Batheaston Parish Council

A Meeting of Batheaston Parish Council is to be held at 7:15pm on Tuesday 9th July, 2019 in the Rhymes Pavilion.

(A) = Councillors please see attached documents.

The Neighbourhood Plan is to be sent by the Working Group directly to all councillors after their meeting on 4th July. This is to be considered an attachment to the agenda please, although not attached by me. Please read in advance of the meeting. Thank you😊

Agenda and Notice of Meeting

1. Public Participation
2. To receive apologies for absence.
3. To receive any declarations of interest from councillors.
4. To approve the minutes of the meeting held on 25th June, 2019 (A)
5. To sign contract with AJ Rich Landscaping. (A…)
6. To sign agreement with Ibstock Enovert. (A)
7. To sign appointment of internal auditor letter. (A)
8. To note damage to house in The Batch from fallen branch from the Jubilee Oak (a BPC tree).
9. To resolve to pay up to £300 for a tree-safety survey and to arrange this annually.
10. HR Committee Report
   10.1. Councillor training recommendations
        10.1.1. Being a Good Councillor Course
        10.1.2. Planning Course
        10.1.3. Chairing Course
   10.2. Meeting frequency and other recommendations to reduce clerk’s working hours
11. To resolve to set up a financial committee (Proposed and (A) by Patrick Vandesteen) which supports the clerk in managing the finances of the council and ensures, on behalf of the councillors, that we deploy best practices procedures and oversight. Based on discussion and internal audit comments, a first priority would be to construct and account for the asset register.
12. Working Groups Update
   12.1. Parking
        12.1.1. To note a complaint made by a resident about being unable to park in the car park
        12.1.2. To resolve to negotiate contract with SmartParking.
   12.2. Highways Working Group
        12.2.1. Update and give feedback on 19-008 TRO 2019 parking plans from B&NES (A)
   12.3. Neighbourhood Plan Working Group
        12.3.1. To resolve to submit the neighbourhood plan to B&NES. (Attachment to be sent by WG)
   12.4. Play Area Working Group
        12.4.1. To note that B&NES are holding £18,789.78 Section 106 money for us that they can release for us to spend on off-site play provision that must be spent by 25th January, 2022. Approved for inter-generational play use.
13. **To resolve to do** ICS Connect for our 23rd July meeting – Emily will explain!

14. **Planning**

**To review the following planning applications from B&NES.**

- **Application Type:** Listed Building Consent (Alts/exts)
  - **Site Location:** **203 London Road** East Batheaeston Bath Bath And North East Somerset BA1 7NB
  - **Reference Number:** 19/02768/LBA
  - **Case Officer:** Wendy Tomlinson
  - **Description:** External alterations to replace existing artificial slates to main mansard roof and rear lean to roof with natural Spanish slates. Replace existing painted timber casement window to second floor bedroom, to include new slimline double glazing.

- **Application Type:** Tree Works Notification in Con Area
  - **Site Location:** **Pine Cottage 44 Northend** Bathaeston Bath Bath And North East Somerset BA1 7ES
  - **Reference Number:** 19/02839/TCA
  - **Case Officer:** Jane Brewer
  - **Description:** Goat willow - prune the parts overhanging the boundary as it has caused problems filling the gutters with Catkins

- **Application Type:** Full Application
  - **Site Location:** **Bathford Nurseries** Box Road Bathford Bath Bath And North East Somerset BA1 7LR
  - **Reference Number:** 19/02818/FUL
  - **Case Officer:** Rae Mepham
  - **Description:** Erection of 10 dwellings, new vehicular access and associated works on land adjacent to Bathford Nurseries

**To note the following decisions by B&NES:**

- **Prospect House Seven Acre Lane** Bathaeston Bath Bath And North East Somerset of top floor room to bathroom.
  - **Application Number:** 19/01969/LBA
  - **Decision:** B&NES granted CONSENT.

- **17 Barnfield Way** Bathaeston Bath Bath And North East Somerset BA1 7PW
  - **Erection of single storey side and rear extensions and rear decking with conversion of garage and removal of garage door (Resubmission)**
  - **Application Number:** 19/01947/FUL
  - **Decision:** B&NES permitted this application.

- **Application Type:** Listed Building Consent (Alts/exts)
  - **Site Location:** **Old House Northend** Bathaeston Bath Bath And North East Somerset
  - **Application Number:** 19/01229/LBA
  - **Case Officer:** Helen Ellison
  - **Decision:** Further to our earlier letter regarding the application as described above, I write to advise you that the decision was made on 1st July 2019 and was as follows:- WITHDRAWN

15. **To resolve** to accept quote from EMW Maintenance to repair Riverside car park height barrier so it can be padlocked and railing between vehicular and pedestrian access £520 +VAT.

