

**Minutes of Bathford Parish Council Meeting
held on Monday 16th September 2013 at 7.30 pm
in the Parish Office, Bathford Hill, Bathford**

Present: Councillor Shirley Beazer (Chair)
Councillor Stan Cherry
Councillor Hugh Baker
Councillor Wendy Chambers
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 Susan Barclay
Ward Councillor Gabriel Batt

3. Declaration of interests in any item on the agenda

The Chair called for any declarations of interest. Councillor Stan Cherry declared a non-prejudicial interest in the cricket club pavilion project.

4. Approval of the minutes of the last Council Meeting held on the 15th June 2013

Item 6.1.6, spelling mistake of 'through' changed to 'though'
Subject to this amendment, acceptance of the minutes of the last meeting was proposed by Cllr Peter Boyce and seconded by Cllr Wendy Chambers. The Council RESOLVED to accept the minutes which were signed by the Chair as a true record of proceedings.

It was noted that the circulated minutes prior to the meeting were single rather than double sided copies due to photocopier issues. Follow up on recent repair.

ACTION: The Clerk

5. Matters Arising

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

- 5 – 6.3.2 **Financial documents** – both a Draft Asset Register and Draft Financial Risk Assessment, drafted by Cllr Peter Boyce, were circulated for discussion at the October's meeting.

- 5 – 6.3.4 **Allotment bank account** – slow progress on the banks part in sending and confirming documentation, Cllr Susan Barclay in repeated contact with them. Account should be open ready for allotment invoicing later this month.
- 5 – 6.4.5 **Box Road resurfacing** – the parts of the road that were not resurfaced in the recent work would take place in the New Year.
- 5 – 6.4.7 **HGV's in Prospect Place** – issue was raised by Cllr Shirley Beazer at the cluster meeting, however, it was stated there was already a sign and no further work or deterrents would be completed.
- 5 – 5.1.1 **Follow up with Wessex Water** – progress should now be made now that Sacha Coombes had returned to work following summer break.

6. Committee Reports

6.1 Amenities Committee

- 6.1.1 **Cricket Pavilion** – Cllr Cherry reported that the Cricket Club are to start work next week on the base, electric supply and filling the well.
- 6.1.2 **Fence** – the gate was now installed completing the fence from the play area to the rugby clubhouse completing stage 1 of the project. Slight adjustments are required to the gate. Funding into stage 3 would be investigated.
- 6.1.3 **Play area** – Repairs were being undertaken to the play area.
- 6.1.4 **Rugby posts** – new rugby posts have been installed with a smaller footprint per post.
- 6.1.5 **Cricket pitch** –reseeding has been completed.
- 6.1.6 **Damage to footpath** – footpath alongside Royal British Legion has been damaged by workman doing landscaping work in garden adjoining their car park. They have assured us they will 'make good' after the job is completed.
- 6.1.7 **Rugbytots** – due to decreased demand, their sessions are being cancelled with immediate effect and an agreement to refund Rugbytots for the rest of term. This is a loss of an income stream for the field.

6.2 Communications Committee

- 6.2.1 **20 mph zone consultation** – the results had come back positive, with results as follows:-

Agree with the 20 mph proposal:	Yes - 171	No - 45
No Opinion - 5		
Agree with the 20 mph proposal:	Yes - 74.7%	No - 19.7%
No Opinion - 2.2%		

This means the village will become a 20mph speed limit zone. It was unclear as to whether signage would be amended from 30mph to 20mph and there are concerns this will be too slow for the High Street as well as being unenforceable. B&NES (Simon Thomas) will update us after permission from Cllr Caroline Roberts to continue next stage of project consultation ie formal consultation and advertisement of Traffic Regulation Orders in connection with the speed limits.

6.2.2 **Speedwatch** – there are currently 19 speedwatch volunteers with more people being contacted to try and increase the number. A further training session would be held at the end of September. All the equipment is being stored securely in the Parish Office.

6.2.3 **Curo housing survey** – despite the result being due at the end of August so far no results have been reported by Curo.

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

6.3.1 **Avonvale RFC rent review** – Response was still awaited from Paul Daniels re the status of the rent increase as per the original agreement with the Club

6.3.2 **Grant Thorton auditors** – a number of queries were received from the auditor, all have been replied to by the Clerk. Awaiting confirmation they now have all the details they require.

6.3.3 **Cashbook** – The internal auditor, will confirm whether a written cash book is still required or accessible prints of the electronic copies will be sufficient as an on-going financial record.

