

Batheaston Parish Council

Minutes of the meeting of Batheaston Parish Council held at 7:30pm on Tuesday 14th July 2020

**Present: Councillors Patrick Vandestein (Chairman), Derek Greener,
Catherine Gregory, Alison James, Andrew Lea, Tamsin May,
Catherine McCarthy, Alexis Pavlou, Sue Peachey, Hannah Squire.**

In attendance: Richard Maccabee (Clerk).

1. There was no **Public Participation**.
2. **Apologies were accepted** from Councillors Paula Day, James Jeffrey, and Matt Tovey.
3. There were no **declarations of interest**.
4. **Council approved** the minutes of the meeting of Council held on 16th June 2020.
5. **Planning**

- 5.1. Council reviewed** the following planning application from Bath and North East Somerset Council:

Application Type: Full Application

Site Location: Wing of The Hill Northend Batheaston BA1 8EN

Description of Proposal: Conversion of coach house, creation of link building, attic conversion with internal and external alterations to main house.

Name of Applicant: Mr & Mrs Theobald

Reference Number: 20/02112/FUL Case Officer: Hayden Foster

Council resolved not to object to this application.

Application Type: Full Application

Site Location: 17 Northend Batheaston BA1 7EE

Description of Proposal: Proposed demolition of the existing octantal timber summer house and erection of new summer house office area using the same footprint.

Name of Applicant: Mr Peter Martins

Reference Number: 20/02139/FUL Case Officer: Sam Grant

Council resolved not to object to this application.

Application Type: Full Application

Site Location: Wayfield North Solsbury Lane Batheaston BA1 7HB

Description of Proposal: Conversion of existing ancillary building into additional family habitable space.

Name of Applicant: Iain Stanton

Reference Number: 20/02148/FUL Case Officer: Dominic Battrick

Council **resolved to object** on the basis of concerns that this is a change of use and that - in the absence of information to the contrary - the intention is that it will be put to commercial use, possibly as a holiday let.

Application Type: Tree Works subject to TPO
Site Location: Little Court Bannerdown Road Batheaston BA1 7NE
Description of Proposal: Hornbeam (T1) - Remove lower limbs overhanging Hollybush House to give 6m of the main trunk clear of branches. Large leading trunk approx. 6m which would remain (marked by the yellow line in the photo) and only the smaller lower branches would be removed (outlined by the red line in the photo.)
Name of Applicant: Alison Millar
Reference Number: 20/02306/TPO Case Officer: Jane Brewer

Council resolved not to object to this application.

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

Application Type: Full Application
Site Location: Woodbine Gardens Bannerdown Road Batheaston
Description of Proposal: Erection of two storey side extension and retrofit of existing property
Name of Applicant: Mr A Thorne
Application Number: 20/00220/FUL Case Officer: Anna Jotcham

Decision: PERMIT

Application Type: Full Application
Site Location: 6 Barnfield Way Batheaston 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
Application Number: 20/00535/FUL Case Officer: Chloe Buckingham

Decision: PERMIT

Application Type: Full Application
Site Location: 11 Bannerdown Close Batheaston BA1 7JN
Description of Proposal: Erection of garage.
Name of Applicant: Mr Ted McDonald
Application Number: 20/01343/FUL Case Officer: Isabel Daone

Decision: PERMIT

Application Type: Full Application
Site Location: 10 Eagle Park Batheaston BA1 7HS
Description of Proposal: Construction of rear extension and side extension including internal alterations. Widening of driveway and ground works to improve access to garden
Name of Applicant: Mrs and Mr Laura and David Hobbs Wall
Application Number: 20/01533/FUL Case Officer: Danielle Milsom

Decision: PERMIT

Application Type: Full Application
Site Location: 111 Elmhurst Estate Batheaston BA1 7NR
Description of Proposal: Erection of a two-storey rear extension.
Name of Applicant: Mr Charlie Skelton
Application Number: 20/01642/FUL Case Officer: Danielle Milsom

Decision: PERMIT

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

Decision: PERMIT

- 5.3. Councillors requested** that the Clerk provide a summary of the decisions it had taken in respect of Planning Decisions, to allow for comparison with that reached by Bath and North East Somerset Council, and thereby facilitate learning.

Clerk

GOVERNANCE

6. Annual Governance and Accountability Return (AGAR) 2019/20

- 6.1.** Cllr Gregory introduced the **annual statement of accounts 2019/20**. She indicated that this had taken a considerable amount of time, due to the handover the year and the software being used. It has been accepted by the Internal Auditor.
- 6.1.1. She noted that the Council has not reclaimed VAT from HMRC for over 3 years. The Clerk will be submitting claims for this funding as soon as possible.
- 6.1.2. **Council approved** the annual statement of accounts 2019/20.
- 6.2.** The Clerk introduced Internal Audit Report 2019/20. He said that while the books had been balanced, there have been several deficiencies in controls, for various reasons. He indicated that there will be a lot of work to do to remedy these deficiencies.
- 6.2.1. Cllr Vandesteen thanked Cllr Gregory and the Clerk for their work. He said that the report indicates quite a poor position, and he urged all Councillors to work with the Clerk to improve matters.
- 6.2.2. Cllr Gregory added that Council has a number of procedures, which are not consistently followed and this as highlighted as a key issue in the audit report.
- 6.2.3. **Council noted** the report.
- 6.3.** The Clerk introduced this item. He indicated that Council needed to take a view on the questions set out in "Section 1 – Annual Governance Statement 2019/20".
- 6.3.1. Cllrs Jeffrey and Greener did not provide an Annual Governance Statement 2019/20 to Council and the task was referred to the Clerk.

