

Batheaston Parish Council

Minutes of the Meeting of Batheaston Parish Council

7:15pm on Tuesday 10th March 2020

Present: Councillors Derek Greener (Vice-Chairman, chairing the meeting), Catherine Gregory, Hannah Hughes, Andrew Jeffryes, Andrew Lea, Catherine McCarthy, Alexis Pavlou, Matt Tovey, Patrick Vandestein.

In attendance: Richard Maccabee (Clerk) and 3 members of the Public

1. Apologies for absence

1.1. Councillors Paula Day, James Jeffery (Chairman).

2. Declarations of interest from Councillors.

2.1. Councillor Lea in respect of the planning application, 20/00535/FUL, in Item 5.1.

3. Minutes of Previous Meetings

3.1. The minutes of the meeting held on Tuesday 13th February 2020 were duly approved and will be submitted to the Chairman for signature.

3.2. The minutes of the extraordinary meeting held on Tuesday 26th November 2019 were duly approved and will be submitted to the Chairman for signature.

4. Public Participation regarding matters on this agenda.

4.1. Mr. Peter Fear and Mr. George Riley attended to give the Council an update on the status of the "Batheaston New Village Hall (BNVH)".

4.1.1. Mr. Fear introduced himself, and Mr Riley who is Chairman of the Trustees.

4.1.2. He explained that a 99-year lease has been agreed with the Church Council, and that Sage Developments have been selected as the preferred contractor. Firm costings have been agreed.

4.1.3. It is intended that building work will commence in May or June this year, and it is anticipated that Phase 1 of the building, to a watertight shell, will be completed in 6 months. Internal works to follow as Phase 2.

4.1.4. He requested that some time be allocated for the BNVH Trustees to give a presentation on the project at the Annual Village Meeting 7th April.

4.2. Jonathan Lunn, a Governor of Batheaston Church School,

4.2.1. Mr Lunn gave a short presentation in support of the application for a grant for the improvement of the pond area at the School (Item 12.1).

4.2.2. He said that the pond is not currently accessible; the grant is requested to build decking and a bridge over the pond.

4.2.3. He described how important access to nature and outdoor space is for children's development: assisting learning and encouraging well-being.

4.2.4. The overall project budget is of the order of £5,000; £2,000 of which is requested from the Council.

4.2.5. In answer to questions from Councillors, he gave assurance that access for the wider community will be catered for, and he described the current status of planning and procurement.

5. Planning Applications

5.1. The Council considered the following applications:

Application Type: Full Application

Site Location: 6 Barnfield Way Batheaston Bath BA1 7PW

Description of Proposal: Erection of single storey rear extension and front porch extension following removal of existing conservatory and porch along with installation of enlarged rooflight and replacement of windows

Name of Applicant: Mr & Mrs Yarker

Reference Number: 20/00535/FUL Case Officer: Thomas Boyle

It was resolved not to oppose this Planning Application

Clerk

Application Type: Full Application

Site Location: 1 Eagle Park Batheaston Bath BA1 7HS

Description of Proposal: Erection of single storey garden room extension with covered area.

Name of Applicant: Mr Rivington

Reference Number: 20/00611/FUL Case Officer: Isabel Daone

It was resolved not to oppose this Planning Application

Clerk

Application Type: Full Application

Site Location: 6 West View Road Batheaston Bath BA1 7PN

Description of Proposal: Loft conversion with rear and side dormer and ground floor rear extension.

Name of Applicant: Kelly Parfitt

Reference Number: 20/00676/FUL Case Officer: Danielle Milsom

It was resolved not to oppose this Planning Application

Clerk

Application Type: Full Application

Site Location: 14 Eagle Park Batheaston Bath BA1 7HS

Description of Proposal: Provision of raised decked patio.

Name of Applicant: Mr & Mrs Smart

Reference Number: 20/00867/FUL Case Officer: Isabel Daone

It was resolved not to oppose this Planning Application

Clerk

Application Type: Full Application

Site Location: 64 Catherine Way Batheaston Bath BA1 7NY

Description of Proposal: Erection of a replacement two storey extension and dormer window following demolition of existing structure

Name of Applicant: Mr & Mrs Coombe

Reference Number: 20/00893/FUL Case Officer: Dominic Battrick

It was resolved not to oppose this Planning Application

Clerk

5.2. It was noted that the following Planning Applications were to be considered by the Planning Committee of Bath and North East Somerset Council at its meeting to be held on 11 March 2020 at The Guildhall, High Street, Bath commencing at 2.00 pm:

- Application Number: 19/05508/LBA
- Application Number: 19/05507/FUL

5.3. Council noted that no decisions on planning applications had been notified by Bath and North East Somerset Council since the February Council Meeting.

