



**A Meeting of Batheaston Parish Council is to be held
at 7:15pm on Tuesday 17th November 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 821 0429 7979

AGENDA AND NOTICE OF MEETING

PROCEDURAL MATTERS

- 1. Public participation** regarding matters on the agenda.
- 2. To receive** apologies for absence.
- 3. To receive** any declarations of interest from Councillors.
- 4. Election of Chairman** (Clerk)
 - 4.1. To receive** nominations to be elected to the post of Chairman of the Council.
 - 4.2. To elect** the Chairman
 - 4.3. The elected Chairman to sign** the declaration of acceptance of office.
- 5. Election of Vice Chairman** (Clerk)
 - 5.1. To receive** nominations to be elected to the post of Vice Chairman of the Council.
 - 5.2. To elect** the Vice Chairman
- 6. To approve** the minutes of the meeting of Council held on 6th October 2020 (Clerk, A).
- 7. To consider a formal complaint**
 - 7.1. To note** the advice from the Clerk with respect to the process, based on previous draft policy of the Council (Clerk, A)
 - 7.2. To approve** that for the following items – 7.3 and 7.4 – members of the public should be temporarily excluded from the meeting. This in the public interest owing to protect the personal details of the Complainant in accordance with Public Bodies (Admission to Meetings) Act, 1960.

- 7.3. **To receive** the complaint lodged with the Clerk by a resident of the Parish (Clerk, A)
 - 7.3.1. The Complainant will have an opportunity to make a short presentation of their complaint.
 - 7.3.2. Councillors will have the opportunity to ask questions of the Complainant.
- 7.4. **To consider** the Council's Response to the Complaint
 - 7.4.1. **To consider** the Clerk's report and proposed summary (Clerk, A)
 - 7.4.2. **To determine** the key points of the outline response, to be drafted by the Clerk and approved by the Chairman and communicated with the Complainant within 7 days of the meeting

VILLAGE MATTERS

- 8. **Communication and Engagement Plan** (Cllr May, A)
 - 8.1. **To approve** the proposed communications and engagement overall strategy
 - 8.2. **To approve** the proposed steps for further implementation of the communications and engagement strategy, and the associated costs, per the action plan presented under heading 7 of the paper.
- 9. **Village Green Updated Workplan**
 - 9.1. **To approve** that for the following items – 9.2 and 9.3 – members of the public should be temporarily excluded from the meeting. This in the public interest owing to the need to retain confidentiality of commercial discussions in accordance with Public Bodies (Admission to Meetings) Act, 1960.
 - 9.2. **To receive** a confidential update from Cllr Vandesteen.
 - 9.3. **To note** the updated participatory design approach to building community engagement and support for the Village Green project. (Cllr Vandesteen)
 - 9.4. **To resolve** to stop all work by Council on the village green / green corridor until full engagement with all residents households by sending a questionnaire.
 - 9.5. **To resolve** to set up a working group to establish a questionnaire seeking residents' views for the future of Batheaston.
 - 9.6. **To resolve** to cease all other activities to progress this project until the questionnaire has been completed, its results analysed and Council has formally approved that the project should progress.

COUNCIL MATTERS

10. Finance Committee Report

- 10.1. To note the report of the October Finance Committee Meeting (Cllr Gregory, A)
- 10.2. To note the approved monthly transactions and bank reconciliation (Cllr Gregory, A)

11. Financial Regulations and Governance

- 11.1. **To approve** the Financial Regulations which are based on the model from the National Association of Local Councils, with updated limits as temporary financial regulations pending completion of new financial governance policies and procedures (Cllr Gregory, A)
- 11.2. To receive a proposed Financial Governance Framework and **to approve** that: (Cllr Vandesteen, A)
 - 11.2.1. Council will continue with current policies and procedures until such time that precept and budget start including capital expenditure;
 - 11.2.2. Finance Committee will use reasonable efforts to update the current policies and procedures to make them as fit for practical purpose.
 - 11.2.3. Finance Committee prepare a costed project to outsource the creation of the policies, procedures, measures and controls necessary for implementing the proposed financial governance framework.

12. Half-year budget review (Cllr Gregory, A)

- 12.1. **To note** the half-year budget 2019/20 position
- 12.2. **To note** the remaining discretionary cash at end October to be c£500

13. Process for setting the Precept and budget 2021/22 (Cllr Gregory, A)

- 13.1. **To note** the process, time scales and issues for the internal process of setting the precept for 2021/22.

14. Precept and budget 2021/22: resident participatory process (Cllr Vandesteen, A)

- 14.1. **To agree** to consult residents on 3 strategic precept choices ahead of setting the 21/22 Precept.

