

**Batheaston Parish Council**

**Minutes of the Annual Meeting of the Batheaston Parish Council  
held in The Rhymes Pavilion on Tuesday 12<sup>th</sup> May 2015 at 7-15 pm**

**Present :-** Cllrs G Riley (Chair), E Adams, P Blanking, C Bond, P Burcombe, N Clutterbuck, L Cook, V Drew, S Frayling, D Gledhill, S Hagen, P Jenner, C McCarthy, R Mimmack, H Smallwood and M Townley (Clerk)

**In attendance:** Cllrs G Ward, A Millar and Ms Herbert, M Corbett, P Fear, Mr Adams, P Johnston

**C-918 Public Participation – G Ward**

Delighted to be re-elected and wishes to build “bridges” with the BPC and B&NES Cabinet and officers.  
Has already written to the Cabinet for Highways about fixing the Pavement at the Shops. Cllr Ward is concerned about the river and access, Wildlife and the Meadows.  
The 3 x District Councillors cover a wide area with 9 x Parish Councils

**Public Participation – P Fear**

Delighted to see the full turn-out and wished the new Parish Council well

**C-919 Apologies for Absence**

Full attendance

**C-920 Acceptance of Office**

All Councillors signed their “Acceptance of Office” forms in the Clerk’s presence.  
The forms will be copied and the masters forwarded to the V Hitchman - B&NES Returning officer.

**C-921 Register of Interests**

All Councillors signed their “Register of Interest” forms  
The forms will be copied and the masters forwarded to the V Hitchman - B&NES Returning officer.

**C-922 Election of Chairman**

Proposed	H Smallwood	}	RESOLVED –	That Cllr George Riley be appointed Chairman for 2015 -
Seconded	R Mimmack	}	(Unanimously)	2016

**C-923 Election of Vice-Chairman**

Proposed	V Drew	}	RESOLVED –	That Cllr Rob Mimmack appointed Vice-Chairman for
Seconded	G Riley	}	(Unanimously)	2015 - 2016

**C-924 Co-option of Councillors**

(a) Deferred until 19<sup>th</sup> May Meeting when Councillors have understood the needs of each Committee.

**C-925 Adoption and Standing Orders.**

(a)	The recently reviewed SOs by the GPC to be adopted.	}	Deferred until 19 <sup>th</sup> May Meeting when
(b)	Treatment of Petitions	}	Councillors have understood the
(c)	Risk assessment Policy	}	requirements of the SOs.

**C-926 Composition and Membership of Committees**

Deferred until 19<sup>th</sup> May Meeting when Councillors have understood the needs of each Committee.

**C-927 Parish Council’s Representations on Other Bodies**

Deferred until 19<sup>th</sup> May Meeting when Councillors have understood the needs of each Committee.

B’ton Leisure Association (BLA)	Youth Club (YC)
B’ton Neighbourhood Group (BNG)	Valley Parishes Alliance
ALCA	Bath Preservation Trust
Primary School	Pending invitation from the Schools Governing Board

**C-928 Bank Account and Audit Requirements.**

Usually the cheque signatories are any two of the Chairmen of the Standing Committees, the Council Chairman and Vice-Chairman.

Until the new Committee Chairmen are all elected – and their signatures deposited at the Bank – this Meeting agreed that the signatories be E Adams, C Bond, N Clutterbuck, D Gledhill and G Riley.

Mandate papers will be “fast-tracked” by the Bank.

**MT**

Monthly Accounts will be internally audited by Cllr Clutterbuck.

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

Proposed	P Blanking	Seconded	P Burcombe	RESOLVED – (Unanimously)
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**C-929 Authorisation of Regularly Occurring Amounts**

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

- (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 £50-00

**C-930 Minutes of Meeting held 17<sup>th</sup> March 2015**

Proposed P Blanking } RESOLVED - That the Minutes be formally approved as presented.  
 Seconded G Riley } (Unanimously)

**C-931 Matters Arising from the above Meeting**

- (a) The paper on "Petitions Procedure" will be considered at the 19<sup>th</sup> May Meeting.  
 (b) The HFL is dealing with the 'illegal' speed Table in the High Street and Pavement at the Shops.  
 (c) Details of the BPC's advice to B&NES regarding "Designated Green Spaces" is posted to the BPC website. Cllr Ward stressed that this DGS advice is important.

**C-932 Receipt of Standing Committee Reports – The Clerk reviewed each set of recent Minutes**General Purposes Committee (28<sup>th</sup> April)(a) Car Park/Gardens.

A 99-year Lease is being pursued from B&NES. A B&NES draft of Terms of Reference was reviewed by the BPC's solicitor, a Buildings survey and a Costing for Repairs have been completed. Now waiting B&NES reactions and comments.

(b) Standing Orders

First issued in 1983 and changes advised by NALC/ALCA as legislation is passed.