6.3.4 **Monthly Management Accounts** – copies of a new monthly accounts document were circulated. It was agreed these would be distributed monthly at the Parish Council meetings complete up to and including the last set of agreed payments. For next month a column would be added by Cllr Peter Boyce showing percentage spend to date. Cllr Stan Cherry noted that while the figure of £4000 was given for the Cricket Club grant, this should be £6500, clerk to investigate.

ACTION: Cllr Peter Boyce and The Clerk

6.4 **Highways, Footpaths and Lighting Committee**

6.4.1 **Footbridge** – spraying of vegetation completed by BANES

6.4.2 **Community Speedwatch** – first training session has been completed. Speedwatch volunteers are accountable to the police. If anybody is caught speeding a letter would be sent by the police but due to calibration issues there is not an enforceable fine. The police would carry out their own monitoring if repeat offending found to be happening. It is suggested that the Parish Council make a donation of £200 to the speedwatch scheme as a goodwill gesture for the time taken in training, approval for this to be tabled at the next Parish Council meeting.

6.4.3 **No right turn sign** – a parishioner contacted BANES about a sign opposite the entrance to the Community Shop, something the Parish Council has been lobbying for. Despite it appearing that this had been agreed by BANES it has yet again been shelved by them due to lack of funds in the budget.

6.4.4 **High Street Parking** - site meeting held with Stefan Chiffers (B&NES Highways) on Friday, 19 June and attended by Shirley Beazer and Hugh Baker. Agreed that double yellow lines to be located at the cycle exit route of Priority Point 2 (Allotments) and at the approach to Priority Point 3 (Upper High Street) to eliminate the existing and persistent inconsiderate parking issues. B&NES also suggested the introduction of parking bays in response to our concerns at traffic forced to adhere to the right upwards from Priority Point

1 due to parked cars and also from a safety point of view, would provide a "pull in" for downward traffic .

6.4.5 **Kingsdown Dry Arch** - BANES considered high speed contributed to the numerous accidents at this location. However concerns that accidents always happen in same place and the adverse camber and two manholes could be contributing to accidents. Cllr Shirley Beazer will continue to liaise with BANES on this issue.

6.4.6 **Ashley Road** – Philip Smart had reported a crack on the road outside his house that was causing concern. Also on this road to the rear of 45/47 High Street there are issue of bins on the road. Cllr Shirley Beazer to discuss with Roland Russell.

ACTION: Cllr Shirley Beazer

6.4.7 **Folly car park** – a parishioner had enquired about whether there was a dustbin at this location. It was reported there is not, but the wardens regularly clear the area and this method was working well.

6.5 **Planning and Environment Committee**

6.5.1 Tyndale – erection of 9 dwellings may begin soon.

6.5.2 Applications – Flat 5, Bathford Manor and 72 High Street have both had successful planning applications.

6.5.3 Curo survey – no reply from Curo as yet on the housing survey, appropriate action to be taken when results are known.

6.5.4 Placemaker plan training – Cllr Peter Martin and Cllr Maureen Millbank will attend the training session to be held on the 28th September.

7. **School Governors' Representative Report**

7.1 Due to timing issues the Parish Council's representative on the Govenors was also prevented from attending when Govenors and Parish Council meeting dates clashed. The school liaison group comprising Cllrs. Sue Barclay, Wendy Chambers and Stan Cherry would make contact with the Head Teacher to ensure there continued to be liaison at least once a term

7.2 Numbers of after school to be confirmed as they were due to pay for use of the playing field if they reached 10 pupils attending. Cllr Wendy Chambers to confirm.

ACTION: Cllr Wendy Chambers

7.3 Cllr Shirley Beazer requested a copy of the Ofsted report, the clerk to provide link to this on their website.

ACTION: The Clerk

8 **Correspondence**

8.1 **Playing on Dover's Park Green** – A complaint had been received regarding damage to trees with children playing on the green. It was noted this was owned by BANES and the complainant would need to contact them directly. Clerk to respond to them with these details.

ACTION: The Clerk

- 8.2 **Councillor numbers** - an email had been received from Peter Duppa-Miller asking the Parish Council to confirm they would like to continue with the same number of councillors and not reduce them. Unanimously agreed to remain as 11 Councillors. Chair to report back to Peter Duppa-Miller

ACTION: Cllr. Shirley Beazer

- 8.3 **Thanks from the flower show** – a thank you letter had been received from the flower show for the Parish Council providing the prize for best kept allotments. Cllr Wendy Chambers noted she had not been properly informed that she would not be required for judging this year.