15. Preliminary Discussion of Review of the Code of Conduct (Cllr Vandesteen)

- 15.1. **To note** that the Council's Code of Conduct has not been reviewed since August 2018. Also **to note** that there have recently been issues of disclosure of information that is not yet intended for publication.
- 15.2. **To determine** in outline what changes are required to the Code of Conduct and other Council Policies.

- 15.3. To request** the Clerk to conduct an investigation into the website governance failures we have suffered recently, and bring forward to Council a report on what can be learned for the future.

16. Complaints policy

- 16.1.** To approve the updated complaints policy (Clerk, A)

STANDING ITEMS AND REPORTS

17. Planning Applications

- 17.1.** To review the following planning application from Bath and North East Somerset Council:

Reference Number: 20/03455/TCA

Application Type: Tree Works Notification in Con Area

Site Location: Brow Hill Lodge Croxham Orchard Batheaston BathBA1 7NQ

Description of Proposal: Magnolia T1 - re-pollard back to previous pollard points

Name of Applicant: Corbett

Case Officer: Jane Brewer

Reference Number: 20/03616/TPO

Application Type: Tree Works subject to TPO

Site Location: 34 Northend Batheaston BathBA1 7ES

Description of Proposal:

T1 (Copper Beech) - remove lower limb, dead-wood and rubbing branches.

T2 (Lime) - remove dead-wood, rubbing branches and epicormic growth at the base.

Name of Applicant: Dr Stephen Hammerton Case Officer: Jane Brewer

Reference Number: 20/03618/FUL

Application Type: Full Application

Site Location: 5 High Bannerdown Batheaston BathBA1 7JY

Description of Proposal: Erection of a three bay garage with log lean to, extending drive and widening access to road and tree removal.

Name of Applicant: David and Sarah Norman Case Officer: Danielle Milsom

Reference Number: 20/03633/LBA

Application Type: Listed Building Consent (Alts/exts)

Site Location: First Floor Flat 248 High Street Batheaston BathBA1 7RA

Description of Proposal: Internal and external works comprising the refurbishment of the interior: replacement bathroom suite, flooring, joinery works to the modern internal staircase, installation of timber shutters, replacement of modern doors and ironmongery, installation of secondary glazing, installation of solar panels and bathroom extract vent within the roof valley and establishing a courtyard garden within the curtilage of the building whilst retaining the three allocated parking spaces.

Name of Applicant: Miss L Bradley

Case Officer: Laura Batham

Reference Number: 20/03657/FUL
Application Type: Full Application
Site Location: White Lion 229 London Road East Batheaston BathBA1 7NB
Description of Proposal: Reinstatement of window in currently blocked-up opening of garage, installation of doors/windows in replacement of garage doors to provide additional step-free access, enlargement of one window on the east elevation, replacement of all uPVC windows, demolition of toilet located in courtyard, widening of opening between garage and bar seating area, installation of doors between bar area and courtyard, installation of doors/windows in skittle alley elevation.
Name of Applicant: Gather Case Officer: Laura Batham

Reference Number: 20/03658/LBA
Application Type: Listed Building Consent (Alts/exts)
Site Location: White Lion 229 London Road East Batheaston BathBA1 7NB
Description of Proposal: Internal and external alterations to include Reinstatement of window in currently blocked-up opening of garage, installation of doors/windows in replacement of garage doors to provide additional step-free access, enlargement of one window on the east elevation, replacement of all uPVC windows, demolition of toilet located in courtyard, widening of opening between garage and bar seating area, widening of opening between kitchen and bar, installation of doors between bar area and courtyard, installation of doors/windows in skittle alley elevation, installation of door accessing protected stairwell, partition/stud-wall erection to form corridor to stair entrance, formation of new room, First Floor -removal of partitions above staircase with installation of new door, partition opening between the two back (north) rooms with stairs fitted for level change, refurbishment of the Inn's apartment.
Name of Applicant: Gather Case Officer: Laura Batham

Reference Number: 20/03838/TCA
Application Type: Tree Works Notification in Con Area
Site Location: 290 High Street Batheaston BathBA1 7RA
Description of Proposal: Plane tree (A) - Platanus x hispanica (Platanaceae) - Remove the single dead wood branch on the second plane within the boundary of 290 High Street, and selective branch reduction of 3-4 m on the branches growing over the neighbouring house (292 High Street) to the North and East of the trunk
Name of Applicant: Louise Cast Case Officer: Jane Brewer

Reference Number: 20/04013/TCA
Application Type: Tree Works Notification in Con Area
Site Location: 153 High Street Batheaston BathBA1 7DW
Description of Proposal: T1 (Conifer) - Fell.
Name of Applicant: Miranda Cumming Case Officer: Jane Brewer