6. Coronavirus / Covid-19

6.1. Council noted the latest updates from Public Health England and Bath and North East Somerset Council, and the draft plan for Parishes provided by Avon Local Councils Association.

6.2. Councillors expressed the view that the Council should heighten the concern of residents. It should also be realistic about its ability to undertake significant actions in the face of cases of infection within the Parish.

6.3. It resolved to undertake the following actions:

6.3.1. To continue to put up notices, from BANES and other official sources.

All

6.3.2. To confirm that until further notice, sick pay for the Parish's four employees will be paid at 100% of their standard pay, to remove any disincentive to take sickness, or to self-isolate.

Clerk

6.3.3. That the Clerk should develop a contingency plan is in place in the event that any of the Parish's four employees is unable to work or is self-isolating.

Clerk

6.3.4. **Council authorised** the Clerk to undertake any necessary actions now or as the need arises.

Clerk

7. Finance Committee

7.1. Councillor Gregory gave an update of the meeting of the Working Group on 3rd March 2020, as follows.

7.2. The meeting reviewed the Terms of Reference for the new Finance Committee.

7.3. Councillor Gregory was elected as Chairman of the Committee.

- 7.4.** The meeting reviewed the Year-to-Date Accounts, and noted that:
- 7.4.1. The projected bank balances at year end is still healthy, at approximately £40,000.
 - 7.4.2. The amount that the Council will be able to reclaim for VAT expenditure is uncertain
- 7.5.** The Committee will bear in mind the possibility of registering for VAT in future, when major capital projects are undertaken. It will also consider setting up a Community Interest Company or Charity to access more grants, more effectively. It is looking at the process for accessing funds via a “Public Works Loan”, which could be a valuable source of funds, and is especially attractive for environmentally friendly projects.
- 7.6. Council approved** the establishment of the new Finance Committee, as detailed in the update.
- 7.7. Council approved** the Year-To-Date Accounts, noting that:
- 7.7.1. Some work on trees which has been commissioned may not take place before year-end.
 - 7.7.2. There remains the discrepancy regarding the records of the invoice for the major piece of work creating the Secret Garden. This is to be reviewed by the Finance Committee.

Councillor Gregory

- 7.8. Councillor Gregory** gave a presentation of the Budget for 2020/21, noting that:
- 7.8.1. This was largely as presented to the Council at its February meeting, with only small changes to details.
 - 7.8.2. There is no allocation of funds for changes to the disabled parking; updating or extending CCTV coverage; or work to finalise and submit the Neighbourhood Plan. Councillor Pavlou confirmed that no budget is required for this last item.
 - 7.8.3. There is also no allocation of budget for upgrading streetlights.

8. Smart Parking

- 8.1.** Councillor Greener explained that the finalised contract from Smart Parking Ltd. was not available. **Council therefore approved** a motion to defer items 9.1 – 9.4 of the agenda.
- 8.2. Council remitted** to the Parking Working Group, to:
- 8.2.1. Provide more clarity on the requirements for parking, considering the analysis of usage in December 2019 and January 2020 conducted by Councillor Jeffryes.
 - 8.2.2. Establish the legitimate interest of the Council in penalising those who overstay, and the proportionality of such measures.
 - 8.2.3. Liaise with Smart Parking to present a contract for approval by Council.

Councillor Jeffrey

8.3. Councillor Lea presented a proposal to move the disabled car parking spaces in the Riverside Car Park.

8.3.1. **Council supported this in principle**, and asked Councillor Lea to bring forward details plans, including costing.

Councillor Lea

8.4. Secondly, Councillor Lea proposed the removal of parking from the upper tier of the Riverside Car Park, to make this area cycling and walker friendly.

8.4.1. There were concerns about the impact of this, on various activities that require vehicular access. **Council requested** that the Parking Working Group to work with Councillor Lea to develop the proposal in more detail.

Councillor Jeffrey / Councillor Lea

9. Maintenance of Trees

9.1. **Council approved** payment of £45 to remove the Christmas tree from the Parish Council green pot at the bottom of Brow Hill and replace it with a new bay tree.

Councillor McCarthy

9.2. **Council noted the following** proposals concerning the Secret Garden:

9.2.1. A request from the team responsible for the “Forest of the Imagination” to run an event in the Secret Garden.

Council approved the proposal in principle.

9.2.2. An offer from a Resident who has expertise in garden design, to design a “Forest Garden” for what is currently called the Wilderness in the Secret Garden. Council was generally supportive. Councillor Gregory to contact Wessex Water to discuss the removal of the group of Willow trees in the Secret Garden.

