

Batheaston Parish Council

**Minutes of the Annual Meeting of the Batheaston Parish Council
held in The Rhymes Pavilion on Tuesday 20th May 2012 at 7-15 pm**

Present :- Cllrs V Pecchia (chair) J Beresford-Smith, P Blanking, L Brass, P Burcombe, M Corbett, V Drew, K Eardley, P Fear, S Fremantle, K Hawkins, J Heffer, M Johns, G Riley, M Tabb, V Trenchard and M Townley (Clerk)

Apologies : Cllrs S Cast, D Robins,

In attendance: Cllr Veal and 9 x residents

C-812 Public Participation

No comments offered.

C-813 Election of Chairman

There were 2 x Nominations and several Councillors spoke on behalf of both. A paper ballot was exercised.

Proposed	S Fremantle	}	RESOLVED –	That Cllr Vito Pecchia be appointed
Seconded	L Brass	}	(Unanimously)	Chairman for 2014 - 2015

C-814 Election of Vice-Chairman

Again there were 2 x Nominations and a paper ballot exercised.

Proposed	J Heffer	}	RESOLVED –	That Cllr Peter Fear be appointed
Seconded	M Johns	}	(Unanimously)	Vice-Chairman for 2014 - 2015

C-815 Declarations of Interest

(a) P Burcombe is Chair of Youth Club, Secretary to the BLA and BNVH Trustee.
K Eardley is a committee member of the Youth Club.

C-816 Adoption of Code-of-Conduct and Standing Orders (SOs)

(a) Typos still evident in the SOs and a working party will review for the next full Parish Council Meeting. PF

VT offered to proof-read the corrected papers. VT

(b) The “Code of Conduct” and “Other Disclosable Interests” contained in the SOs.

(c) Risk Assessment Policy, established 3 years ago, is reaffirmed and adopted.

(d) KE wishes to review the NALC Model SOs – copy to be provided by SF. KE/SF

Proposed	P Fear	}	RESOLVED –	To adopt the above Standing Orders, for
Seconded	K Eardley	}	(Unanimously)	verification at the next full Council Meeting, and to adopt the Risk Assessment policy as issued.

C-817 Composition and Membership of Committees

All Councillors are able to attend all Meetings but, legally, there can only be 7 voting members.

Each Committee, if numbers exceed 7 when they meet, must settle who will be the members who can vote.

General Purposes Committee VP, PF, KH, JB-S, LB, SF, KE, JH (8)

Highways Footpaths & Lighting VP, PF, JH, MJ, GR, MTa, MC (6)

Planning & Environment Comm. VP, PF, PBI, LB, PBU, KH, GR, VT, DR (8)

Neighbourhood Plan Committee VP, PF, JB-S, PBI, PBU, VD, SF, KH, VT, SC MC (9)

Proposed	P Fear	}	RESOLVED –	To rename the Place-Making Committee
Seconded	M Johns	}	(Unanimously)	(ex-village Centre) to the Neighbourhood Plan Committee

Cllr Eardley proposed that other residents might be approached but this Meeting did not agree to any additional co-optees at this time.

C-818 Co-option of Committee Members

(a) There were 3 x nominations = David Robins, Steve Cast and resident Mike Corbett’
A paper on all 3 x nominees was issued to all Councillors and all 3 were accepted .

(b) Mike Corbett was welcomed to join the Meeting.

C-819 Council’s Representations on Other Bodies

B’ton Leisure Association (BLA) MJ, PF

Youth Club (YC) Pbu, VD

B’ton Neighbourhood Group (BNG) JB-S

Valley Parishes Alliance VP

ALCA The Clerk

Bath Preservation Trust VP

C-820 Bank Account and Audit Requirements.

(a) That any two of the Chairmen of the Standing Committees, the Council Chairman and Vice-Chairman are authorised to sign cheques on behalf of the Parish Council.

(b) Until the new Committee Chairmen are all elected – and their signatures deposited at the Bank – the existing signatories of S Fremantle, K Hawkins must continue.

(c) Cllr Heffer affirmed willingness to internally audit monthly Accounts.

