

**Minutes of Bathford Parish Council Meeting  
held in the Parish Office, Bathford Hill, Bathford  
on 16<sup>th</sup> June 2014 at 7.30pm**

**Present:**

Councillor Stan Cherry (Chair)  
Councillor Hugh Baker  
Councillor Susan Barclay  
Councillor John Budd  
Councillor Wendy Chambers  
Councillor David Le Lohé  
Councillor Peter Martin  
Councillor Maureen Millbank  
Councillor Richard Wickham

**Co-opted at meeting:**

Councillor Andrew Ginn

**Apologies for absence were received from:**

Mr. Jon Cooper – Clerk  
Councillor John Lloyd

**1. Proposed Co-option of New Councillor**

Andrew Ginn was asked to give a brief resume of his previously distributed submission relating to his suitability for the post of Co-opted Councillor. Andrew explained that he had served on the Parish Council in 2000 but due to business commitments and the possibility of moving abroad was reluctantly unable to give the time and energy to the post he would have hoped. He was passionate about the Parish of Bathford being as good as it could be and he would like to be part of the process of moving the village forward. His particular core skills lay in finance, communications, websites and the environment. As a keen athlete he was becoming more and more concerned with the impact the environment had on people's lives.

Andrew was asked to leave the meeting whilst Councillors discussed his suitability for the post. It was proposed by Councillor Hugh Baker, seconded by Councillor Maureen Millbank and unanimously agreed that Andrew should be co-opted as a Councillor. Councillor Andrew Ginn accepted the post and signed the declaration of Acceptance of Office and Register of Members Interests forms. The Clerk to countersign both forms on his return to the office.

**Action: The Clerk**

## 2. Public Five Minutes

The Editor of the Bathford Bulletin, Julie Ticehurst, had been invited to attend the meeting, to discuss her ideas to modify and freshen the monthly Bulletin. As a result of Councillor Peter Martin and Ms. Ticehurst working together, a draft of the proposed new format was submitted for Councillors perusal. Councillor Richard Wickham suggested that the main heading should be in Sans Serif and less condensed.

Considerable discussion ensued re. the new look Bulletin. Councillor Martin made it clear that the Bulletin belonged to the residents of Bathford and it was hoped that the new format would be more neutral in its production. All organisations within the village should be aware of their ability to submit information for inclusion in the Bulletin. The copy day had been brought forward by a week which hopefully would ease pressures currently being experienced over delivery. The Chairman asked how this would affect entries from the Parish Council and was advised that as the Clerk usually got information to Ms. Ticehurst immediately following the meeting, she could make provision for the late submission of the Council report. The Bulletin had been divided into sections which would remain the same each month. Ms. Ticehurst explained how on occasions she juggled the advert sizes in accordance with space available. It was agreed that whilst there was no waiting list for adverts to be included, this was an area which the Communications Committee should once again revisit i.e. the cost of the Bulletin against the advertising income. Councillor Le Lohé advised that he would submit an article from the Cotswold Wardens in the next issue. The Chairman proposed, Councillor Peter Martin seconded and it was unanimously agreed that the new style Bulletin should be introduced immediately. Members thanked Ms. Ticehurst for her hard work and commitment to the Bulletin. **Action: Communications Committee**

## 3. Declarations of interest in any item on the agenda

There were no declarations of interest in any item on the agenda

## 4. Approval of the minutes of the last meeting held on 19<sup>th</sup> May 2014

The minutes of the meeting held on the 19<sup>th</sup> May 2014 were approved subject to the following amendment:

Item 16.1 Payment of invoices

Cllr. R. Wickham Web hosting should read £29.99 and not £22.99

Acceptance of the minutes was proposed by Councillor Hugh Baker, seconded by Councillor Maureen Millbank and signed by the Chairman as a true record of proceedings.

## 5. Matters Arising

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

Ref No. 6 Councillor Peter Martin reported that he had researched the Community Right to Bid scheme and was currently awaiting information from Steve Roach, Acting Chairman of Bathford British Legion, relating to a number of queries. In due course Councillor Martin would have to approach the village hall, but the Chairman advised that following a conversation with Mr. Ted Johnson, it seemed likely that he would have to approach the church

**Action: Councillor Peter Martin**

Ref. 10.3.2 The Clerk had investigated internet banking – the matter would be further discussed at the next Finance Committee Meeting in July

**Action: Finance Committee**

Ref. 9.3 All photographs had now been taken and would be passed to Councillor Richard Wickham for inclusion on the Bathford Parish Council website.

**Action: Councillor Richard Wickham**

## 6. Committee Reports

### 6.1. Amenities

- 6.1.1 Cricket pavilion – the base had now been installed and finished
- 6.1.2 Playing field /new fencing – The Chairman would get the gates erected by Coombe Fencing as soon as possible. **Action: Chairman**
- 6.1.3 Avonvale Village Fun Day – The Chairman reported that feed back relating to more activities for small children had been noted
- 6.1.4 Play area inspections – re-issued BANES Safety Report with corrections had now been returned.
- 6.1.5 Field in Trust plaque – the replacement plaque had been fitted.
- 6.1.6 Complaint received – a letter of response had been forwarded to a resident re. her complaint relating to safety and upgrading of the play area. Councillor Susan Barclay and Councillor Wendy Chambers both endorsed the need for timeliness of outstanding activities. A general brightening up of the play area and the benches on the field had been highlighted some time ago and both felt a time frame should be attached to this work. The Chairman reported that he had sourced the material for the benches and had a volunteer to carry out the work. Councillor Le Lohé highlighted the need for several of the benches he identified as he went around the village to be painted and/or refurbished. The Chairman undertook to source additional

materials for other benches and discuss the work needed at the next Amenities Committee Meeting. The Clerk was asked to flag up a date to Councillors when this work had been done.

The Chairman reported that any money allocated to well capping on the field could be withdrawn as materials were not to hand to fill it. This job could be done in the future when an opportunity became available.

**Action: Chairman and Clerk**

## 6.2. Communications

- 6.2.1 The Chairman asked that in future all committees should provide a written report prior to the meeting.
- 6.2.2 Councillor Maureen Millbank reported that the Neighbourhood Co-ordinator, Samuel Pearce Kearney, had left the village but he hoped to return in due course. A replacement Co-ordinator was required and the Clerk was asked to put an advertisement in the Bulletin. **Action: The Clerk**
- 6.2.3 Speedwatch had been carried out again with no one being found speeding. Councillor Millbank would get in touch with the Police Co-ordinator, Mike Rich, to ascertain the value of the work and see if the watch should continue **Action: Councillor Maureen Millbank**
- 6.2.4 Councillor Richard Wickham reported that the website had recently been reviewed and updated. Pictures of Councillors were still outstanding but would be added at his earliest opportunity. **Action: Councillor Wickham**
- 6.2.5 Councillor Hugh Baker reported that one of the doors on the notice board at Meadow Park was stuck. Councillor Andrew Ginn undertook to take the key and see if he could release the door. **Action: Councillor A. Ginn**

## 6.3. Finance and Administration

- 6.3.1 A request had been received for a £300 donation towards the maintenance of the churchyard. It was proposed by Councillor Sue Barclay, seconded by Councillor Maureen Millbank and unanimously agreed that a donation should be approved.
- 6.3.2 Councillor Susan Barclay presented the annual return and governance statement for 2013/14. Additions from last year's submission were as follows:
  - £739 picnic benches (Wynne Wilson)
  - £641 laptop/software (reserve)Councillor Barclay reported that the internal auditor was happy with the Council's submission and would take time to sit with the Clerk to refine procedures.

The statement was proposed by Councillor Hugh Baker, seconded by Councillor Peter Martin and unanimously approved for onward transmission to Grant Thornton, our external auditors, by the end of June.

6.3.3 Internet Banking – ALCA had been approached and had agreed that Councils were able to do internet banking if they so wished. The procedure would still require two signatures i.e. if the Clerk made a payment on the internet, a second person would receive an e mail and would have to verify via a pin number. Considerable discussion ensued regarding internet banking, standing orders and direct debits. Councillor Andrew Ginn highlighted the importance of cyber security and it was agreed that the matter should be passed back to the Finance Committee and ALCA to clarify the situation.

**Action: Finance Committee**

6.3.4 An estimate had been received to add a security chain to the gold bracelet presented to Shirley Beazer on the occasion of her retirement. It was agreed that Councillor Chambers should explore cheaper options than H. Samuels who had quoted £70, and get the safety chain fitted as soon as possible.

**Action: Councillor Wendy Chambers**

#### 6.4. Highways

6.4.1 Footpath at No. 49/50 Meadow Park – BANES had been advised of the collapsed fence alongside the boundary and overgrown vegetation encroaching onto the path and steps through to No. 29. Councillor Andrew Ginn confirmed that the surface area was particularly dangerous near the wood.

6.4.2 Councillor Maureen Millbank had reported to BANES two locations at Kingsdown and Shockerwick, where vegetation had overgrown onto the roads. No response from BANES to date.

6.4.3 Rights of Way Maintenance – Keith Weller of The Ramblers had contacted the Clerk asking how the Parish Council inspected and reported problems on Rights of Ways around the Parish. They had offered their help and subsequent to Councillor Le Lohé meeting with Mr. Weller it was proposed that the RoW are walked at least once a year noting the condition of stiles, gates, bridges and fingerposts for possible maintenance work.

**Action: Councillor D. Le Lohé**

6.4.4. Ashley Road bridleway overgrown vegetation had recently been cleared by the Cotswold Wardens.

6.4.5 Brunel Railway Bridge - Network Rail contractor, Amey, had recently grouted and secured further blocks in the crown of the arch. A programme was in place to watch for further movement.

6.4.6. Box Road Resurfacing – completed without incident – final white lines being finished this evening.

6.4.7 Councillor Peter Martin had the opportunity of talking to the new Clerk of Works for BANES and reminded him of the winter issue with the road flooding from surface water coming out of the hillside at ST 379200 165200

6.4.8 Councillor Peter Martin reported that an enlarged sign would be placed behind the new bus shelter on Box Road and there would be additional white lining from Box Road approaching the roundabout

6.4.9 Councillor Martin reported that the bus shelter responsibilities had now been passed to someone else at BANES. Councillor Martin undertook to contact BANES to ascertain what was causing the delay.

**Action: Councillor Peter Martin**

## 6.5. Planning

6.5.1 Councillor Hugh Baker reported that he had responded to a request from the Clerk of Saltford PC on how Bathford Parish Council dealt with enforcement.

6.5.2 Councillor Baker had attended a meeting of the VPA at which the Canal and River Trust reported on the need for boats which hadn't got a residency permit not to overstay the 48 hour temporary mooring. Although owners could not be fined their boats could be confiscated and disposed of. In three years 280 boats across the country had been confiscated/disposed of. The organisation were seeking volunteers to police the area between Devizes and Bath to monitor boat movements. The stretch of water will be sectionalised and anyone interested in helping should contact the Clerk for details.

## 7. School Governors Representative Report

Councillor Susan Barclay reported there was a new Chair of Governors – Graham Nunn. There was nothing specific to report but she felt they were pulling together to get the School back on track.

## 8. Correspondence

8.1 An e mail had been received from a resident who rented a garage from Curo asking if they might park a caravan on the site, as a nearby neighbour was already doing so. The Chairman contacted Curo and was told that such parking was not permitted and Tracey Benson of Curo, would take action against the other caravan owner. Tracey Benson would contact the Clerk with information.

8.2 An e mail had been received from a resident complaining about the noise coming from open windows in the British Legion at 10.10 pm on Saturday and asking if the Parish Council could investigate whether this was a failure to comply with their licence. The Chairman undertook to informally advise the British Legion of the complaint. The Clerk was asked to respond advising the complainant that this not a matter for the Parish Council. **Action: The Clerk**

## 9. Items to Report

9.1. Councillor Wendy Chambers reported that she would be meeting with Peter Clarke re. trees overhanging the highway on Thursday.

- 9.2. Councillor David Le Lohé reported that following local skateboarders using Garstons, the popularity had gone viral and French skateboarders had arrived.
- 9.3. Councillor Susan Barclay complained about the surface of Dovers Park and a pothole in the High Street
- 9.4. Councillor Andrew Ginn reported on a national website identifying bad potholes – he would forward details to any interested Councillors
- 9.5. The Clerk was asked to add the potholes in Bathford Hill and Dovers Park to the Cluster Meeting agenda **Action: The Clerk**
- 9.6. The Chairman reported that the resident who maintains the flower tub next to the telephone box, Judy Hedley, would shortly be moving from the village. Mrs. Hedley had however already sourced sufficient plants to keep the planter fully stocked until next Spring when a replacement caretaker would be required.

**10. Items for the 'Bathford Bulletin'**

- 10.1. Volunteer wanted as a Neighbourhood Watch Co-ordinator,
- 10.2. Co-option of Andrew Ginn as a Councillor.
- 10.3. Volunteers wanted by the Canal River Trust to monitor moored boats

**11. Items for the next meeting**

There were no items 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 Hugh Baker. The Council resolved to make the following payments.

**Current Account**

	<b>Description</b>	<b>Sub total</b>	<b>Amount Due</b>
Mr I Suleman	Office rent - paid by s/o	£125.00	£125.00
Cllr Sue Barclay	Vax vacuum for the Parish Office	£184.00	£59.00
Roger Millbank	Village grass cutting	£364.00	£180.00
Corsham Print	Bulletin Printing	£497.00	£133.00
J. Cooper	Clerk's Salary	£930.33	£433.33
Phone Co-op	Telephone and Broadband	£961.40	£31.07
Southern Electric	Manor Electricity	£979.08	£17.68

Cllr. Richard Wickham	VAT Payment	£985.08	£6.00
<b>Total</b>			<b>£985.08</b>

**Wynne Willson Account**

	Description	Sub total	Amount Due
Tom Ledbury	Mowing of Wynne Willson Playing Field	£180.00	£180.00
Roger Millbank	Grass cutting for play area	£540.00	£360.00
<b>Total</b>			<b>£540.00</b>

**13. Date of the next meeting**

The next meeting will be held on Monday 21<sup>st</sup> July at 7.30pm in the Parish Office, Bathford Hill, Bathford.

**The meeting closed at 9.40 pm**

Signed..... (Chair)

Date.....