

**Minutes of a Meeting of Batheaston Parish Council
held at Tuesday 9th June 2026
at the Rhymes Pavilion**



**Present: Cllrs Hannah Squire (Chair of Council),
Peter Bryant, Catherine McCarthy, Peter Lewis,
Alexis Pavlou and Sue Peachey**

PROCEDURAL MATTERS

1. Election of Chair

1.1. Council elected Cllr Squire a Chair of Council for the coming year.

2. Council accepted apologies for absence from Cllr Skelton

3. There were **no declarations of interest** from Councillors.

4. Public participation regarding matters on the agenda.

4.1. Andrew Cockram, Wessex Water, the Principal Contractor for the scheme to replace drains in and around St John's Church outlined the plans and the mitigations proposed to minimise disruption.

4.1.1. He explained that the forthcoming work are the 3rd and final phase of a 2-year programme. It involves significant, complicated and unpredictable works, including excavation within Church Grounds.

4.1.2. The work will take up to 6 weeks and has been scheduled to start 20th July to coincide with the school holidays and thus minimise disruption.

4.1.3. The diversion will be as previously: the official route will be via Steway Lane, but the Parish Council will open the route via Catherine Way.

4.1.4. A resident commented that there have been several closures of Northend, and there has been no apparent coordination of closures.

4.1.5. The Chair thanked Mr Cockram for taking the time to attend the meeting.

4.2. A resident attended to introduce "Landscape Watch"; a community group, to advocate for the protection of the uniquely, distinctive landscapes around Bath including the St Catherine's Valley, Charmy Down and Bannerdown and neighbouring rural communities.

4.2.1. She commented that the group includes people with a range of relevant expertise, and that she is happy to collaborate with the Parish Council on planning matters.



- 4.3. Judith Knight, trustee of Grow Batheaston, regarding Item 15, Community Grant Application.
- 4.3.1. Firstly, she thanked the Parish Council for the funding to support the “Down to the River and up to the Trees” event at the Village Hall on 5th June. There were over 100 attendees, and all the talks, films and slide showings were hugely interesting.
- 4.3.2. She described the relationship of the Art Trail with Grow Batheaston; the latter simply provides the organisational “home” for the former.
- 4.3.3. The grant application is specifically for the Art Trail Workshops, to allow children to attend free-of-charge.
- 4.3.4. Councillors were concerned that they would ideally wish to understand the full financial details of the Art Trail.
- 4.3.5. The Chair brought forward Item 15.

15. Community Grants

15.1. Council approved a grant of £1,000 to Grow Batheaston to support the annual Art Trail.

- 4.4. Rob Mimmack, Warden of St John’s Church, enquiring about the rescheduling of the Riverside Party.
- 4.4.1. He said that he was concerned that it should not be too close to the Village Fete, 11th July. Councillors confirmed that they would respect that request.
- 4.4.2. The Chair brought forward Item 19.

19. Summer Party

19.1 Councillors will confer will decide the date, to be after the Village Fete.

5. Minutes of Previous Meetings

- 5.1. **Council approved** the minutes of the Meeting of Council held on 21st April 2026.

ANNUAL PARISH COUNCIL MEETING GOVERNANCE MATTERS

6. Council elected Cllr Pavlou as Vice Chair of Council.

7. Review of Council Policies

- 7.1. **Council received** a report from Clerk regarding the approval of policies.
- 7.1.1. He noted that the only existing policy he proposed changing was the Grant Application process, for which there were two changes arising from concerns raised by two residents.



- 7.1.2. Otherwise, he had not made any material changes to the existing policies, as there had been no changes to sector model documents.
- 7.1.3. He also introduced the three new policies, the first two of which are requirements of the new focus on digital compliance in the audit process (see below):
 - 7.1.3.1. Freedom of Information Policy
 - 7.1.3.2. The Publication Scheme
 - 7.1.3.3. The Scheme of Delegation

The Chair sought Councillors' agreement to approve the policies together. **Council approved** the following policies:

- 7.2. the Councillor Code of Conduct
- 7.3. The Standing Orders for the Council
- 7.4. The Financial Regulations for the Council
- 7.5. The Co-option Form and Policy
- 7.6. The Records Retention Policy
- 7.7. The Data Protection Policy
- 7.8. The IT Policy
- 7.9. The Complaints Policy
- 7.10. The Memorials Policy
- 7.11. The Grant Application Policy
- 7.12. The Risk Management Strategy
- 7.13. The Freedom of Information Policy
- 7.14. The Publication Scheme
- 7.15. The Scheme of Delegation

8. Finance Committee

- 8.1. **Council approved** the Terms of Reference of the Finance Committee.
- 8.2. **Council nominated** Cllrs Pavlou as Chair of the Committee, and as members Cllrs Butt, Bryant, Gray, and Peachey.



9. Human Resources Committee

- 9.1. **Council approved** the Terms of Reference of the Human Resources (HR) Committee.
- 9.2. **Council nominated** Cllrs Pavlou as Chair of the Committee, and as members Cllrs Bryant, Gray, McCarthy and Peachey.

REVIEW AND APPROVAL OF WORKING AND PROJECT GROUPS

10. **Council approved** the Terms of Reference for the Nature and Environment Working Group.

10.1. **Council nominated** Cllr Lewis to lead the Working Group

11. **Council approved** the Terms of Reference for the Community and Communication Working Group.

11.1. **Council nominated** Cllr Skelton to lead the Working Group,

11.2. Council noted that Cllrs Bryant, Peachey and Squire are also members of the group.

12. **Council approved** the Terms of Reference for the Highways, Transport and Planning Terms of Reference for a Working Group.

