

**Minutes of Bathford Annual Parish Council Meeting
held on Monday 17 May 2010 at 7.00pm in the Parish Office, Bathford Hill,
Bathford**

Present: Councillor Shirley Beazer (Chair)
Councillor Stan Cherry
Councillor Hugh Baker
Councillor Susan Barclay
Councillor Wendy Chambers
Councillor John Lloyd
Councillor Keith Masdin
Councillor Ian Plain
Councillor Jean Vesey
Councillor Richard Wickham

Also Present: Ruth Holding (Clerk)

1. Apologies

1.1. There were no apologies for absence. Cllr Paul Faulkner did not attend.

2. Election of Chairman

2.1. Shirley Beazer stood down as Chair.

2.2. Cllr Shirley Beazer was proposed as Chair by Cllr John Lloyd and seconded by Cllr Stan Cherry. There were no other nominations for the post of Chair. Cllr Shirley Beazer was elected as Chair unopposed and signed the appropriate Declaration of Acceptance of Office.

2.3. Cllr Shirley Beazer assumed the Chair of the meeting

3. Election of Vice Chair

3.1. Cllr Stan Cherry stood down as Vice-Chair.

3.2. Cllr Stan Cherry was proposed as Vice-Chair by Cllr Hugh Baker and seconded by Cllr John Lloyd. There were no other nominations for the post of Vice-Chair. Cllr Stan Cherry was elected as Vice-Chair unopposed and signed the appropriate Declaration of Acceptance of Office.

4. To appoint members to serve on Committees

4.1. Councillors were invited to indicate if they wanted to step down from any of the committees on which they currently sat or wished to sit on a different committee. Cllr Wendy Chambers indicated that she wished to join the Communications Committee. All other members confirmed that they were content for their committee membership to remain unchanged. The membership of the council's committee's was agreed as follows:-

- 4.2. Amenities Committee
Cllr Stan Cherry, Cllr John Lloyd, Cllr Wendy Chambers, Cllr Hugh Baker, Cllr Richard Wickham.
- 4.3. Communications Committee
Cllr Ian Plain, Cllr Susan Barclay, Cllr Paul Faulkner, Cllr Keith Masdin, Cllr Wendy Chambers.
- 4.4. Finance & Administration Committee
Cllr Susan Barclay, Cllr Wendy Chambers, Cllr Ian Plain, Cllr Keith Masdin.
- 4.5. Highways, Footpaths and Lighting Committee
Cllr Shirley Beazer, Cllr Richard Wickham, Cllr Hugh Baker, Cllr Jean Vesey, Cllr Keith Masdin.
- 4.6. Planning and Environment Committee
Cllr Hugh Baker, Cllr Shirley Beazer, Cllr Wendy Chambers, Cllr Ian Plain, Cllr John Lloyd.
- 4.7. It was announced that the Planning and Environment Committee would be joined by Steve Mackerness, Philip Harris, Peter Martin and Tony Cox as co-opted members of the Committee.
- 4.8. The Chair reminded members to arrange for another councillor to substitute for them if they were unable to attend a committee meeting. This was to ensure the effective consideration of committee business.
- 5. To appoint representatives on the undermentioned bodies**
- 5.1. School Governors
Cllr Jean Vesey confirmed that she was happy to continue as the Parish Council's liaison with the School Governors and was appointed unopposed.
- 5.2. Neighbourhood Watch Coordinator
Cllr Jean Vesey confirmed that she was happy to continue as Neighbourhood Watch Coordinator and was appointed unopposed.
- 5.3. Bathford Parish Hall Management Committee
Cllr Shirley Beazer confirmed that she was happy to continue as the Parish Council's representative to the Bathford Parish Hall Management Committee and was appointed unopposed.
- 6. Public Five Minutes**
- 6.1. No matters were raised under this item.
- 7. Declaration of interests in any item on the agenda**
- 7.1. The Chair called for any declarations of interest. None were made
- 8. Approval of the Minutes of the last meeting**
- 8.1. Acceptance of the minutes of the last meeting was proposed by Cllr Hugh Baker and seconded by Cllr Wendy Chambers. The Council RESOLVED to accept the minutes which were signed by the Chair as a true record of proceedings.

9. Matters Arising

9.1. Councillors reviewed the list of actions arising from the last meeting and confirmed where action was complete. The following matters arising were discussed:-

9.1.1. Renewal of commemorative plaque in stone bus shelter – Cllr Keith Masdin said that a new plaque could be made at a cost of £30.00. Members agreed this was a reasonable cost in view of the prominence of the plaque and asked the Clerk to contact the maker for further details.