Councillor Gregory

10. Rowing Proposal

10.1. **Council noted** a verbal update from Councillor Lea regarding progress of the Rowing Proposal. He will continue to liaise with Mr Lander and will bring proposals to the Council in due course.

Councillor Lea

11. Grant Application from Batheaston Church School

11.1. Council discussed the application for funding to assist in the improvement of the pond at the School (see 4.2). (Note that the draft application had been received too late and will be re-submitted for a future meeting).

11.2. Councillor Pavlou, who is the Council’s representative on the School’s Governing Body, commented that the School is very short of financial resources. It also has a high proportion of children in receipt of “Pupil Premium” payments, which reinforces the importance of the children having access to the outdoors and nature.

11.3. Councillors were keen to express their support in principle for this, noting that they would wish to see:

11.3.1. A reasonably detailed plan for the site.

11.3.2. Firm evidence that the facility will be well used, maintained in future, and open to the wider community.

11.3.3. Evidence that funding has been sought from other organizations, including especially Wessex Water. Councillors offered to assist in identifying such sources.

11.4. Council requested Councillor Pavlou to communicate this support, and these messages, and give an initial indication that the Council would wish to donate a sum of £1,000.

Councillor Pavlou

12. The Annual Village Meeting

12.1. Council discussed items for the agenda of the meeting, which is scheduled for Tuesday 7th April at 7:15pm. The following items were proposed:

12.1.1. The possible development of a new building to the north of the football pitch.

12.1.2. Overview of the Neighbourhood Plan

12.1.3. The Council's Budget

12.1.4. An overview of the current Working Groups, and invitation for residents to join.

12.1.5. The request from the Batheaston New Village Hall Trustees (see 4.1.4) to present an update of their project.

12.1.6. A "Post-it note session" of a "tree of ideas", to garner suggestions, ideas, and feedback from attendees.

Councillor Jeffryes

13. Council agreed the schedule for meetings from June to December 2020

14. "Summer Get-together for Councillors of the 3 Parishes"

14.1. Council welcomed the suggestion of a meeting with Councillors of Bathampton and Bathford for an informal meeting in the summer, suggesting that St Catherine's Parish Council be invited as well. The Clerk was asked to feed this back to his counterparts at the other Parishes.

Clerk

15. Council noted the updated membership of Working Groups.

16. Council noted the article by Councillor Gregory to be published in the "Local Look".

17. Council received an update from Councillor Jeffryes on the evaluation of Business System. He reported that he and the Clerk had received a demonstration of one of the systems identified. He plans to submit a report to the next meeting of Council

Councillor Jeffryes

18. Council received an update from Councillor Jeffryes on the Community Energy Forum that he and the Clerk attended on 5th February 2020.

18.1. He noted that Frome and Stroud Town Councils are leading in this area.

18.2. He commented that Bath and North East Somerset Council has set very ambitious targets, for instance, that 50% of houses should have solar panels (the current figure is 3%)

19. Council received an update from Councillor Jeffryes about the charging infrastructure for electric vehicles and the car club. He noted that providing services of this type should be considered in any future version of the Neighbourhood Plan. To discuss in more detail at next meeting.

Clerk

20. Council received an update from Councillor Jeffryes on progress relating to creating a 2-way communications platform and replacing the Council's website. It was noted that this was an urgent matter. Councillor Jeffreys reported that he had found an app to perform the former and would proceed to roll this out at no cost to Council.

20.1. Council requested Councillor Jeffreys rolling out the 2-way communications app

20.2. Council requested that the Communications Working Group consider updating the website and make a firm recommendation to the next Council Meeting.

Councillor Jeffryes

21. Council received an update from Councillor Gregory on the recent Bathavon North Forum. The most significant item had been on the progress of the adoption of the Bathampton Meadows by the National Trust.

22. Council decided not to plan events to commemorate "VE day" on Friday 8th May.

23. Council received an update from the Clerk.

23.1. He indicated that his priorities for the next month are to update the website; to ensure that the financial records are up to date; and to submit a claim for VAT Paid in previous years.

23.2. He will arrange for a "Being a Good Councillor" course to be provided for Councillors and himself.

Clerk

The meeting closed at 9:16 pm.

Forthcoming Meetings

Annual Village Meeting 7:15pm on Tuesday 7th April 2020 in the Rhymes Pavilion tbc
Parish Council Meeting, 7:15pm on Tuesday 21st April 2020 in the Rhymes Pavilion tbc

Finance Committee, to be agreed in latter half of April

All meetings are held in the Rhymes Pavilion.

Parish Council Meetings are open meetings; members of the public are welcome to attend and may speak by invitation.

Residents are especially invited to the Annual Village Meeting.

Signed: -  Parish Clerk Date 16th March 2020