9. Items for Report

- 9.1 **Youth Funding** – no organisations had followed up the youth funding as there was a concern that the deadline may pass and the opportunity for funds would be lost to them. Cllr Shirley Beazer to contact relevant organisations.

ACTION: Cllr. Shirley Beazer

- 9.2 **Rave in Limpley Stoke Valley** - over a summer weekend an illegal party was held in Limpley Stoke Valley with noise disruption throughout the night on two consecutive nights. The Police response on the night was thought to be inadequate as they failed to stop the event. The Chairman had written to the Police and Crime Commissioner (PCC) for Avon and Somerset with copies to PCC for Wiltshire and Local MP. An e-mail from the PCC Avon and Somerset stated the Police response was considered 'appropriate and proportionate'. Both Cllrs Chambers and Boyce disagreed as the response contained inaccuracies regarding the timing of the Police response . Lack of environmental health staff at weekends was also a major cause Cllr Peter Boyce was asked to draft a letter for the Chairman to send to environmental health.

ACTION: Cllr. Peter Boyce

- 9.3 **Possible closure of Batheaston post office** – The current manager of the Post Office in Batheaston is to retire in the New Year and the current premises lease is also coming to an end. The Post Office would have to find new premises. They are currently in communication with the local pubs and the convenience store, any new premises would be expected to have increased 'footfall' and opening hours. Should this not happen a mobile unit would visit three times a week. Due to time and business requirements there is no opportunity for Bathford to regain a post office.

- 9.4 **Warleigh weir** – Cllr Wendy Chambers attended a meeting in St Marys Church in Claverton regarding large numbers trying to access the weir during the hot weather. A number of interested parties attended including the police, local homeowners and the Canal Board. Increased signage of 'no access to Warleigh Weir' would be erected as well as increased manning of double yellow lines.

- 9.5 **Backup of Parish Council laptop data** – it was agreed an offsite backup of the data should be made and kept by The Chair, clerk to purchase two memory sticks and alternate them.

ACTION: The Clerk

- 9.6 **Brown's Folly** – there were still issues with the door being illegally removed to Brown's Folly enabling dangerous access. Folly fellowship are due to seal door permanently.

10. Items for the Bulletin

- 10.1 The council RESOLVED to publish the following notes in the Bulletin:-
- 10.2 BathRider bus ticket
- 10.3 Support for groups from local business
- 10.4 Stage one of closing the playing field completed
- 10.5 Dog micro chipping scheme
- 10.6 Snow wardens
- 10.7 Avon Wildlife Trust volunteers tree felling

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 payment to Cllr Shirley Beazer was seconded by Cllr Hugh Baker. The council RESOLVED to make the following payments:-

Supplier	Description	Amount (GBP)
Current Account		
Mr I Suleman	Office rent July 2013 - paid by s/o	£120.00
Mr I Suleman	Office rent August 2013 - paid by s/o	£120.00
Mr J Cooper	Parish office Expenses, including 'Office 2010' for laptop	£286.92
Mr J Cooper	Clerk July Salary	£430.26
Corsham Print Ltd	August Parish Magazine Printing	£133.00
Shirley Beazer	Hire of Parish Hall for Speedwatch training	£18.00
Corsham Print Ltd	September Parish Magazine Printing	£133.00
Mr A Ball	4ft Pedestrian Field Gate	£42.08
Mr R A Millbank	Grass Cutting and tree work in village	£440.00
The Phone Co-op Ltd	Phone & Broadband, August and September bill dates	£46.97
Mr J Cooper (office expenses)	Printer Paper	£3.50
	Calculator	£1.00
	Post it notes	£1.00
	Paper fasteners	£3.77
	Electricity for Parish Office	£30.00
	Postage	£1.50
	Vacuum	£26.94
Mr J Cooper	Clerk August Salary	£286.84

Mr J Cooper	Printer Ink	£57.58
BWBSL	Water Bill for Allotments	£274.93
Total for Current Acct		£2457.29

Wynne Wilson Account		
Mr R A Millbank	Grass Cutting	£380.00
Complete Weed Control	Spraying of playing field	£240.00
Rugbytots Ltd	Refund of cancelled session on the playing field	£143.00
WW Total		£763.00
Grand Total		£3220.29

13. Date of next meeting

13.1 The next meeting will be held on Monday 21st October 2013 at 7.30pm in the Parish Office, Bathford Hill, Bathford.

The meeting closed at 9.27pm

Signed..... (Chair)

Date.....