Action: Clerk

9.1.2. Planters for village green – Cllr Keith Masdin reported that he had identified a suitable planter to cover the disused concrete bases on the green. The cost of two planters, plus compost and plants would be around £50. A resident living near the green had volunteered to tend the plants when in-situ. Cllr John Lloyd said that he would be happy to bolt the planters to the concrete as a security measure before they were filled. Cllr John Lloyd proposed that two planters, compost and flowers should be purchased for a cost of around £50.00. The proposal was seconded by Cllr Hugh Baker. A vote was taken by a show of hands and council RESOLVED unanimously to install 2 planters on the green.

Action: Cllr Keith Masdin

9.1.3. No Cold Caller stickers – Cllr Stan Cherry confirmed that the stickers were with Bath Police Station and these would be issued with an invoice shortly. Cllr Stan Cherry had prepared an article for the Bathford Bulletin to inform residents about the distribution of the stickers with a future edition of the Bulletin.

9.1.4. New location for Council Meetings – Cllr Susan Barclay reported that the Community Rooms could be hired for £15 per meeting (£10 for first hour and £5 per subsequent hour). It was suggested that as a trial period the September, October and November parish council meetings could be held in the new location which would give time for the change to be well publicised in the Bulletin and parishioners encouraged to attend. The F&A Committee asked to consider this matter further at its next meeting with regard to the additional expenditure and report to the next meeting.

Action: F&A Committee

9.1.5. Refurbishment of notice board – Cllr Ian Plain reported that there had been no response to the parish council's appeal for a volunteer to refurbish the notice board and therefore the council may have to pay to have the work carried out. This matter was remitted to the Communications Committee for consideration.

Action: Communications Committee

9.1.6. Litter bin in bus shelter – Cllr John Lloyd confirmed that the litter bin had been removed from the shelter and repositioned next to it on the green.

10. Committee Reports

10.1. Amenities Committee

10.1.1. Cllr Stan Cherry presented the Amenities Committee monthly report for May 2010. The following items were discussed:-

10.1.2. Jubilee Trees on Playing Field – Cllr Stan Cherry reported that the crowns of the trees were too low to allow access for the tractor mower and therefore work was necessary to lift the crowns. A quote of £425 plus VAT had been obtained from a company which had carried out work for the council previously. This equated to around £23 per tree which was considered very reasonable. Cllr Wendy Chambers proposed that the tree work be carried out as soon as possible and this was seconded by Cllr Susan Barclay. A vote was taken by a show of hands and the council RESOLVED unanimously to approve the necessary tree work. Cllr Stan Cherry was asked to contact the tree surgeon to arrange a start date.

Action: Cllr Stan Cherry

10.1.3. Pound Wall and surrounding land – Cllr Stan Cherry reported that the area of land in question could be registered as a village green, but preliminary advice from B&NES suggested that as the parish council could prove that it had been maintaining the area for many years, it could register ownership of the land which would protect it and the pound wall. Papers in the Bathford Society archives appeared to indicate that the land was the site of the parish pound many years ago and therefore the land may be in the ownership of the parish council and had not been formally registered due to an oversight at the time. The council agreed that Cllr Stan Cherry should continue to investigate the options for protecting the Pound wall and surrounding land. Members noted that legal costs may be incurred if the council were to formally register the land and any subsequent action considered necessary to protect the Pound wall would need to be discussed in advance with neighbouring land owners. Cllr Stan Cherry reported that he was to meet with a representative from Wales & West Utilities to discuss the condition of the land and wall following the maintenance work carried out in the area.

Action: Cllr Stan Cherry

10.1.4. Drop-off stop on Dovers Park Loop – Cllr Stan Cherry reported that First were content to keep the layover point in its existing location, but could give no assurance that there would not be raised kerb installed in future due to the disability discrimination regulations. First had agreed to drop-off passengers on request at the top of the loop for a trial period, but had subsequently indicated that the trial could not go ahead without a bus box marked on the road. Cllr Stan Cherry had pointed out that the Crown bus stop operated without a box, so one should not be necessary for the trial period and the Faresaver bus dropped off on the loop without the need for road markings.

10.1.5. Members were disappointed that further obstacles were preventing the introduction of a small improvement to the bus service to benefit elderly bus passengers and those with children and heavy shopping. Cllr Stan Cherry was asked to speak to the Bus Company and B&NES to restate the council's request for the introduction of a simple flag on the lamp-post to provide a request drop-off only bus stop on Dovers Park loop for a trial period.

Action: Cllr Stan Cherry

10.1.6. Basketball hoop - Cllr Stan Cherry confirmed that quotes for the installation of the basketball system would be obtained now that the weather conditions had improved.

