

Batheaston Parish Council

**Minutes of the Annual Meeting of the Batheaston Parish Council
held in The Rhymes Pavilion on Tuesday 15th MAY 2017 at 7-15 pm**

Present :- Cllrs G Riley (Chair), E Adams, P Burcombe, N Clutterbuck, D Craig, D Greener, S Hagen, J Jeffery, C McCarthy, R Mimmack and M Townley (Clerk)

Attending: 2 x Ward Councillors, ALCA Secretary and 4 x residents.

1 Public Participation – High Bannerdown

- 1.1 A resident from High Bannerdown expressed concerns about the way a planning application had been handled by the Parish Council. A notification that a neighbour across the road was planning to extend his house at 22 High Bannerdown, was received from B&NES on 26th April by the resident, and was discussed and supported 1 May at the Parish Planning Committee, not allowing time for residents to share their views with the Parish Council.
- 1.2 A Kyrle Gardens resident thanked the Council for the good work in progress in the Secret Garden, and for the new Website.

2 Apologies for Absence

Cllrs, S Cast, D Redding, A Millar – all delayed at work or other Meetings.

3 Declarations of Interest

3.1 P Burcombe & R Mimmack = Youth Club & BLA;

4 Election of Chairman

- 4.1
- | | | | | |
|----------|------------|---|----------|--|
| Proposed | R Mimmack | } | RESOLVED | That Cllr George Riley is elected to serve for the year 2018 – 19. |
| Seconded | P Burcombe | } | | 7 x 'For' and 3 x 'Abstentions' |
- 4.2 Cllr Riley declared his Acceptance of Office as Chairman of the Batheaston Parish Council
- 4.3 There is recognition that both the Clerk and Councillors need training.

5 Election of Vice-Chairman

Proposed	P Burcombe	}	RESOLVED	That Cllr R Mimmack is elected to serve for the year 2018-19.
Seconded	C McCarthy	}		7 x 'For' and 3 x 'Abstentions'

12 Minutes of the Meeting held 10th APRIL 2018

- 12.1 Clerk's Statement
"The Clerk opened the meeting stating that because an unlawful procedure contrary to Standing Orders had taken place the report on the phone box and extraordinary meeting will not be allowed to be used or referred to. Neither would a closed meeting be permitted."
- 12.2 C-510 The Minutes were challenged, there was an amendment, was voted on and rejected.
- 12.3 C-511(a) *"Cllr McCarthy unreservedly apologised for processing the Eagle road Phone booth purchase – contrary to Standing Orders. She maintained that she had done nothing wrong but regretted that her actions had caused problems for the Council"*
The statement that the BT contract had been rescinded but this was not correct.
C-511(b) The statement "the retention of the BT phone was desired" should be deleted.
- 12.4 **SOs suspended to permit the following:-**
That minute-taking should have continued until the chairman had officially closed the meeting and that the following items should have been included in the Minutes:
Cllr Clutterbuck's statement - The request that a copy of the above be supplied to Cllr Adams'
A complaint about the mishandling of planning application site visits.
All the proposed amendments were accepted.
SOs were reinstated.

6 Adoption and Standing Orders.

6.1 Copies of the NALC Model Standing Orders April 2018 issued to all Councillors

Proposed	R Mimmack	}	RESOLVED -	That the Model Standard Orders – including the Code of
Seconded	D Greener	}	(Unanimously)	Conduct – are adopted

7 Resolution to initiate a "Policy & Review Committee"

That the Council establish a Policy & Review Committee for the Council Year 2018/19 with the following Terms of Reference (with the ToR of SPC being adjusted accordingly):

- *Review and monitoring of Standing Orders and Financial Regulations
- *Drafting & monitoring Council-wide policies e.g. Health & Safety, Employment, Equalities, Safeguarding, Code of Conduct, Social Media, Data Protection
- *Complaints from Councillors and public
- *Training of Councillors and other staff
- *Liaison with ALCA & B&NES at policy level
- *Budget monitoring and auditing of accounts
- *Appraising new legislation and other wider issues affecting Parish Councils.