16. **To resolve to make the following payments and sign invoices.**

- **Tom Ledbury Invoice No. 1664 Grass Cutting**
  - **Amount:** £90.00

- **SSE Lighting Invoice No. 880038 Streetlight maintenance**
  - **Amount:** £91.31

- **Combe Fencing 2907/ KC** repairs chainlink fence near brook
  - **Amount:** £300.00
Bridget Bowen Invoice No. 00081 Internal audit £300.00
HMRC for PAYE and NI to end of May, 2019. £117.51
Clerk’s expenses 2nd January to 30th June (HR Committee approved) (Also includes £148.80 for training costs paid by Sarah directly) £355.03
Clerk (paid for building contract on personal card as hit credit limit) £74.40

17. To note the following transactions through the Current Account in June.

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
<th>Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-Jun-19</td>
<td>BATHEASTON PC BARCLAYS CLOSURE</td>
<td>10.00</td>
</tr>
<tr>
<td>12-Jun-19</td>
<td>BATHEASTON PC H BARCLAYS CLOSURE</td>
<td>206.67</td>
</tr>
<tr>
<td>13-Jun-19</td>
<td>Transacti 5 Petty cash paid in</td>
<td>57.22</td>
</tr>
<tr>
<td>14-Jun-19</td>
<td>B/P to: RS King Tree felling</td>
<td>-1,120.00</td>
</tr>
<tr>
<td>14-Jun-19</td>
<td>B/P to: Greenfingers Tradi Benches</td>
<td>-304.93</td>
</tr>
<tr>
<td>14-Jun-19</td>
<td>B/P to: Friends of Bathamp Grant</td>
<td>-476.00</td>
</tr>
<tr>
<td>14-Jun-19</td>
<td>B/P to: SSE Electricity</td>
<td>-47.41</td>
</tr>
<tr>
<td>14-Jun-19</td>
<td>B/P to: Tony Hill Plumbing repairs</td>
<td>-200.00</td>
</tr>
<tr>
<td>14-Jun-19</td>
<td>B/P to: Tom Ledbury Grass Cutting</td>
<td>-90.00</td>
</tr>
<tr>
<td>14-Jun-19</td>
<td>B/P to: Viking Direct Office and cleaning</td>
<td>-55.72</td>
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<tr>
<td>14-Jun-19</td>
<td>B/P to: C Gregory Secret Garden Purchase</td>
<td>-25.18</td>
</tr>
<tr>
<td>14-Jun-19</td>
<td>Hire Fee</td>
<td>15.00</td>
</tr>
<tr>
<td>20-Jun-19</td>
<td>Direct Debit (ESLIP PAYROLL) Payroll Company</td>
<td>-23.26</td>
</tr>
<tr>
<td>28-Jun-19</td>
<td>TOTAL WAGES</td>
<td>-1,614.31</td>
</tr>
<tr>
<td>28-Jun-19</td>
<td>B/P to: B&amp;NES Grass Cutting</td>
<td>-1,823.66</td>
</tr>
<tr>
<td>28-Jun-19</td>
<td>B/P to: B’on Twinning Assc Grant</td>
<td>-1,000.00</td>
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<tr>
<td>30-Jun-19</td>
<td>Service Charge</td>
<td>-18.00</td>
</tr>
</tbody>
</table>

(Plumbing repair was authorised 190312 6.1 for £150. Extra cost was for toilet repair.)

To note the Following Transactions on Multipay Card in June (draft)

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
<th>Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/04/2019</td>
<td>Balance brought forward</td>
<td></td>
</tr>
<tr>
<td>04/06/2019</td>
<td>Greenfingers - trial bench</td>
<td>£67.97</td>
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<tr>
<td>04/06/2019</td>
<td>GS Products - vine wires</td>
<td>£113.12</td>
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<tr>
<td>04/06/2019</td>
<td>Screwfix - oil, light bulb, dust mask PPE</td>
<td>£27.96</td>
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<td>04/06/2019</td>
<td>GS Products - vine wires</td>
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<td>04/06/2019</td>
<td>Screwfix - vine wires</td>
<td>£29.72</td>
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<td>05/06/2019</td>
<td>Information Commissioner's Office</td>
<td>£40.00</td>
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<tr>
<td>27/06/2019</td>
<td>Nisbets</td>
<td>£31.74</td>
</tr>
<tr>
<td>27/06/2019</td>
<td>Bathford Nursery</td>
<td>£30.00</td>
</tr>
</tbody>
</table>

18. To receive and agree financial report for June 2019 YTD (A)

19. Clerk’s report

19.1. Meeting with clerks from sister parishes re youth club support, training, peer liaison etc.

19.2. Phishing and phone calls.

20. Chairman’s report

21. Update from CURO.

Upcoming Meetings: -
7:15pm on 23rd July in the Rhymes Pavilion TBC
These are open meetings.
Members of the public are welcome to attend and may speak by invitation

Signed: -  Parish Clerk  Date issued: 4th July, 2019