Action: Cllr Stan Cherry

10.1.7. Allotment ploholders meeting – Cllr Wendy Chambers reported that around 35 plot holders had attended the meeting held at the allotments. Plotholders were largely content with the overall management of the allotments, but wanted an assurance that rents would be ring fenced for allotment expenditure and not used to subsidise other parish council activities. Plotholders also requested to see a copy of the allotment budget which councillors agreed could be made available on the allotment notice board or online. The idea of an allotment association was raised but Bathford allotment holders are eligible to join the Bathampton Allotment Association to gain the benefits of association membership. Plotholders asked whether the water to the allotments was provided on an agricultural tariff. Cllr Stan Cherry said that he would check this point with Wessex Water.

Action: Cllr Stan Cherry

10.1.8. Funding for Youth Services – Members noted that a sum of money had become available to B&NES for youth services in Bathford and that officials from B&NES would attend the meeting in July to discuss ideas for ways in which this money could be used in the parish. Cllr Ian Plain said that the total sum paid by the developers was higher than the figure mentioned by B&NES and therefore the parish council should ask where the other funds had been allocated as more money may be available.

Action: Clerk

10.1.9. Tyndale grounds – It was noted that the grounds of Tyndale were becoming overgrown with weeds encroaching onto the footpaths. The clerk was asked to write to the owners asking them to carry out grounds maintenance.

Action: Clerk

10.2. Communications Committee

10.2.1. There were no matters for consideration at this meeting.

10.3. Finance and Administration (F&A) Committee

10.3.1. Renewal of Annual Subscription to the Society of Local Council Clerks – members agreed that the benefit of SLCC membership to the Clerk and councillors was commensurate with the annual subscription for 2010-2011 of £106.00. Renewal of the subscription to SLCC was proposed by Cllr Susan Barclay and seconded by Cllr Wendy Chambers. The council RESOLVED to renew its annual membership of SLCC at a cost of £106.00. The Clerk was asked to complete the paperwork.

Action: Clerk

10.3.2. Donation to St Swithun's PCC for churchyard maintenance 2010-2011 – Councillors noted the application from St Swithun's PCC for the annual donation towards the cost of churchyard maintenance. Members agreed that the donation should be kept at a flat rate £300.00 for the year. Cllr John Lloyd proposed and Cllr Wendy Chambers seconded a proposal to make a donation of £300.00 to St Swithun's PCC towards the cost of maintaining the

churchyard for 2010-2011. A vote was taken by a show of hands and council RESOLVED unanimously, in accordance with its powers regarding the maintenance of burial grounds, to make a payment to St Swithun's PCC of £300.00.

Action: Clerk

10.3.3. Renewal of Insurance Premium – members recalled that they had switched insurance providers last year to take advantage of the lower premium and enhanced benefits offered by Norwich Union and had entered a 3 year contract to further reduce its costs. The council was pleased to note that in this second year of the contract the premium was lower than last year due to the application of the loyalty and no claims discounts. Cllr Wendy Chambers proposed that the council should accept the quote of £826.39. This was seconded by Cllr Susan Barclay. A vote was taken by a show of hands and members RESOLVED unanimously to approve renewal of the insurance premium as quoted. The Clerk was asked to complete the necessary paperwork.

Action: Clerk

10.3.4. Prizes for Best Kept Allotment Competition - Councillors noted the request by Bathford Flower Show for the parish council to again provide gardening gift vouchers as prizes to be awarded in the Best Kept Allotment Competition. The total prize value of £70.00 was the same as last year.

10.3.5. Members agreed that it was appropriate for the council to continue with the tradition of providing these modest prizes for the competition. The council RESOLVED that in accordance with its powers under sections 137 of the Local Government Act 1972, it should incur the following expenditure which, in the opinion of the council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure. Cllr Shirley Beazer proposed expenditure of £70.00 for the prizes. This was seconded by Cllr Wendy Chambers. A vote was taken by a show of hands and council RESOLVED unanimously to agree the expenditure. Cllr Stan Cherry was authorised to purchase the vouchers and reclaim the expenditure at a future meeting.

Action: Cllr Stan Cherry

10.3.6. Increase in Office Rent – Members noted that the landlord had written to the council requesting an increase in the office rent. The council had already allowed for an inflationary increase in the rent when setting the precept for 2010-2011, which had taken effect, and therefore the council could not meet a further rise this year. The Clerk was asked to write to the landlord explaining the situation and to invite them to submit rent proposals for next year to the council in November 2010 when it would begin preparing its budget for 2011-2012.

Action: Clerk

10.3.7. Summary of income and expenditure for 2009-2010 – the summary of income and spend for the full financial year 2009-2010 was noted.