- 6.3.2. The Clerk noted that the Internal Auditor had questioned the ability of Council to respond affirmatively to Question No. 2, regarding internal controls, and Question No. 7, regarding actions taken in response to matters raised in audits.
- 6.3.3. He recommended that Council respond “No” to these questions, 2 and 7, and “yes” to all others.
- 6.3.4. **Council approved** this recommendation.
- 6.4. The Clerk introduced the “Section 2 – Accounting Statements 2019/20” of the AGAR, which he had completed in conjunction with the Internal Auditor.
 - 6.4.1. He said that all the figures were taken from documents that Councillors had already seen, except for Asset Valuation, for which Cllr Gregory had taken the lead.
 - 6.4.2. Cllr Gregory indicated that hitherto Assets have been valued according to the Insurance Value, which means that Assets are seen as increasing in value, which is not necessarily realistic. She indicated her intention as Chairman of the Finance Committee to change this for the current year.
 - 6.4.3. **Council approved** the Section 2 – Accounting Statements 2019/20 of the AGAR.
- 6.5. **Council resolved** to request that the Finance Committee work with the Clerk to bring forward an action plan to the next Council meeting to address the issues raised by the Audit process.

Clerk / Cllr Gregory

7. New committee & working group structure and Terms of Reference

- 7.1. Cllr Greener moved an amendment to defer this item.
- 7.2. **Council resolved** to defer the motion.

8. Finance committee

- 8.1. Cllr Gregory introduced the report from the Finance Committee, following its meeting on 29th June 2020.
 - 8.1.1. The meeting reviewed the output of the Audit (as described above), and reviewed monthly transactions, and Fixed Asset Policy.
 - 8.1.2. **Council noted** the report.
- 8.2. Cllr Gregory explained that she and the Clerk had had an online meeting with trustees of Batheaston Youth Club.
 - 8.2.1. She explained that historically the Council has made a significant grant to the Youth Club.
 - 8.2.2. She said that the Youth Club had been able to claim funding from the Government for furloughed staff.
 - 8.2.3. She proposed that the Council pay a grant for the months of this year that they are able to operate, currently assuming that this will be 7 months, and therefore approximately £5,600.
 - 8.2.4. A question was asked about numbers of users of the Youth Club. In the grant application the BYC indicate 125 people age 0-25 residents of Batheaston and 25 from other parishes plus 100 other residents of all ages hire of the hall. Cllr

Gregory also indicated that their building requires a new roof in the near future, which will be at least £40,000.

8.2.5. **Council approved** the outline response.

COMMUNITY

9. Public Works Loan (PWL) application report

- 9.1. Cllr Vandesteen explained what a Public Works Loan, and that it is a two-stage process – to approve the facility, and then to draw-down the funding.
- 9.2. He has drafted a draft application and report to the Minister of Housing, Communities and Local Government for approval of a PWL of £115,000 and proposes that the first step is to review with Avon Local Council Association (ALCA).
- 9.3. In answer to a question, he indicated that he fully understands and shares the importance of consulting with residents and ensuring that any proposal has broad support from the community.
- 9.4. He confirmed that such the loan is affordable and that the Council will have flexibility in drawing down money for 1 year after approval. Any amount not drawn down within the year of approval lapses.
- 9.5. He also confirmed that parish councils can borrow up to £500k p.a. subject to proving affordability and obtaining approval from the Secretary of State of Housing, Communities and Local Government
- 9.6. **Council approved** the proposal.

10. Community matters

- 10.1. Cllr Vandesteen introduced this item, saying that unfortunately there have been instances of dog fouling, littering and nuisances from public spaces. He said that this is effectively a piece of “homework” for Councillors; to consider ideas and bring forward proposals to the September Council meeting.
- 10.2. **Council approved** this proposal.

11. Clerk’s Report

- 11.1. The Clerk introduced his report.
 - 11.1.1. He outlined the proposal to the approach to re-opening Council facilities as lockdown restrictions ease, and the priority given to local community activities.
 - 11.1.2. He described conversations relating to some possible such uses.
 - 11.1.3. Cllr Pavlou indicated that the Batheaston Primary School have confirmed that they do not have need of the Rhymes Pavilion.
 - 11.1.4. **Council approved** the proposal.
- 11.2. The Clerk referred to the re-opening the other facilities; the Elmhurst Playground and Riverside Toilets, which is he working on.
- 11.3. He said that the funding available to invest in Playground: £18,000 from a Section 106 fund to be spent by January 2022. He indicated his intention to seek outline proposals from 3 or more specialists in respect of the Playground, to address the immediate issues, and medium- and longer-term development plans.
 - 11.3.1. **Council noted** this proposal.

12. Chairman's Report

- 12.1. Cllr Vandesteen reported that Cllr Tovey has reluctantly resigned his position as Vice Chairman.
- 12.2. In support of the objective of delivering real outcomes to the community, he indicated his intention to ensure that papers were distributed 14 days before a meeting to allow Councillors adequate time to read and consider papers. He encouraged Councillors to support this initiative and to engage with papers early.
- 12.3. He suggested that Councillors take a summer break, before re-engaging 2 weeks before of the September meeting.

The meeting closed at 9:10pm

Forthcoming Meetings

Parish Council Meeting, 7:15pm on Tuesday 8th September 2020

Parish Council Meeting, 7:15pm on Tuesday 6th October 2020

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

Signed: -  Parish Clerk Date 4th September 2020