

## Batheaston Parish Council

### Minutes of the Meeting of Batheaston Parish Council held on 9<sup>th</sup> April, 2019 at 7:15pm in the Rhymes Pavilion

**Attendance:** Emma Adams (chair), Derek Greener, Nigel Clutterbuck, Pam Burcombe, Catherine McCarthy, Paula Day, Emily Wright, Sarah Orme (clerk)

1. **Public participation** - one member of the public attended to speak about the grant application procedure.
2. **Apologies** were accepted from Denise Craig, Andrew Lea, Alexis Pavlou, Susanne Hagen and James Jeffery.
3. There were no **declarations of interest**.
4. The minutes of the meeting held on 12<sup>th</sup> March were agreed to be an accurate record and signed.
5. **Working Groups**
  - 5.1. **Riverside Working Group**

The clerk gave an update on the progress of the Secret Garden accessible paths project. We are waiting for the necessary permissions for tree felling (planning permission and permission from BANES as the landowner) and building the paths (BANES as the landowner). A key person at BANES is on holiday. Ibstock Enover have recently sent their contract to accept the grant, which gives a much shorter timeframe both for starting and completing the project than their earlier correspondence. This would require us to start by 31<sup>st</sup> May and finish by 31<sup>st</sup> July (3.1 and 3.2 Grant Agreement). This is very likely to cause problems, given that we cannot book our preferred contractor until all is in place and approved by BANES and BPC. Ibstock Enover require written approval from our landlord (BANES) before work can commence (5.1.4 Grant Agreement).

Discussion: This is a very short timeframe. It's easier to start work by 31<sup>st</sup> May than to complete by 31<sup>st</sup> July. We could start work on the area away from where the trees are to be felled if we are held up by tree permissions. We will also need to decide in a future meeting whether we want to transfer some of our unspent budget from last financial year to make up some of the shortfall, since the grant does not provide for all our plans. The paths BPC pay for can be built after those being paid for by the grant from Ibstock Enover.

Contact Ibstock Enover to ask them to reconsider their time demands.

**Clerk / Riverside WG / Batheaston Garden Group**

- 5.1.1. **It was resolved** to reallocate the remainder of the total £6600 budgeted figure described in the minutes of BPC 11th December, 2018 (9.2.2) to the secret garden path works. The item that was omitted from the listed individual items but included in the total in the December minutes was labour costs.

£1995 to be transferred to accessible paths budget for 2019 – 2020.

**Clerk**

6. **It was resolved** to provide the clerk with a Unity Corporate Multipay Card for: -

Council emergencies up to £400. e.g. damage causing security issues or risk to users.

Routine council spending (e.g. cleaning materials, toilet supplies, office supplies, stamps, light bulbs, petrol for highways purposes, PPE.)

Buying items from suppliers that won't offer us a standard invoicing account e.g. Screwfix, online retailers, internet providers, plant nurseries, or from suppliers who charge higher prices when invoicing us.

Online authorisation by two councillors will be required in order to "top up" the card again. They will only do this after having checked the relevant receipts. This effectively moves the "control point" on spending to the topping up of the card rather than when the money is spent and allows for "batched" control of expenditure up to the card limit of £400.

**It was resolved** to add the above text to our financial standing orders.

**Clerk**

7. **The clerk updated the council** on progress re GDPR compliance. GDPR is about ensuring that any data that the council holds for carrying out our legal duties is kept securely and can be accessed and corrected by the data subject (person whom the data concerns). We have data about individuals for various reasons. Each type of data we hold legally has to be kept for a certain period of time. We need to conduct a data audit and shred/archive old records accordingly. Clerk to do this in August when council does not meet.
8. **Deferred** – to appoint and pay an internal auditor recommended by Avon Local Councils' Association or the Society of Local Council Clerks. Clerk is waiting for a quote.
9. **It was resolved** to adopt the grant awarding procedure after amendment to state that, in addition to the annual awarding of a grant with closing date 30<sup>th</sup> November, which can be taken into account when preparing the precept budget, we will also accept applications for smaller grants with closing dates on the other quarter dates i.e. 28<sup>th</sup> February, 31<sup>st</sup> May and 31<sup>st</sup> August. This will allow us to be more responsive in supporting local organisations that are working to improve the village. The amount available for the remaining quarterly grants is to be £1000 per quarter for the 2019 to 2020 financial year, with the option to roll over if there is no successful application in a given quarter. The maximum grant that can be applied for in the case of quarterly grants is to be £1000, although we may give only award a partial grant. We may not have funds to continue this in future years and will review.

Regarding the annual grant, the application form states that we do not normally award grants to cover salaries. However, the council can at its discretion award money for salaries for specific projects. Supporting the youth group currently comes into this category.

Revise application form and publicise opportunity to apply for grants.

**Clerk, website, noticeboards**

## 10. Grass Cutting

- 10.1. **Council noted** that B&NES have withdrawn their additional grass cutting invoice for last year after being queried.

Discussion: Roadside verges are normally cut by BANES to keep roads safe and street signs visible. However, on the estate some verges are CURO's responsibility, although they have sometimes asked BANES to mow them. This may not happen in future. CM has a map that shows which verge belongs to which organisation.

Share the map with clerk and other councillors.

Contact BANES and CURO to investigate grass cutting plans for this year.

**CM**

## 11. Clerk's report

11.1. The clerk presented draft accounts for the financial year 2018 - 2019. Accounts still at draft stage. Need to be completed and signed off for external audit with PKF Littlejohn by 1<sup>st</sup> July, 2019.

Discussion: We are receiving about £13 per week from the public toilet. Not all pavilion hire income is in yet. We have money in hand from the Community Empowerment fund to spend on the new Junior play equipment. This needs to be spent on recreation and has been delayed. Repairs are still outstanding on other play equipment.

Last year's budget had some "wish list" items on it and we have underspent/ not spent on these. We spent over budget on Christmas decorations but had agreed to do this. Otherwise we were broadly in line with budget.

Find out what happened to CIL money from Hawker's Yard.

EW

11.2. **To note** cheques signed since last meeting:-

11.2.1. Football pitch grass cutting £45

11.2.2. Bath and West Fire & Safety £104.04

11.3. Banking update – transfer to Unity is proceeding – electronic signatories are encouraged to log in as soon as they receive their details.

11.4. Election Update – change over from old to new council happens on the 7<sup>th</sup> May. We have vacancies. Clerk distributed posters to advertise these. We will be quorate with good attendance, but need to co-opt by 24<sup>th</sup> June. We agreed our council is too large for the population. Clerk reported that it cannot be altered until next election, but was asked to double check this information.

Clerk

11.5. Rhymes Pavilion update. New heaters to be left on "frost" when hall not in use. Council is recruiting a new cleaner for the Pavilion. Bookings are up.

12. Chairman's report - there was nothing to report

### Upcoming meetings: -

**Batheaston Parish Council Tuesday 23<sup>rd</sup> April 7:15pm Rhymes Pavilion**

**Batheaston Parish Council AGM 14<sup>th</sup> May 7:15pm Rhymes Pavilion (first meeting of the new council)**

**Annual Village Meeting Thursday 16<sup>th</sup> May, 2019 at 7:15pm Rhymes Pavilion**  
**Refreshments will be served for all in attendance**

These are open meetings.

Members of the public are welcome to attend and may speak by invitation

Signed.....

Dated.....