10.4. Highways, Footpaths and Lighting Committee

- 10.4.1. Cllr Shirley Beazer presented the Highways, Footpaths and Lighting Committee monthly report for May 2010. The following items were discussed:-
- 10.4.2. Ostlings Lane – it was noted that B&NES had cleared a ditch at the top of Ostlings Lane and a white line was to be painted on the road to mark the edge of the gully.
- 10.4.3. Village Sweeping – Cllr Shirley Beazer reported that she had asked B&NES to improve the effectiveness of sweeping in all parts of the parish, including the pavements.
- 10.4.4. Road side sign to Village Shop – BEFA had requested a sign on the A363 pointing to the village shop. This issue was remitted to the Communications Committee for consideration.
Action: Communications Committee
- 10.4.5. Line painting – Cllr Shirley Beazer reported that she had requested repainting of all the worn double yellow line and white lines in the parish.
- 10.4.6. Traffic calming on High Street – it was noted that cars were parking right up to priority point 3 which did not leave sufficient room for vehicles to pull in to wait for traffic coming up the hill. It was suggested that this area should be clearly marked no parking.
Action: Cllr Shirley Beazer
- 10.4.7. Bus layover point in Dovers Park – it was noted that the markings for the bus box were very worn and repainting was required.
Action: Cllr Shirley Beazer
- 10.4.8. Warleigh Lane – Cllr Wendy Chambers reported that the No Right Turn markings painted on the road at the junction of Warleigh Lane and the A363 had been all but worn away and asked for these to be repainted by B&NES.
Action: Cllr Shirley Beazer

10.5. Planning and Environment Committee

- 10.5.1. Cllr Hugh Baker presented the Planning & Environment Committee monthly report for May 2010. The following items were discussed:-
- 10.5.2. Tyndale – it was reported that the building had been included again on a list of possible sites for a “wet house”. It was thought that the inclusion was an error as the site was no longer in the ownership of B&NES.
- 10.5.3. B&NES Enforcement Officers – some concern was expressed at the news that B&NES’ team of enforcement officers had been reduced to 2 plus a team leader following redundancies.
- 10.5.4. Warleigh Woods – Cllr Wendy Chambers reported that B&NES had been asked to impose an Article 4 direction on 100 acres of Warleigh Woods to protect them from inappropriate development and to protect important bat habitats.

10.5.5. Endorsement of Valley Parish Alliance (VPA) Constitution - members noted the VPA's proposed constitution which had been circulated with the agenda together with a paper setting out the Alliance's response to the Core Strategy. Ratification of the Constitution and endorsement of the Core Strategy document was proposed by Cllr Sue Barclay and seconded by Cllr Shirley Beazer. A vote was taken by a show of hands and the council RESOLVED unanimously to ratify the VPA Constitution and endorse the response to the Core Strategy. A separate paper setting out information on such matters as the size and population of each of the parishes in the Alliance was noted.

11. Energy saving and carbon reduction initiatives in the parish

11.1. Members noted the information provided with regard to a grant awarded to BEFAPlus by the Co-operative as part of the Co-op's Greener Together campaign. Correspondence had also been received from the energy saving trust inviting the parish council to join its online forum "Green Communities".

11.2. The council were disappointed that the Greener Together project coordinator had been unable to attend the meeting as the council did not consider that the information distributed with the agenda provided sufficient information on the benefits to the council and the community of joining these initiatives. The Clerk was asked to invite the project coordinator to the next meeting to enable the council to have an informed discussion about these issues.

Action: Clerk

12. ALCA Members Needs Survey

12.1. ALCA was undertaking a review of the services it offered following a decrease in its income for 2010-11. ALCA had issued a questionnaire inviting members to identify which services should be prioritised for delivery. Members noted the questionnaire, a copy of which had been issued with the agenda. The Clerk was asked to complete the questionnaire as they had the most regular contact with ALCA.

Action: Clerk

13. Neighbourhood Watch

13.1. Cllr Jean Vesey reported that there had been a rise in the number of thefts of lead and metal in the area. Several sheds had been broken into. The Clerk was asked to put a note in the Bulletin reminding residents to be vigilant and ensure sheds and outbuildings were secured.

Action: Clerk

14. Liaison with School Governors

14.1. Members were pleased to note the progress being made on the construction of the new school hall which was nearing completion. There was considerable interest from the community in the new building and the Clerk was asked to write to the Headteacher asking if there were any plans for an Open Day to enable residents to see the new facilities.

