Millbank	Rec. Ground grass cutting (2 nd cut May, 1 st June)	£200.00
WW Total		£200.00
Grand Total		£1,830.61

13. Date of next meeting

13.1 The next meeting will be held on Monday 16th September 2013 at 7.30pm in the Parish Office, Bathford Hill, Bathford.

The meeting closed at 9.25 pm

Signed..... (Chair)

Date.....

DRAFT