



**Batheaston**  
Where community matters

**The Annual Meeting of Batheaston Parish Council  
is to be held at 7:15pm on 12<sup>th</sup> May 2026  
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 21<sup>st</sup> April 2026  
(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 Councillor Code of Conduct (Clerk, A)

7.3. **To approve** the Standing Orders for the Council (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 Records Retention Policy (Clerk, A)

7.7. **To approve** the Data Protection Policy (Clerk, A)

7.8. **To approve** the IT Policy (Clerk, A)



- 7.9. **To approve** the Complaints Policy (Clerk, A)
- 7.10. **To approve** the Memorials Policy (Clerk, A)
- 7.11. **To approve** the Grant Application Policy (Clerk, A)
- 7.12. **To approve** the Risk Management Strategy (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
- 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.

## FINANCE

### 13. Annual Governance and Accountability Return

- 13.1. **To note** the progress in preparing for the Annual Governance and Accountability Return (AGAR) for last financial year, 2025/26, and in particular for “Assertion 10”, regarding assurance of data and digital management.
- 13.2. **To approve** the reports summarising the finances at the end of the financial year to 31<sup>st</sup> March 2026. (Clerk, A)

### 14. Finance Operations Matters

- 14.1. **To note** the record of transactions for April 2026. (Clerk, A)

### 15. Community Grants

- 15.1. **To approve** a grant of £1,000 to Grow Batheaston to support the annual Art Trail. (A)



## WORKING GROUPS

### 16. Highways Transport and Planning Working Group

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

### 17. Nature and Environment Working Group

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

### 18. Communication and Community Working Group

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

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

## PROJECT GROUPS

### 19. Summer Party

19.1. **To receive** an update from Cllr Squire, on the progress in planning for the Party to be held on Saturday 6<sup>th</sup> June.

## STANDING ITEMS AND REPORTS

### 20. Planning Applications

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

20.1.1. Reference Number: 26/01530/FUL  
Site Location: 24 West View Road BA1 7PN  
Description of Proposal: Replacement side extension, replacement rear deck

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

20.3. **To note** that these decisions align with the comments of the Council.

20.4. **To note** that Application Number: 25/02702/FUL, at 39 High Bannerdown, BA1 7JZ, has been scheduled for decision at the B&NES Planning Committee on 13<sup>th</sup> May, and that Cllr McCarthy intends to attend to express the Council's objections.



## 21. Clerk's Report

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

21.1.1. **To note** the timetable for consultation on the B&NES Local Plan

## 22. Chair's Report

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

### **Forthcoming Meetings:**

Parish Council Meeting, 9<sup>th</sup> June 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: 7<sup>th</sup> May 2026