



**Batheaston**  
Where community matters

**The Annual Meeting of Batheaston Parish Council  
is to be held at 7:15pm on 9<sup>th</sup> June 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.

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

**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)
- 7.13. **To approve** the Freedom of Information Policy (Clerk, A)
- 7.14. **To approve** the Publication Scheme (Clerk, A)
- 7.15. **To approve** the Scheme of Delegation (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. (Clerk, A)
  - 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. (Clerk, A)
  - 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. (Clerk, A)
  - 12.1. **To nominate** a Councillor to lead the Working Group.



## FINANCE

### 13. Annual Governance and Accountability Return

- 13.1. To receive** a report from the Clerk regarding 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. (Clerk, A).
- 13.2. To receive** the Internal Auditor’s report (Clerk, A).
- 13.2.1. **To approve** 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.
- 13.3. To approve** the Clerk’s statement regarding Conflicts of Interest (Clerk, A).
- 13.4. To approve** the Annual Governance and Accountability Statement (Clerk, A).
- 13.5. To approve** the Accounting Statements (Clerk, A).
- 13.6. To approve** the Explanation of Variances which will remain confidential, noting that a redacted version will be published, to conform with GDPR regulations regarding personal data (salary information) (Clerk, A).
- 13.7.** The Clerk and Chair of the meeting to sign the forms, which the Clerk will submit to the External Auditors forthwith.
- 13.8. To note** 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 23<sup>rd</sup> July 2026.

### 14. Finance Operations Matters

- 14.1. To note** the record of transactions for April and May 2026. (Clerk, A)
- 14.2. To note** the current status of finances (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.
- 16.1.1. **To approve** a formal complaint to B&NES regarding Charmydown Barns Planning Decisions (ref 23/00429/FUL & 23/00430/LBA) (A)
- 16.1.2. **To note** the public meeting on the future of the Church of the Good Shepherd on Wednesday 10th June.



## 17. Nature and Environment Working Group

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

17.1.1. **To approve** £350 for replanting in the Secret Garden (Clerk, A)

17.1.2. **To approve** £300 for water testing equipment.

## 18. Communication and Community Working Group

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

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

## PROJECT GROUPS

### 19. Summer Party

19.1. **To receive** a report from Cllr Squire on the Party scheduled for Saturday 6th June but which was postponed.

## 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

20.1.2. Reference Number: 26/01741/FUL  
Site Location: 25 Barnfield Way Batheaston BA1 7PW  
Description of Proposal: Erection of two storey side extension, single storey rear extension, front porch & renovation works

20.1.3. Reference Number: 26/01832/TCA  
Application Type: Tree Works Notification in Con Area  
Site Location: Church Cottage Church Lane Batheaston BA1 7EF  
Description of Proposal: Ivy - fell.



- 20.1.4. Reference Number: 26/01867/LBA  
Site Location: 215 London Road East Batheaston BA1 7NB  
Description of Proposal: Internal and external alterations for emergency structural works to front portion of roof and first floor joists. Installation of 1hr fr stud partition in loft space (front) between nos.213 and 215. Removal of modern stud partitions to ground floor. Repainting of front facade and repairs to copings.
- 20.1.5. Reference Number: 26/01994/CLEU  
Site Location: The Straw Bale Lodge Hill Top Little Solsbury Lane  
Description of Proposal: Existing use as a single holiday-let residential dwelling (Certificate of Lawfulness for an Existing Use)
- 20.1.6. Reference Numbers: 26/02044/FUL and 26/02045/LBA  
Site Location: Middlesex House 64 Northend BA1 7ES  
Description of Proposal: Internal and external alterations for the conversion of three flats (Class C3) into a single dwelling (Class C3) together with associated works to facilitate the conversion
- 20.1.7. Reference Number: 26/02003/TCA  
Application Type: Tree Works Notification in Con Area  
Site Location: 38 Northend Batheaston BA1 7ES  
Description of Proposal: T1- Pine - Remove tree as it has grown to dominate garden.
- 20.1.8. Reference Number: 26/02069/FUL and 26/02070/LBA  
Application Type: Listed Building Consent (Alts/exts)  
Site Location: Charmydown Farm House Charmydown Lane Swainswick BA1 8AB  
Description of Proposal: Extension and conversion of The Lodge
- 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. To note** 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. To note** 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. To receive a report from the Clerk. (Clerk, A)

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

21.1.2. **To note** 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. **To approve** the proposal that the Elmhurst Growing Spaces project is indefinitely paused.

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

## 22. Chair's Report

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

#### **Forthcoming Meetings:**

Parish Council Meeting, 14<sup>th</sup> 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: 4<sup>th</sup> June 2026