A Meeting of Batheaston Parish Council is to be held at 7:15pm on Tuesday 16th June 2020

This meeting will be held online, using Zoom at zoom.us/join, or by dialling one of: 0203 481 5240, 0131 460 1196, 0203 051 2874, or 0203 481 5237.

Meeting ID is 895 7551 1774

Agenda and Notice of Meeting

1. **Public participation** regarding matters on the agenda
2. **To receive** apologies for absence
3. **To receive** any declarations of interest from councillors
4. **To approve** the minutes of the meeting of Council held on 12th May April 2020 (A)
5. **To approve** the minutes of the extraordinary meeting of Council held on 22nd May 2020 (A)
6. **Planning**
   6.1. **To review** the following planning application from Bath and North East Somerset Council:

   **Application Type:** Full Application  
   **Site Location:** Mulsanne House 246A High Street Batheaston BA1 7RA  
   **Description of Proposal:** Conversion of an existing two storey garage to a separate dwelling  
   **Name of Applicant:** Mr & Mrs Andrew Haines  
   **Reference Number:** 20/01605/FUL  
   **Case Officer:** Dominic Battrick

   **Application Type:** Full Application  
   **Site Location:** 12A Elmhurst Estate Batheaston BA1 7NR  
   **Description of Proposal:** Insertion of rooflights into roofslopes, alterations to window configuration to south gable and erection of small motorcycle shed in front garden  
   **Name of Applicant:** Mark and Isobel Russell  
   **Reference Number:** 20/01663/FUL  
   **Case Officer:** Danielle Milsom

   **Application Type:** Tree Works subject to TPO  
   **Site Location:** Little Court Bannerdown Road Batheaston BA1 7NE  
   **Description of Proposal:** Sycamore (T4)-Remove all branches below first fork and saplings. (Causes shade, blocks sun and heat)  
   **Name of Applicant:** Ms Jane Gifford  
   **Reference Number:** 20/01949/TPO  
   **Case Officer:** Jane Brewer
6.2. **To review** the Appeal that has been made to the Planning Inspectorate in respect of:

Planning Application 18/03934/FUL, dated 28 August 2018  
Site Location: Barn Bailbrook Lane Lower Swainswick  
Description of Proposal: Prior approval request for a change of use from office (Use Class B1a) to dwelling (Use Class C3).  
Appeal Ref: 20/00022/RFAGR  
Application Ref: 19/03218/ODCOU Planning Inspectorate Appeal Ref: 3248638  
Appeal Start Date: 22 May 2020  
Appellant: Mr Andrew Mercer  

Comments can be online at [https://acp.planninginspectorate.gov.uk](https://acp.planninginspectorate.gov.uk), or by post to The Planning Inspectorate, Team West 1, 3P, Temple Quay House, 2 The Square, Bristol. 

Council objected to this Planning Application.

6.3. **To note** the following decisions on planning applications have been notified by Bath and North East Somerset Council since the March Council Meeting:

Application Type: Full Application  
Site Location: Old House Northend Batheaston  
Description of Proposal: Erection of a parking area gate mechanism, boundary pier and replacement walling. (Retrospective)  
Name of Applicant: Mr & Mrs Humphrey  
Application Number: 19/05507/FUL  
Case Officer: Helen Ellison  
Decision: REFUSE.

Application Type: Listed Building Consent (Alts/exts)  
Site Location: Old House Northend Batheaston  
Description of Proposal: External alterations for the erection of a parking area gate mechanism, boundary pier and replacement walling. (Regularisation)  
Name of Applicant: Mr & Mrs Humphrey  
Application Number: 19/05508/LBA  
Case Officer: Helen Ellison  
Decision: REFUSE.

Application Type: Full Application  
Site Location: 64 Catherine Way Batheaston 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  
Application Number: 20/00893/FUL  
Case Officer: Dominic Battrick  
Decision: PERMIT.

In all of the above cases, Council had resolved not to object to the application.

6.4. **To note** the outcome of the Appeal to the Secretary of State to relating to Planning Application 18/03934/FUL, dated 28 August 2018, for 47 Bailbrook Lane, Lower Swainswick, Bath BA1 7AL was refused.
7. **To note** the review of the Clerk’s probation and acceptance of permanent appointment (Cllr Vandesteen)

8. **Governance Matters**

8.1. **To note** a paper which reaffirms the core purpose of the Council: to deliver better outcomes for the village (Cllr Vandesteen, A).

8.2. **To resolve** to dissolve the Working Groups and Committees that have not met regularly, have no documented and agreed terms, and/or are no longer quorate (Cllr Vandesteen, A).

8.3. **To resolve** to nominate a minimum of 2 Councillors to consult with Councillors on new Committee and Working Group structure and membership, and to bring forward proposals for approval at the July meeting of the Council.

8.4. **To resolve** to adopt the process for co-option of Councillors (Cllr Vandesteen, A). This document comprises:

   8.4.1. Text in black, which is the minimum standard policy amongst Parish Councils.

   8.4.2. Text in red, which indicates discretionary policy options, each of which the Council needs to consider before adoption.

8.5. **To resolve** that within the following 5 working days the Clerk will, with the assistance of Councillors, publicise the approved Council Co-option Process, and invite candidates for co-option in all channels used by residents for a co-option meeting to be held at the July BPC meeting.

9. **Finance**

9.1. **To note** the draft minutes of the meeting of the Finance Committee on 28th April 2020 (Cllr Gregory, A)

9.2. **To receive** a report from the Chairman of the Finance Committee (Cllr Gregory, A).

9.3. **To approve** the Grant Application Form and Policy (Cllr Gregory, A).

9.4. **To consider and approve** the Grant Application from Friends of Batheaston School application for £1,000 to restore access to the pond in the school grounds (Cllr Gregory, A).

9.5. **To consider and approve** the Grant Application from Friends of Bathampton Meadow application for £435 as a contribution to cutting the grass on Batheaston Meadows (Cllr Gregory, A).

9.6. **To approve** the Assets Register Policy (Cllr Gregory, A).

9.7. **To approve** the Annual Statement of accounts (Clerk, A).
9.8. **To approve** the Monthly Transactions (Clerk, A), including

9.8.1. The application for Batheaston.gov.uk domain for a cost of £109 plus VAT for the first 2 years (Clerk, A)

9.8.2. The proposal to move to Microsoft 365 for email, document management, calendar, and other administrative functions (Clerk, A).

10. **To receive** a report from Cllr McCarthy on behalf of the Highways Working Group. (Cllr McCarthy, A).

11. **To resolve to approve** a proposed submission on BANES’ Local Plan Partial Update and nomination of sites (Clerk, A).

12. **Clerk’s Report**

12.1. **To note** a report from the Clerk, including update on preparation for the Internal Audit (Clerk, A).

12.2. **To resolve** to extend the delegated authority to the Clerk for a further period, until the July meeting.

13. **Chairman’s Report**

**Upcoming Meetings:**

Finance Committee, Date to be confirmed, w/c 13th July or 20th July 2020

Parish Council Meeting, 7:15pm on Tuesday 14th July 2020

These are open meetings, and are advertised on www.batheaston.org

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

Signed: - Parish Clerk Date issued: 11th June 2020