

Batheaston Parish Council

**Minutes of the Meeting of the Batheaston Parish Council held  
in The Rhymes Pavilion on Tuesday 12<sup>th</sup> JUNE 2017 at 7-15 pm**

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

**Attending:** 2 x Ward Councillors, Speaker and 1 x residents.

**1 Public Participation**

- 1.1 A resident had fallen into the river and had to be rescued by the Police & Fire. The event happened just after the Lifebelt cabinet had been taken out-of-service.
- 1.2 Travellers have been camping alongside the cycle path on B&NES land at the Meadows, believed to be now "on-the-move". Martin Baker (B&NES) is to have the Mill Lane gateway securely padlocked.
- 1.3 2 x residents are investigating a £2000 grant for improvements to the Cycle Path

**2 Presentation by Ms Victoria Wells**

Has the role as an "Enabler, especially for disadvantaged/disability projects.  
Has been investigating health and accessibility issues in relation to proposals for the Secret Gardens with several Councillors already and this Project should be our central "magnet" for the Area.  
So disability access important and the Council is encouraged to prepare a Risk Assessment (RA), especially for Health & Safety concerns – and there are several papers available to assist. There are grants available but any proposals must have clear statements of requirements – with the above RA.  
Ms Wells suggests an open meeting so that all interested residents and volunteers can discuss any proposals and agree a programme (for the next 5 years?).  
Ms Wells advises that the proposed outdoor gym equipment cannot eliminate a "Disabled Parking Space".  
Ms Wells was thanked, most warmly, for her assistance and guidance.

**3 Apologies for Absence**

Cllrs J Jeffery (family commitment), D Redding (delayed at work), S Cast (?)

**4 Declarations of Interest**

4.1 None raised

**5 Minutes of the Meeting held 15<sup>th</sup> MAY 2018**

Proposed	S Hagen	}	RESOLVED - (Unanimously)	That the minutes are a true record.
Seconded	D Greener			

**6 Minutes of the Meeting held 29<sup>th</sup> MAY 2018**

Proposed	D Greener	}	RESOLVED -	A Councillor proposed an amendment to 12.5 to add "A councillor was concerned that the clerk had been 'advised' to resign". The Minutes were approved with the above amendment. The Chairman of this meeting does not consider the minutes as amended of the meeting held on 29 <sup>th</sup> May in respect of item 12.5 were a true record but this view was not upheld by the meeting and the Minutes are confirmed as a true record of the proceedings
Seconded	E Adams			

**7 Receipt of Standing Committee Reports**

- 7.1 Highways, Footpaths, Environment & Lighting (HFE)
  - 7.1.1 A Team of residents will be clearing the Penthouse steps garden on 20<sup>th</sup>/21<sup>st</sup> June.  
There are a number of 'useful' shrubs to be preserved.
  - 7.1.2 The Community challenge Project will meet on 3<sup>rd</sup> July.
  - 7.1.3 B&NES commenced the machine sweeping of the streets last week.  
It is regretted that the exact days cannot be advised – so that motorists can try not to be parked, preventing access to the gutters.
  - 7.1.4 Grass cutting by B&NES has commenced on the Estate – but only twice a year. HFE will consider whether the Council should undertake addition cutting of the B&NES areas with a fully costed proposal so that the first cut is earlier?
  - 7.1.5 Watering of the Hanging Baskets is taking time. The Bathampton Handyman might assist with pavement sweeping.
- 7.2 Planning & Recreation (PRC)
  - 7.2.1 This Meeting agreed to "withdraw support" for the Tree Tops Application for Variation-of-Use.
  - 7.2.2 This Meeting agreed (6 x 'For') to "withdraw support" for the proposed garage at 22 High Bannerdown.
- 7.3 Review & Policy Committee (RPC)
  - 7.3.1 This Committee will meet this Thursday 14<sup>th</sup> June at 2.00pm

**8 Presentation of Unaudited Accounts**

8.1 Accounts for MAY and Year to date

	April	<b>MAY</b>	
Income	22640	<b>7396</b>	£5790 saving to Budget
Expenditure	490	<b>5412</b>	£6642 Saving to Budget

8.2 Wages and Salary Awards – from 1<sup>st</sup> April 2018

Proposed	R Mimmack	}	RESOLVED - (Unanimously)	This Meeting agreed - In accordance with National agreements with Unions, NALC and B&NES - that the hourly rate shall be £8.50/hour and the Clerk's salary to increase 2%
Seconded	D Greener			

8.3 Audit 2017-18 Update

The Internal Auditor has reviewed than accounts and commented: "I have carried out an internal audit of the PC's accounts for 23017-18. Having received a letter from a Councillor expressing concerns regarding a number of payments made during the year I have investigated these as far as possible, although I do not have access to previous year's Minutes, and feel further investigation is beyond my remit.  
I am satisfied that throughout the financial year an adequate standard has been met".