There is an on-going Review in progress but the recently issued SOs are recommended for approval, with further changes to be investigated i.e. are procedures required for the election every 4 years?

Highways, Footpaths & Lighting (24<sup>th</sup> March)(c) Bannerdown Road.

Pursuing the provision of a pavement at the bottom end and consulting with Wiltshire council about reducing HGV traffic, up to Colerne airfield.

(d) Speed Table in High Street

B&NES has (at long last) acknowledged that this Table is 'illegal' and offered 4 separate solutions.

The HFL wants complete removal and B&NES is to action.

(e) Pavement at Shops

In March a meeting held with the Contractors (Slanska) and G Bottin (B&NES) determined that all previous promises on completion had been misleading.

Skanska has completed its survey of all the services pipework, a Safety 1 study, and are redesigning the layout to overcome highlighted difficulties. The redesign will be offered to the BPC before further works are progressed.

Planning & Environment Committee (28<sup>th</sup> & 7<sup>th</sup> April)

## (g) Decisions by the PEC represent the views of the whole Parish Council.

A recommendation in 'Any Other Business' can need ratification.

Proposed V Drew }

RESOLVED That P-874(d) be struck from the minutes dated 7<sup>th</sup> April

Seconded D Gledhill }

(Unanimously)

Neighbourhood Plan Committee (21<sup>st</sup> April)(h) Toilet Block

The GPC is pursuing the Lease of this building and the NPC is pursuing how to utilise.

It has been proposed that for £1600/annum the Disabled Unit could be re-opened as a Uni-sex Toilet but B&NES (it seems) still prefers to concentrate on Bath facilities. Cllr Ward promised to pursue. **GW**

(j) Village Centre Scheme

All presentations well received and programme needs follow-up.

(k) Neighbourhood Plan

Programme is promising and now needs further action.

Proposed P Burcombe }

RESOLVED - That all the above Reports be accepted as presented.

Seconded S Hagen }

(Unanimously)

**C-933 Presentation of Unaudited Accounts**(a) March 2015 – Year End Summary All figures versus Budget

Income = A loss of £1930 Due to cancellation of Toilets Lease and Gardening contracts

Expenditure = A saving of £34383 Gardener & Toilet Wages reduced £5000, Pavement at Shops not completed = £10000; N'hood Plan waiting initiation £15000; Church Wall not initiated £4000

April 2015

The unaudited figures to be reviewed by the GPC (*and verified by our Internal Auditor*) indicate: -

Income = £252 more than Budget

Expenditure = £534 less than Budget

(b) Special Payments for May / June / July 2015

Buildings survey £1000, ALCA Subscription £457; BLA donation £750; Youth Club Donation £1750; Youth Club 2<sup>nd</sup> Evening £6000; No3 Garage Rental £342; Lease Legalities £1800; Play Area Grass Cutting £138

(c) Audit of Accounts 2014 - 15

Accounts for last year cleared by the non-Council independent Internal Auditor.

Now issued to Grant Thornton – the Government appointed External Auditors.

The Accounts advertised as available for viewing by any resident between Monday 18<sup>th</sup> May and Wednesday 12<sup>th</sup> June 2015.

Proposed D Gledhill }

RESOLVED

That the Accounts, Special Payments and Audit data be

Seconded G Riley }

(Unanimously)

approved.

**C-934 Timetable May 2015 – May 2016**

(a) This new Council has the right to alter – as the committees settle down and confirm "their" programmes. But once settled please maintain and not change each month.

(b) This Meeting agreed to defer next Tuesday's NPC Meeting to concentrate on a "Training" session.

An Agenda will be issued on Thursday 14<sup>th</sup> May.

**C-935 Chairman's Report**

- (a) Delighted to be elected as chairman and looking forward progressing all previously initiated programmes.
- (b) Wishes to finalise the improvement of the Pavement at the Shops;
- (c) Completing the "Village Centre" proposals is a priority;
- (d) Must continue to overcome the many 'parking' problems;
- (e) Wants all Councillors to be active in their chosen Committees;
- (f) Do enjoy all the Meetings, and walk the village and ask residents for their "Wants" and "wishes".
- (g) The District Councillors have funds of up to £8000 to distribute throughout their 9 x Parish Councils – but need specific requests.
- (h) It was agreed that a "Vote of Thanks" should be sent to P Fear and M Corbett. **GR**

**C-936 Clerks Report**

- (a) Concerned about achieving prompt signatories for our cheques;
- (b) The BPC needs a website administrator;
- (c) The BNPC needs a "Mailchimp" editor

**C-937 Press Release**

A photograph taken of the new Council for issue to the Chronicle. **VD**

**C-938 Date of next Meeting :-**

**Tuesday 19<sup>th</sup> May 2015 at 7-15 pm in The Rhymes Pavilion (Training)**  
**Tuesday 20<sup>th</sup> July 2015 at 7-15 pm in The Rhymes Pavilion (To be confirmed)**

**Chairman.....Date.....**