12.1. **Council nominated** Cllr McCarthy to lead the Working Group.

12.2. Council noted that Cllrs Butt and Lewis are also members of the group.

FINANCE

13. Annual Governance and Accountability Return

- 13.1. **Council received** a report from the Clerk regarding the Annual Governance and Accountability Return (AGAR) for last financial year, 2025/26.

13.1.1. He explained the new "Assertion 10", regarding assurance of data and digital management, and the approach that the auditors are taking this year.

- 13.2. **Council received** the Internal Auditor's report.

13.2.1. **Council approved** the Clerk's proposed actions to address the recommendation in the report, including to transfer £75,000 from the General Reserve to the ear-marked reserve for the Sports Foundation.

Clerk

- 13.3. **Council approved** the Clerk's statement regarding Conflicts of Interest.

13.4. **Council approved** the Annual Governance and Accountability Statement.

13.5. **Council approved** the Accounting Statements.



- 13.6. **Council approved** the Explanation of Variances, in both the public and confidential forms (the latter redacting personal salary information).
- 13.7. The Clerk and Chair of the meeting signed the forms, which the Clerk will submit to the External Auditors forthwith.

Clerk

- 13.8. **Council noted** that the 30-day period for the public to inspect documents (the "Exercise of Public Rights") will be announced the following day and will commence on Friday 12th June and end on Thursday 23rd July 2026.

14. Finance Operations Matters

- 14.1. **Council noted** the record of transactions for April and May 2026.
- 14.2. **Council noted** the status of finances: after two months, the finances are broadly on budget.
- 14.2.1. The Clerk explained that this was the first tracking report using the new finance system. He said that despite making a few missteps due to his lack of familiarity with it, he was finding it much better than the previous system, in particular allowing for forecasting.

15. Community Grants

- 15.1. **Item taken earlier**

WORKING GROUPS

16. Highways Transport and Planning Working Group

- 16.1. **Council received** a verbal report from Cllr McCarthy.
- 16.1.1. **Council deferred** the item to approve a formal complaint to B&NES regarding Charmydown Barns Planning Decisions (ref 23/00429/FUL & 23/00430/LBA)
- 16.1.2. **Council noted** the public meeting on the future of the Church of the Good Shepherd on Wednesday 10th June.
- 16.1.3. Councillors discussed the issue of parking in the village, and specifically on Northend.

17. Nature and Environment Working Group

- 17.1. **Council received** a verbal report from Cllr Lewis.
- 17.1.1. **Council approved** £350 for replanting in the Secret Garden
- 17.1.2. **Council approved** £300 for water testing equipment.
- 17.1.3. Cllr Lewis commented that the new contractor undertaking weeding in the Secret Garden and along pavements is making a very noticeable improvement to appearances.



18. Communication and Community Working Group

- 18.1. In Cllr Skelton's absence, Cllr Squire mentioned a proposal she wished to make, for the campaign over the next few months to recruit new Councillors and Volunteers.

PROJECT GROUPS

19. Summer Party

- 19.1. **Item Taken Earlier.**

STANDING ITEMS AND REPORTS

20. Planning Applications

- 20.1. **Council resolved not to oppose** the following Planning Applications to Bath and North East Somerset Council:

20.1.1. Reference Number: 26/01530/FUL

20.1.2. Reference Number: 26/01741/FUL

20.1.3. Reference Number: 26/01832/TCA

20.1.4. Reference Number: 26/01867/LBA

20.1.5. Reference Number: 26/01994/CLEU

20.1.6. Reference Numbers: 26/02044/FUL and 26/02045/LBA

20.1.7. Reference Number: 26/02003/TCA

20.1.8. Reference Number: 26/02069/FUL and 26/02070/LBA

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

20.2.1. Application Number: 26/00680/VAR Decision: PERMIT

20.2.2. Application Number: 26/00846/FUL Decision: PERMIT

20.2.3. Application Number: 26/00859/FUL Decision: PERMIT

20.2.4. Application Number: 25/02702/FUL Decision: PERMIT

20.2.5. Application Number: 26/00912/LBA Decision: CONSENT
This was our own

- 20.3. **Council noted** that these decisions align with the comments of the Council with the exception of that at 39 High Bannerdown, BA1 7JZ, to which the Council objected. Cllr McCarthy attended the Planning Committee meeting to express the Council's objections.



- 20.4. **Council noted** that the Batheaston War Memorial at the Church of St John the Baptist, has been listed as a building of special architectural or historic interest (Grade II).

21. Clerk's Report

- 21.1. **Council received** a report from the Clerk.

21.1.1. **Council noted** the timetable for consultation on the B&NES Local Plan.

21.1.2. **Council noted** that following the replacement of the streetlight in West View Road, the complaint to the Council (December 2025 meeting) and actions arising are now complete.

21.1.3. **Council approved** the proposal that the Elmhurst Growing Spaces project is indefinitely paused.

21.1.4. **Council noted** that an event Energy at Home event is tentatively planned for Saturday 7th November, and that a formal proposal will be brought to the next Council meeting.

21.1.4.1. The Clerk undertook to bring a detailed proposal to the next meeting of Council, for formal approval.

Clerk

22. Chair's Report

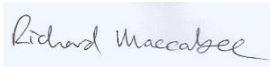
- 22.1. **Council received** a verbal report from the Chairman.

Meeting Closed at 9:06pm

Forthcoming Meetings:

Parish Council Meeting, 14th July 2026

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: 15th June 2026