Proposed	R Mimmack	}	RESOLVED - (Unanimously)	That the May Accounts and Audit updates be agreed and accepted
Seconded	P Burcombe			

8.4 **Considerations for Expenditure**

- 8.4.1 BPC Audit Fees @ £600, "Arnold Baker" Manual @ £60
- 8.4.2 HFE Hanging Baskets @ up to £1000; High Street Planters @ £91
- 8.4.3 SPC Riverside block floor tiles @ £327; Drinking fountain @ £220; Paths Lining etc @ £248; Security light etc @ £107; Compost, Wheelbarrow etc @ £46; Plants & Materials for Secret Garden @ £118
- 8.4.4 PRC Football Pitch Grass cutting @ £600; Pavilion Repairs, shutters etc. @ £600, Picnic Table Base @ £500

Proposed	D Greener	}	RESOLVED -	That all the above expenditures are approved.
Seconded	S Hagen	}	(Unanimously)	

9 **Neighbourhood Plan Progress**

- 9.1 The Analysis Report has been annotated for percentage responses and copy issued to all councillors
- 9.2 There are 88 volunteers willing to help. Thanks to be offered to all, with a recommendation on what will be required.
- 9.3 There are over 14 pages of comments, some 'unhappy ones' – copies to be provided soon.
- 9.4 The full Report is in preparation and an open meeting will be called to discuss.
- 9.5 This Report – possible adjusted after the open meeting – will be offered to B&NES before passing to the Government Inspector.
- 9.6 Before an NHP can be adopted there will need to be a Referendum – at B&NES Cost.
- 9.7 At the NP training meeting B&NES advised that a "Hedgerows survey" is available. Now a charge of £350 +VAT is requested. Contact with Mark Minkley (B&NES) might resolve this cost
- 9.8 This Meeting recorded a Vote-of-thanks to Derek, Denise and Penny Corley

10 **Riverside Progress Update**

- 10.1 The Garden Group's (GG) Working Party met last Sunday for the 4<sup>th</sup> time, and sterling work continues.
- 10.2 Other proposals on hold at this time.
- 10.3 Investigations in progress on how to fund the GG will be reported to SPC on 19<sup>th</sup> June – possible a unique bank account

11 **Composition and Membership of Committees**

As there are only 11 Parish Councillors then each Standing Committee can only comprise 5 x voting members.

- 11.1 SPC **DG**, EA, PBU, DC, RM,
- 11.2 HFE **SH**, SC, DC CMcC, RM
- 11.3 PRC **DR**, EA, JJ, CMcC, RM

12 **Parish Councillor Vacancies**

- 12.1 The B&NES electoral roll office has not received any application for an election and the Parish council is now permitted to "Co-opt" the 3 x replacements.
- 12.2 But the "possible election" period to replace the past chairman's vacancy does not expire until later this week so the advertisement for nominations for Parish Council (now prepared) will be posted when B&NES advises whether an election or co-option is required.

13 **Councillors concerns & Representations (for information only)**

- 13.1 The Handyman's Garage was broken into 2 weeks ago, but nothing appears to be missing.
- 13.2 The Elmhurst Bus shelter is to be replaced but safety issues discovered during installation requires additional expenditure – being determined by Cllr Gerrish.
- 13.3 As mentioned in 7.1.4 above the HFE will investigate costs of cutting grass verges – to suit our timings.
- 13.4 Dead leaves of the Youth Club trees are now a concern – to be cleared this week.
- 13.5 As mentioned in 7.1.3 above how to remove cars when the mechanical road sweepers are in action needs investigation.
- 13.6 The Chairman's Statement for the 29<sup>th</sup> May Minutes should be recorded on the website.

14 **Chairman's Report**

- 14.1 There have been discussions with the ALCA secretary and the advices are being adopted.
- 14.2 Acknowledged that training of Councillors is required and a Course proposed – in house – for £200
- 14.3 It is noted that some PCs do not have Standing Committees and a re-think is to be considered
- 14.4 An internal Accounts checker each month to be determined.
- 14.5 A copy of a protocol for "Planning Site Visits" has been issued to all Councillors.
- 14.6 There are a number of companies offering new "Website Installations".
- 14.7 Investigations progressing on how to post all new Planning applications to our website.
- 14.8 The B&NES/ALCA AGM was attended – but mostly for election of officers.....
- 14.9 A copy of the "Local Look Newsletter" for July emailed to all councillors. For posting tomorrow 13<sup>th</sup> June.
- 14.10 The Parishes Liaison Meeting was attended last week, mainly concerning budgets and the future e.g. Parish Sweeper scheme to cease; a new "Highways council connect" procedures; community libraries; the Councillors election next year might require the Annual village Meeting to be held in March!

15 **Clerks Report**

- 15.1 Seven cheques signed at this Meeting – and the cheque stubs initialled with "who signed"
- 15.2 Barclays Bank require a re-issue of the standing Order request to pay the Youth Club each month, and this re-issue signed

19 **Communications**

No press release at this time.

20 **Date of next Meeting :-**

Tuesday 10<sup>th</sup> JULY 2018 at 7-15 pm in The Rhymes Pavilion (To be confirmed)

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