It is also proposed that the Policy & Review committee be authorised to appoint a **Human Resources (HR) Advisory Group**, which may include non-councillors but will be chaired by a councillor, to take specific responsibility for assisting with the implementation of items 4 & 56 of its ToRs

Membership of this Committee to comprise the Chairman and Vice-Chairman of the Council and Chairs of the Standing Committees.

As with other Committees all members are welcome to attend and speak.

Meetings of the Committee to be held in public (except where the exclusion of members of the public and press is necessary and justified)

Meetings of the Advisory Board will normally be private. Recommendations will be referred to the committee for decisions to be made.

Meetings to be called by the Chairman as and when appropriate.

Proposed	R Mimmack	}	RESOLVED -	That this Council establishes a "Policy & Review Committee".
Seconded	E Adams	}	(Unanimously)	The new Committee to comprise Council Chairman, Council Vice-Chairman and Chairmen of the 3 x standing Committees

8 Composition and Membership of Committees

As there are only 12 Parish Councillors then each Standing Committee can only comprise 6 x voting members. This Meeting will elect the Chairman for each Committee, and the Vice-Chairman to be elected at the next Meeting of the Standing Committee

8.1	SPC	GR, RM, EA, PBU, DC, DG	Proposed Seconded	P Burcombe C McCarthy	} }	RESOLVED	That Cllr Greener be elected to serve for 2018-19
8.2	HFE	GR, RM, DC CMcC, DG, SH	Proposed Seconded	P Burcombe N Clutterbuck	} }	RESOLVED	That Cllr Hagen be elected to serve for 2018-19
8.3	PRC	GR, RM, EA, JJ, CMcC, DR	Proposed Seconded	R Mimmack J Jeffery	} }	RESOLVED	That Cllr Redding be elected to serve for 2018-19

9 Parish Council's Representations on Other Bodies

B'ton Leisure Association	J Jeffery
Youth Club	J Jeffery
B'ton Neighbourhood Group	P Burcombe
Bath Preservation Trust	E Adams – Councillors to rotate at each BPC Meeting, starting with EA, then in alphabetical order
ALCA	G Riley + R Mimmack to share
Primary School	S Cast

10 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 continue to be E Adams, N Clutterbuck, S Hagen, R Mimmack, G Riley and the Clerk.

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

10.1	Proposed Seconded	J Jeffery D Greener	} }	RESOLVED -	That the Bank Account and Audit Requirements agreed as presented.
------	----------------------	------------------------	--------	------------	---

11 Authorisation of Regularly Occurring Amounts

11.1 Wages and Salaries at rates approved by the Parish Council, and payments to the Inland Revenue
Contracts made by the Parish Council = Street Lights Maintenance & Power; Water Rates; Garage Rental; Electricity Accounts; Highways Maintenance equipment; Telephone Accounts, Toilet Facilities.
Administration costs = Audit Fees; Stationery; Postage; Photocopying; Office Rental; Travel Expenses; Toilet materials & Power; Cleaning Supplies.

11.2 Items of Petty Cash not exceeding £50-00

Proposed Seconded	N Clutterbuck D greener	} }	RESOLVED -	That the authorisation of Regularly Occurring amounts are adopted as presented.
----------------------	----------------------------	--------	------------	---

13 Receipt of Standing Committee Reports

13.1 Strategic Planning Committee - E Adams

Nothing to report

13.2 Highways & Environment Committee - S Hagen

- i A 2nd Handyman will be interviewed on Monday 21st May at 9.00am before Jones Store
- ii Andrew Worby, a resident, has complained about the grass cutting. B&NES has confirmed that whole grass verges will only be cut twice a year, in June and September. For the remainder only verges will be cut. B&NES also confirmed that the grass cutting by the car sales will improve.
- iii Sara Dixon (B&NES) has accepted the Penthouse Steps Gardens as a Community Challenge project and is contacting a charity to prepare the Garden for planting in June. She also accepted the Youth Club for the community challenge project and a charity is being sought to repaint it.
- iv Stefan Chiffers (B&NES) to meet at Stambridge this Friday at 12-00 to discuss Safe-Routes-to-School.
- v A light at the Riverside block is flickering. New timer to be fitted.
- vi The Garden Group has offered has offered advice on the plants for the Penthouse Gardens.
- vii Cllr McCarthy is preparing a paper on the BT Booth for review at next week's HFE Meeting.

