

## Batheaston Parish Council

### Minutes of an Extraordinary Meeting of Batheaston Parish Council held at 7:15pm on Tuesday 17<sup>th</sup> August 2021, at the Rhymes Pavilion. Present: Councillors Alexis Pavlou (Vice Chair of Council, in the Chair), Peter Bryant, Catherine McCarthy, Alison James, Sue Peachey.

In attendance: Richard Maccabee (Clerk).

#### PROCEDURAL MATTERS

1. There was no **Public Participation**.
2. **Apologies for absence** were received from Councillors Andrew Lea and Hannah Squire.
3. There were no **declarations of interest from Councillors**.
4. **Minutes of Previous Meetings**
  - 4.1. The Clerk apologised that he had been unable to submit these minutes in time for the meeting and asked the Council to defer this item.
    - 4.1.1. **Council deferred** approval of the minutes of the meeting of Council held on 23rd March 2021
  - 4.2. **Council approved** the minutes of the extraordinary meeting of Council held on 13<sup>th</sup> July 2021, noting that Cllr McCarthy had provided a written report for the meeting (Item 10.1).

#### VILLAGE MATTERS

##### 5. Playground Working Group

- 5.1. Cllr Lea was absent and had not provided a report.
  - 5.1.1. Cllr Pavlou expressed concern that there was no update, noting the importance of this project, and the tight timescales to successfully draw down the Section 106 funds available. He asked the Clerk to request a report from Cllr Lea at his earliest convenience.

Clerk

##### 6. Riverside Working Group

- 6.1. **Council received** a verbal report from Cllr James, in which she noted:
  - 6.1.1. There continue to be problems with bins overflowing at the weekends. Cllr McCarthy reported that she had escalated this matter with Senior Officers at BANES.
  - 6.1.2. The car park is full to overflowing at busy times (see item 7 below)
  - 6.1.3. She has noted business use of the site and of the car park and mooted the suggestion of forbidding or charging for such use.

6.1.4. She reported that paint had been spilt on and around the metal seating canopy. The Clerk will seek to have this removed.

**Clerk**

6.1.5. The Clerk will bring a proposed charging matrix for Council Facilities to the next meeting.

**Clerk**

## **7. Parking Working Group**

**7.1. Council received** a verbal progress report from Cllr Peachey. She reported on further discussions of options regarding:

- 7.1.1. Installation of electric charging points for a small number of spaces
- 7.1.2. Developing detailed proposals for charging and monitoring or enforcing payments.
- 7.1.3. Providing a space(s) for Car Club vehicles
- 7.1.4. Moving the disabled bays to be more accessible

**7.2.** Cllr Peachey will hold a meeting of Working Group and seek to publish a poll of local residents of the key choices available (for instance, the charging regime). She hopes then to bring proposals for these initiatives to the October Council meeting.

**Cllr Peachey**

## **8. Grow Batheaston Liaison (Cllr Pavlou)**

**8.1. Council received** a verbal report from Cllr Pavlou, on collaboration with Grow Batheaston. He noted that:

- 8.2.** Members of Grow Batheaston have tried to take August off, after a very busy year, and he has respected that break.
- 8.3.** Grow Batheaston are planning a Community Fun Day on 4th September, at the Rhymes Pavilion.
- 8.4.** Grow Batheaston have asked Council to express its support for the "Sharing Shed". It was noted that Council had approved a grant of £500 for this initiative at its February 2021 meeting. It was thought therefore that it would be appropriate for the Clerk to issue a letter of support.

**Clerk**

## **9. Highways (Cllr McCarthy)**

**9.1. To receive** a verbal report from Cllr McCarthy on matters relating to Highways. Key developments were:

- 9.1.1. **She has reached agreement to the** green gates, at the end of Catherine Way, onto Steway Lane, to be opened to provide a diversion route in event of road closures.
- 9.1.2. She is progressing a request for "Slow Down" signs on Steway Lane

- 9.1.3. She highlighted the need for clarity in respect of clearing Public Rights of Way, which she will discuss with the Clerk

**Cllr McCarthy/Clerk**

- 9.1.4. Improvements have been made to School Lane, with more being discussed
- 9.1.5. The closure of Cleveland Bridge in the City Centre continues to cause delays to buses. The bus service has also been adversely affected by drivers having to self-isolate.

## **10. Improvement to Northend Route to School**

- 10.1.** As Ward Cllr Kevin Guy and Sarah Warren were not able to attend, Cllr Pavlou introduced their application to Bath and North East Somerset Council for improvements to children's routes to Batheaston Primary School, and proposed the motion to support the application.

- 10.1.1. **Council approved** the motion to support the application.
- 10.1.2. The Clerk will liaise with the Ward Councillors to pass this support on.