Reference Number: 20/04023/FUL
Application Type: Full Application
Site Location: Avon House 256 High Street Batheaston BathBA1 7RA
Description of Proposal: External and internal alterations for the erection of a single storey rear extension following removal of existing lean-to rear extension. Lime plastering to internal ashlar walls, installation of internal fire rated door, fire and acoustic separation within previous door opening together with new junction details with original walls. Erection of an outbuilding.
Name of Applicant: Ms Emily Eades Case Officer: Adrian Neilson

Reference Number: 20/04024/LBA
Application Type: Listed Building Consent (Alts/exts)
Site Location: Avon House 256 High Street Batheaston BathBA1 7RA
Description of Proposal: External and internal alterations for the erection of a single storey rear extension following removal of existing lean-to rear extension. Lime plastering to internal ashlar walls, installation of internal fire rated door, fire and acoustic separation within previous door opening together with new junction details with original walls. Erection of an outbuilding.
Name of Applicant: Ms Emily Eades Case Officer: Adrian Neilson

17.2. To note the following decisions on planning applications have been notified by Bath and North East Somerset Council:

Application Number:20/02443/FUL
Application Type: Full
Application Site Location: Woodbine Gardens Bannerdown Road Batheaston Bath Bath And North EastSomerset
Description of Proposal: Erection of two storey side extension and retrofit of existing property (re-submission).
Name of Applicant: Mr Andrew Thorne Case Officer: Isabel Daone
Decision:-PERMIT

Application Number: 20/02592/FUL
Application Type: Full Application
Site Location: 9 Stambrook Caravan Park Batheaston BathBA1 7HR
Description of Proposal: Erection of bungalow following removal of existing home.
Name of Applicant: Colin Gray Case Officer: Dominic Battrick
Decision:- REFUSE

Application Number: 20/03022/FUL
Application Type: Full Application
Site Location: 1-2 Fairhaven Cottages Northend Batheaston Bath
Description of Proposal: Erection of a rear extension, side porch as well as internal alterations following demolition of existing conservatory.
Name of Applicant: John & Sarah Palmer Case Officer: Isabel Daone
Decision:- PERMIT

Application Number: 20/03186/TCA
Application Type: Tree Works Notification in Con Area
Site Location: 18 Northend Batheaston BathBA1 7EN
Description of Proposal: Holly (T1) growing into boundary wall – Remove
Name of Applicant: Mrs Nicky Jones Case Officer: Jane Brewer
Decision:- No Objection

Application Number: 20/03340/FUL

Application Type: Full Application

Site Location: 29 Morris Lane Batheaston BathBA1 7PR

Description of Proposal: Erection of new attached double garage and adjustments to paving following demolition of existing attached single garage and lean-to

Name of Applicant: Mr Martin Verrell Case Officer: Christopher Masters

Decision:- PERMIT

Application Number: 20/03455/TCA

Application Type: Tree Works Notification in Con Area

Site Location: Brow Hill Lodge Croxham Orchard Batheaston Bath

Description of Proposal: Magnolia T1 - re-pollard back to previous pollard points

Name of Applicant: Corbett

Case Officer: Jane Brewer

Decision:- No Objection

Application Number: 20/03458/TCA

Application Type: Tree Works Notification in Con Area

Site Location: 1 Vale View Cottages Vale View Terrace Batheaston Bath

Description of Proposal: Magnolia T1 - crown reduce by approximately 25% (1.5 m) and prune back to boundary wall

Name of Applicant: Tutchter

Case Officer: Jane Brewer

Decision:- No Objection

17.3. To note that the Council had resolved not to object to the above applications, noting the following:

17.3.1. With the exception of 20/03455/TCA, for which the decision was issued within 2 days of the notification of consultation.

17.3.2. The Council had therefore taken a different from that decided by BANES in respect of 20/02592/FUL.

17.4. To note that the following Planning Applications previously notified, had been withdrawn:

17.4.1. Application Number: 20/02692/LBA

17.4.2. Application Number: 20/02693/LBA

18. Clerk's report.

18.1. To receive a report from the Clerk. (Clerk, A)

18.1.1. **To approve** the sending of condolences on behalf of Council to the family and friends of Michael Tabb. Michael was a resident of the Parish for many years, and served as a Parish Councillor for a number of years.

19. Chairman's report.

19.1. To receive an oral report from the Chairman.

Upcoming Meetings: -

Finance Committee Meeting, 7:15pm on Tuesday 24th November 2020

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

Finance Committee Meeting, 7:15pm on Tuesday 12th January 2021

Parish Council Meeting, 7:15pm on Tuesday 26th January 2021

Council meetings are open to the public, and members of the public are welcome to join and may speak by invitation

Signed: -  Parish Clerk

Date issued: 12th November 2020