



**Batheaston**  
*Where community matters*

**The Annual Meeting of Batheaston Parish Council  
(re-scheduled from 20<sup>th</sup> May due to inquoracy)  
is to be held at 7:15pm on 3<sup>rd</sup> June 2025  
at the Rhymes Pavilion, Coalpit Road, BA1 7NW**

### **AGENDA AND NOTICE OF MEETING**

#### **PROCEDURAL MATTERS**

- 1. To elect a Chair of Council for the coming year.**
  - 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 22<sup>nd</sup> 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 Councillors' Code of Conduct (Clerk, A)
  - 7.4. **To approve** the Financial Regulations for the Council (Clerk, A)
  - 7.5. **To approve** the Co-option Form and Policy (Clerk, A)
  - 7.6. **To approve** the Complaints Policy (Clerk, A)
  - 7.7. **To approve** the Memorials Policy (Clerk, A)
  - 7.8. **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 four 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 and May 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 8<sup>th</sup> June, as part of the Wild Water Festival.

## STANDING ITEMS AND REPORTS

### 21. Planning Applications

21.1. **To note** the response submitted by the Highways Transport and Planning working Group to Bath and North East Somerset Council regarding Planning Application Number: [23/03753/FUL](#) (the redevelopment of the site of Catholic Church Of The Good Shepherd on Northend). (A)

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

21.2.1. 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.



21.2.2. Reference Number: [25/01972/FUL](#)

Site Location: 15 Seven Acre Lane Batheaston BA1 7HJ

Description of Proposal: Erection of 4no bed dwellinghouse following demolition of existing and creation of access.

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

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

21.3.2. Application Number: 24/04200/FUL Decision: PERMIT

21.3.3. Application Number: 25/01088/FUL Decision: PERMIT

**21.4. To note** that in the second case, the Parish Council had lodged an objection to the application in respect of parking.

## **22. Clerk's Report**

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

## **23. Chair's Report**

**23.1. To receive** a verbal report from the Chairman.

### **Forthcoming Meetings:**

HR and Finance Committee Meetings, 10<sup>th</sup> June 2025

Parish Council Meeting, 17<sup>th</sup> June 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 that reads "Richard Maccabee".

Parish Clerk

Date issued: 29<sup>th</sup> May 2025