Action: Clerk

15. Correspondence

15.1. Cllr Shirley Beazer reported the following correspondence issued on behalf of the council or received by the council:-

- 15.2. APM – members noted correspondence from a resident who had written thanking the council for arranging an informative Annual Parish Meeting.
- 15.3. Consultation Documents – members noted the documents relating to B&NES Review of Secondary Schools.
- 15.4. Recycling – members noted the leaflet issued to all households in B&NES containing details of the new food waste collection arrangements due to start in October 2010.
- 15.5. Europe Day – members noted the invitation from the mayor in Artannes-sur-Indres to events to mark Europe Day.
- 15.6. Recycling boxes – the Clerk was asked to write again to the resident who continued to leave their green box on the pavement. The Clerk was also asked to write to B&NES asking them to make it clear in future leaflets that recycling boxes should be kept on private property until collection day.
- Action: Clerk**

16. Items to report

- 16.1. Bathford Summer Festival – the organiser had written to the parish council asking if funding was available towards the cost of preparing for a fortnight of festival activities in Bathford in July. The parish council considered that a donation may be appropriate from parish plan funds. The Clerk was asked to write to the organiser asking for more detail about the organising committee and what specific items the money might be used for.
- Action: Clerk**
- 16.2. Unkempt land Dovers Park – Cllr Susan Barclay reported that she had contacted B&NES about the progress of the Section 215 notice on the unkempt land by the bus stop and had been informed that the notice had not been served. This matter had been going on for some considerable time and the parish council expressed its frustration at this further delay. Cllr Susan Barclay said that she would continue to contact B&NES regularly and would consider asking for the intervention of Ward Councillors to bring this matter to a conclusion.
- Action: Cllr Susan Barclay**
- 16.3. Bus Layover in Dovers Park - it was noted that the bus stop post was leaning and the timetable displayed was dated 2006. The Clerk was asked to write to B&NES asking for the post to be re-erected and the timetable updated.
- Action: Clerk**

17. Items for the Bulletin

- 17.1. The council RESOLVED to publish the following notes in the Bulletin:-
- 17.1.1. Reminder to ensure outbuildings and sheds are secure
- 17.1.2. Date of next meeting and reminder that all meetings are open to the public.
- Action: Clerk**

18. Items for the next meeting

- 18.1. Approval of Annual Accounts

19. Payments for approval

19.1. Payment of the invoices presented to the council at this meeting was proposed by Cllr Stan Cherry and seconded by Cllr Hugh Baker. The council RESOLVED to make the following payments:-

I M Suleman	Office rent May 10 - paid by standing order	£106.00
Broker Network Ltd	Insurance Premium (Came & Co)	£826.39
SLCC	Annual Subscription to Society	£106.00
R Millbank	Grass cutting	£330.00
Corsham Print Ltd	Printing Bathford Bulletin May 2010	£87.00
Bathford Parish Hall	Hire of hall for APM	£25.00
The Phone Co-op	Phone and internet cost April 2010	£29.13
Mrs R C Holding	Clerk's expenses – petty cash, electricity for office	£30.00
Mrs R C Holding	Clerk's salary – April 2010	£476.16

20. Date of next meeting

20.1. The next meeting will be held on Monday 21 June 2010 at 7.30pm in the parish office.

The meeting closed at 9.30pm

Signed..... (Chair)

Date.....

Note: A list of Committee Members and Parish Council representatives is attached as an Annex to these minutes.

List of Committee Members and representatives

Chair of Parish Council	Cllr Shirley Beazer
Vice-Chair of Parish Council	Cllr Stan Cherry
Committees	
Amenities Committee	Cllr Stan Cherry Cllr Hugh Baker Cllr Wendy Chambers Cllr John Lloyd Cllr Richard Wickham
Communications Committee	Cllr Ian Plain Cllr Susan Barclay Cllr Paul Faulkner Cllr Keith Masdin Cllr Wendy Chambers
Finance & Administration Committee	Cllr Susan Barclay Cllr Wendy Chambers Cllr Ian Plain Cllr Keith Masdin
Highways, Footpaths and Lighting Committee	Cllr Shirley Beazer Cllr Hugh Baker Cllr Keith Masdin Cllr Jean Vesey Cllr Richard Wickham
Planning and Environment Committee	Cllr Hugh Baker Cllr Shirley Beazer Cllr John Lloyd Cllr Ian Plain Cllr Wendy Chambers Steve Mackerness (co-opted member) Philip Harris (co-opted member) Peter Martin (co-opted member) Tony Cox (co-opted member)
Parish Council Representatives	
School Governors	Cllr Jean Vesey
Bathford Parish Hall Management Committee	Cllr Shirley Beazer
Neighbourhood Watch Coordinator	Cllr Jean Vesey