**Clerk**

## **11. Elmhurst Estate Liveable Neighbourhood Application**

- 11.1.** As Ward Cllr Kevin Guy and Sarah Warren were not able to attend, Cllr Pavlou introduced their Application to Bath and North East Somerset Council for a Liveable Neighbourhoods Project to be conducted for Elmhurst Estate and proposed the motion.

- 11.1.1. Council approved the motion to support the application.
- 11.1.2. The Clerk will liaise with the Ward Councillors to pass this support on.

**Clerk**

## **FINANCE MATTERS**

### **12. Rhymes Pavilion**

- 12.1.** **Council considered** a document presented by Cllr McCarthy and the Clerk, outlining possible enhancements and further development of the Rhymes Pavilion, and a proposal for initial priorities to be undertaken by the Clerk.

- 12.1.1. **Council approved** an amendment to the motion, "to instruct the Clerk to carry out only the "Must-do" items in the Recommendations, and the budget allocated to the items."
- 12.1.2. **Council approved** the amended motion

### **13. Audit Action Plan**

- 13.1.** **Council approved** an updated action plan from the Clerk arising from the Internal Auditor's Report to the Council.

### **14. Community Grants**

- 14.1.** **Council approved** a grant of £373.80 to the Friends of Bathampton Meadows Riverside as a contribution to the mowing of the verges along the Bathampton Meadows cycle track.

## 15. Finance Update

**15.1. Council received** a verbal report from the Clerk regarding progress in implementing the new finance system.

15.1.1. He was pleased to report that the new system had been used very effectively to support the process of Year-End presentation of finances for 2020-21.

15.1.2. He also indicated that the Booking Clerk had completed the preparation of the submission to reclaim VAT for the period 1<sup>st</sup> August 2018 until 31<sup>st</sup> March 2019. He intended to review this with her in the coming days and submit the claim.

15.1.3. They will then repeat the process for the financial year 2019-20, and for 2020-21 (the latter being an automated output from the new Finance System).

## GOVERNANCE MATTERS

### 16. Standing Orders

**16.1.** The Clerk introduced this item indicating that the presented draft is based on the latest model from the National Association of Local Councils. He noted that Council had received this paper at its Annual Meeting in May.

16.1.1. **Council approved** the Standing Orders

### 17. Oversight of Finance and HR Matters

**17.1. Council resolved** to disband the Finance Committee

**17.2. Council resolved** to create a new Human Resources (HR) Committee, as per the provided Terms of Reference

17.2.1. **Council nominated** Councillors Bryant, McCarthy and Pavlou to form the new Committee.

17.2.2. **Council nominated Cllr Pavlou** to chair the HR Committee.

17.2.3. **Council resolved** to instruct the Clerk to schedule the first meeting of the HR Committee.

**17.3. Council noted** that the Clerk will ensure that any outstanding tasks for the Finance Committee are allocated to either Council or the HR Committee.

**Clerk**

## STANDING ITEMS AND REPORTS

### 18. Planning Applications

**18.1. To review** the following planning application from Bath and North East Somerset Council

18.1.1. **Council resolved to oppose** Planning Application Reference: 21/03271/FUL, because the development is not in keeping with the surrounding, and because it substantially increases the height of the building above those in the neighbourhood.

18.1.2. **Council resolved to oppose** Planning Application Reference: 21/03503/FUL, because of concerns that it will further exacerbate parking problems, and that there will not be enough space for refuse bins, nor for a cycle shed

18.1.3. **Council resolved not to oppose** to the following Planning Applications:  
21/03424/FUL, 21/03516/FUL, 21/03554/COND, 21/03561/NMA,  
21/03611/COND, 21/03590/FUL, 21/03591/LBA, 21/03590/FUL,  
21/03709/TC5.

**18.2.** Council noted the following decisions on planning applications have been notified by Bath and North East Somerset Council: 21/00549/FUL, 21/02341/FUL, 21/02342/LBA, 21/03591/LBA, 21/02618/FUL, 21/02624/LBA, 21/02705/FUL, 21/02877/FUL, 21/02962/FUL.

## **19. Clerks Report**

**19.1.** The Clerk presented an oral report.

19.1.1. He outlined plans regarding Communications and Engagement including siting of Notice Boards.

## **20. Oral report from the Chairman.**

**20.1.** Cllr Pavlou gave an oral report.

20.1.1. He looked forward to Summer Party on Sunday 29<sup>th</sup> August, hoping that all Councillors would support the event.

20.1.2. He hoped that the Council would be able to organise other events, such as "Race Night" and Christmas Party.

**20.2.** He noted the sad news of the sudden death of Brin Johnson, who had served the Council and the community in many ways over many years.

**Meeting Closed 8:53pm**

**Upcoming Meetings: -**

7:15pm, Tuesday 28<sup>th</sup> September 2021

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

Signed by Cllr Hannah Squire, Chair of Council:

Date: