



Batheaston
Where community matters

**The Annual Meeting of Batheaston Parish Council
is to be held at 7:15pm on Tuesday 20th May 2025
at the Rhymes Pavilion, Coalpit Road, BA1 7NW**

AGENDA AND NOTICE OF MEETING

PROCEDURAL MATTERS

1. Election of Chair

1.1. To elect a Chair of Council for the coming year.

1.1.1. The elected Councillor to sign the declaration of acceptance of office.

2. To receive apologies for absence.

3. To receive any declarations of interest from Councillors.

4. Public participation regarding matters on the agenda.

5. Minutes of Previous Meetings

5.1. To approve the minutes of the Meeting of Council held on 22nd April 2025
(Clerk, A).

ANNUAL PARISH COUNCIL MEETING GOVERNANCE MATTERS

6. To elect a vice chair of Council.

7. Review of Council Policies

7.1. To receive a report from Clerk regarding the approval of policies, highlighting any proposed changes (Clerk, A)

7.2. To approve the Standing Orders for the Council (Clerk, A)

7.3. To approve the Financial Regulations for the Council (Clerk, A)

7.4. To approve the Co-option Form and Policy (Clerk, A)

7.5. To approve the Complaints Policy (Clerk, A)

7.6. To approve the Memorials Policy (Clerk, A)

7.7. To approve the Grant Application Policy (Clerk, A)



8. Finance Committee

8.1. To approve the Terms of Reference of the Finance Committee. (Clerk, A)

8.2. To nominate at least four Councillors to the Committee.

9. Human Resources Committee

9.1. To approve the Terms of Reference of the Human Resources (HR) Committee. (Clerk, A)

9.2. To nominate at least three Councillors to the Committee.

REVIEW AND APPROVAL OF WORKING AND PROJECT GROUPS

10. To approve the Terms of Reference for the Nature and Environment Working Group

10.1. To nominate a Councillor to lead the Working Group

10.2. To resolve to close the Riverside Car Park Project Group

10.3. To resolve to delegate to the Nature and Environment Working Group the oversight of the Riverside and Elmhurst Growing Spaces Working Groups, and to request that the Terms of Reference of these groups be updated accordingly.

11. To approve the Terms of Reference for the Community and Communication Working Group.

11.1. To nominate a Councillor to lead the Working Group.

12. To approve the Terms of Reference for the Highways, Transport and Planning Terms of Reference for a Working Group.

12.1. To nominate a Councillor to lead the Working Group.

13. To approve the Terms of Reference for the Terms of Reference for the Future of the Rhymes Pavilion Project Group.

13.1. To nominate a Councillor to lead the Project Group.

14. To resolve to formally close the following Project and Working Groups:

14.1. The Working Group to establish a charity

14.2. Playground Project Group

14.3. Suffragette Memorial Project Group

14.4. The Car Park Working Group



FINANCE

15. Finance Operations Matters

15.1. **To note** the record of transactions for April 2025. (Clerk, A)

16. Community Grants

16.1. **To approve** a grant application from Grow Batheaston for £1,500 to support the Annual Village Art Trail. (Clerk, A)

16.2. **To approve** a fee waiver for monthly Bingo sessions at the Rhymes Pavilion for the first 6 months of operation (This amounts to a subsidy of approx. £150)

WORKING GROUPS

17. Highways Transport and Planning Working Group

17.1. **To receive** a verbal report from Cllr McCarthy.

18. Nature and Environment Working Group

18.1. **To receive** a verbal report from Cllr Lewis.

19. Communication and Community Working Group

19.1. **To receive** a verbal report from Cllr Skelton.

19.2. **To note** the plans for the campaign over the next 2 months to recruit new Councillors and Volunteers.

PROJECT GROUPS

20. Summer “Wild Water” Party

20.1. **To receive** an update from Cllr Squire, on the progress in planning for the Party to be held on Sunday 8th June, as part of the Wild Water Festival.

STANDING ITEMS AND REPORTS

21. Planning Applications

21.1. **To resolve** to submit responses on the following Planning Applications to Bath and North East Somerset Council:

- 21.1.1. Application Number: [23/03753/FUL](#)
Site Location: Catholic Church Of The Good Shepherd Northend
BA1 7EN
Description of Proposal: Erection of four dwellings with associated landscaping and parking following demolition of existing mass centre.



21.1.2. Application Number: [25/01572/FUL](#)

Site Location: 1 Prospect Gardens Batheaston BA1 8ET

Description of Proposal: Erection of single storey rear extension enhancing kitchen and dining areas following removal of existing conservatory.

21.2. To note that the following decisions have been notified by Bath and North East Somerset Council since the last meeting.

21.2.1. Application Number: 25/01111/FUL Decision: PERMIT

21.3. To note that this decision aligns with the comments of the Council.

22. Clerk's Report

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

22.1.1. **To note**

23. Chair's Report

23.1. To receive a verbal report from the Chairman.

Forthcoming Meetings:

Annual Parish Council Meeting, 20th May 2025

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

Signed:

A handwritten signature in blue ink, reading 'Richard Maccabee', on a light blue rectangular background.

Parish Clerk

Date issued: 15th May 2025