(d) Final year accounts to be audited by an independent non-Council auditor before passing to the External Auditors (as appointed by the Government)

Proposed L Brass } RESOLVED – to accept the Bank Account details
Seconded K Hawkins } (Unanimously) and audit Requirements

C-821 Authorisation of Regularly Occurring Amounts

- (a) Wages and Salaries at rates approved by the Parish Council, and payments to the Inland Revenue
- (b) Contracts made by the Parish Council = Street Lights Maintenance & Power; Water Rates; Garage Rental; Electricity Accounts; Highways Maintenance equipment; Telephone Accounts, Toilet Facilities.
- (c) Administration costs = Audit Fees; Stationery; Postage; Photocopying; Office Rental; Travel Expenses; Toilet materials & Power; Cleaning Supplies.
- (d) Items of Petty Cash not exceeding £100.00 (Increased from £50 by this Meeting)

Proposed P Blanking } RESOLVED – That the Council authorises payments
Seconded V Trenchard } (Unanimously) of the following items until the next
Annual Parish Council Meeting: -

C-822 Minutes of Meeting held 18th March 2014

Proposed S Fremantle } RESOLVED - That the Minutes be formally approved
Seconded J Heffer } (Unanimously) as presented.

C-823 Matters Arising from the above Meeting

- (a) Each Councillor requested to provide a small biography (plus photo if possible) for inclusion on the website. **ALL**

C-824 Receipt of Standing Committee Reports

General Purposes Committee (presented by S Fremantle)

- (a) One of the first items in every Meeting is to approve the Minutes and each Councillor has a duty to ensure the minutes are a true record.

Highways, Footpaths & Lighting (presented by J Heffer)

- (b) Commended PF for pursuing the parking problems with B&NES officers.

Planning & Environment Committee (presented by L Brass)

- (c) Have trialled a “paperless” Meeting with power-point presentations but the Committee rejected this meeting system.

Neighbourhood Plan Committee (presented by K Hawkins)

- (d) The Bridge Crossing and Pavement improvements are progressing and follow-up reverted to the HFL Committee

- (e) The B&NES officer is pursuing Cabinet members for any additional monies for the Pavement, and drawings are still in preparation by the Consultant.

Proposed S Fremantle } RESOLVED – That all the above Reports be accepted
Seconded J Heffer } (Unanimously) as presented.

C-825 Presentation of Unaudited Accounts

- (a) March 2014 – Year End Summary

Income = The year ended with a surplus of **£1268** to budget
Expenditure = The year ended with a surplus of **£17779** to budget
Reserves = Fell from £79200 by **£8842** to **£70358**

April 2014 All figures versus Budget

The unaudited figures verified by our Internal Auditor indicate: -

Income = **£716** more than budget (including a Government Grant of £390)
Expenditure = **£1678** less than budget

- (b) Special Payments for May / June / July 2013

VPA Annual Subscription £150; Internal Auditor £185; Youth Club £500 per month, Annual Insurance £2060

- (c) Audit – Accounts 2013 - 14

Accounts data for 2013-14 approved by the unaffiliated Internal Auditor received 6th May 2014

These audited Accounts now advertised as available for viewing before sending to the new External auditors – Grant Thornton - by 23rd June 2014.

Proposed M Johns } RESOLVED - That the Accounts, Special
Seconded J Beresford-Smith } (Unanimously) Payments and Audit data be
approved.

C-826 BLA Report

- (a) A very informative Report issued to all Councillors, including a history of progress/investments to date.

- (b) The continuance of a thriving active BLA is essential and an early Meeting with BLA management and BPC to be arranged to pursue this ‘common’ interest, which requires a further 20 years added to the lease that ends in 2019.

C-827 Youth Club Update

- (a) Again a very informative Report was read out to the Meeting. Copy attached to these Minutes

C-828 Chairman's Report

(a) An approach has been made concerning attending an emergency VPA meeting on the proposed Lib Dem Park and Rail proposal.
SOs were suspended to enter into dialogue with attending residents.
None of the former "Save our Meadows" Team were party to this approach.
The Council advised not to engage in any advance meeting until such time more details of the said Park and Rail scheme were known.
SOs resumed to complete the Meeting.

C-829 Clerks Report

This Statement was discussed and a wording amendment defeated:-
"The Batheaston Parish Council acknowledges the campaign by local residents regarding the football pitch in Coalpit Road. The petitions presented and statements read at the recent meetings have been a positive testament to the community strength of feeling in wanting what's best for our Village.
Batheaston Parish Council shares these aims and as Councillors we would assure residents that we do not intend, at this time, to see our Football Pitch redeveloped or moved from Coalpit Road"
Proposed V Drew } RESOLVED – That the above Statement agreed for
Seconded K Eardley } inclusion in these Minutes.

C-830 Press Release

Nothing at this time.

C-831 Date of next Meeting :-

Tuesday 24th June 2014 at 7-15 pm in The Rhymes Pavilion

Chairman.....Date.....