13.3 Planning & Recreation Committee - J Jeffery

Nothing to report

14 Presentation of Unaudited Accounts

14.1 April 2018 Verified by our Internal checker Cllr Adams

	Apr	
Income	22640	-£733 less than Budget
Expenditure	491	£3430 less than budget

14.2 Authorised Payments – supported by quotations

M/S Court Relining £495, Hanging baskets £270 + Baskets; Grass cutting £2340; Plants £300; Play Area Repairs £1400; Youth Club 2nd evening £6000; Youth Club Maintenance £3500; Climbing Frame £6100; Costs of £2000 & £833 were cleared before the last SPC meeting and unaccounted for in the April Accounts.

14.3 The HMRC will no longer accept cheques. This Meeting agreed to pursue Direct Debit for HMRC, Standing Order for Youth Club donations and not Debit cards.

Councillors paying for goods, for expediency, must have Invoices made out to the BPC if VAT is involved.

Proposed Seconded	S Hagen R Mimmack	} }	RESOLVED – (unanimously)	That the April Accounts and Authorised Payments are accepted.
----------------------	----------------------	--------	-----------------------------	---

15 Neighbourhood Plan Progress

- 15.1 Draft copies now available for the Landscape Assessment
- 15.2 Draft copies now available of the Questionnaire Analysis. Of interest is that the majority support the improvements in the Riverside, especially the Secret Garden.
- 15.3 Preparation of the report now in progress – supported by Cllr Craig and ex-Councillor Penny Corley

16 Riverside Programme Progress

16.1 B&NES is processing cancellation of the Car Park TRO and decision anticipated this September

- 16.2 The HFE should now be preparing our Parking policy.
- 16.3 There have now been 3 working parties of the Garden Group – of some 12-18 volunteers each time. Clearance and planting is going on through to Autumn. Funding is being provided by a number of sources, particularly to improve the paths. A number of potential donors are being pursued.
- 16.4 This month's income from the Riverside Block (toilet) is £210.80
- 16.5 The Store Room needs painting and shelving.
Because that was not in the original specification a volunteer working party is needed.
- 16.6 The Clerk will investigate whether a planning application for "Change-of-Use" is required for the Riverside Block.
- 16.7 The CALOO Gym equipment now set to be delivered and installed on 11th June. Exact locations decided.
- 16.8 The CCTV unit and sensor floodlights have been installed with the exception of the time switch.
- 16.9 B&NES repairs to garden structures have been prioritised through available funds but there are insufficient funds to complete. Cllr Clutterbuck is preparing a full report on the CAT progress, which will be sent to B&NES for further financial support, particularly on the listed wall and the Western boundary.
- 16.10 The Rock-n-Roll Party set for 2nd June with 4 x local Bands booked.
- 16.11 Cllr Adams announced that Victoria Wells from Age Concern would like to attend the next SPC meeting to give a talk on accessibility and grants in the secret Garden, Ms Wells wishes to present how Age concern can help to make the Garden more accessible. The date set for 19th June.
- 16.12 Cllr cast has asked not to allow bonfires on the riverside as the smoke trails into private gardens.

17 Chairman's Report

- 17.1 Nothing to add.

18 Clerks Report

- 18.1 The next B&NES/ALCA Liaison Meeting is set for Wednesday 30th May. The Chairman will attend.
- 18.2 Cllr Mimmack asked that it is recorded that 2 x Councillors have resigned.
The B&NES Electoral Roll Office is to advertise the 3 x Councillor vacancies asking whether 10 + electors require an election (at BPC cost). If no election required then the electoral Office will give the BPC the right to co-opt.
The BPC will then request nominations to fill the vacancies.

19 Communications

No press release at this time.

20 Date of next Meeting :-

Tuesday 12th JUNE 2018 at 7-15 pm in The Rhymes Pavilion (To be confirmed)

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