

**Batheaston Parish Council**

**Minutes of the Annual Meeting of the Batheaston Parish Council  
held in The Rhymes Pavilion on Tuesday 21<sup>st</sup> May 2012 at 7-15 pm**

**Present :-** Cllrs J Beresford-Smith, P Blanking, L Brass, P Fear, S Fremantle, J Heffer, M Johns, D Lavington,  
B Martin, V Pecchia, P Burcombe, B Martin, N Treacy and M Townley (Clerk)

**Apologies :** Cllrs S Cast, K Eardley, D Gledhill, G Riley, M Tabb, V Trenchard, D Robins,

**In attendance:** None

**C-694 Election of Chairman**

Proposed L Brass } RESOLVED – That Cllr Vito Pecchia be appointed Chairman for 2013 -  
Seconded S Fremantle } (Unanimously) 2014

**C-695 Election of Vice-Chairman**

Proposed V Pecchia } RESOLVED – That Cllr Kevin Hawkins be appointed Vice-Chairman for  
Seconded L Brass } (Unanimously) 2013 - 2014

**C-696 Declarations of Interest**

(a) P Burcombe is Chair of Youth Club, Secretary to the BLA and BNVH Trustee.

**C-697 Adoption of Code-of-Conduct and Standing Orders.**

(a) The SOs, recently reviewed by the GPC, as issued to all Councillors, to be adopted.

(b) Register of "Other Disclosable Interests" paper and Registration Paper, as issued to all Councillors, to be adopted.

The papers will be offered for comment to NALC and B&NES, and any suggested changes will be considered by the GPC.

(c) Risk Assessment Policy, established 2 years ago, is reaffirmed and adopted.

Proposed S Fremantle } RESOLVED – That the above Standing Orders and Risk Assessment be  
Seconded L Brass } (Unanimously) adopted as issued.

**C-698 Composition and Membership of Committees**

General Purposes Committee (7) = VP, KH, JB-S, SF, KE, DG,  
Highways Footpaths & Lighting (7) = VP, KH, MTa, MJ, JH, GR, PF, NT  
Planning & Environment Committee (7) = VP, KH, PB, LB, DL, GR, VT, *PBu, DR,*  
Village Centre Committee (7) = VP, KH, JB-S, PB, KE, DG, VT, *SC, BM*

**C-699 Council's Representations on Other Bodies**

B'ton Leisure Association (BLA) MJ  
Youth Club (YC) DG  
B'ton Neighbourhood Group (BNG) JB-S  
Valley Parishes Alliance VP  
Primary School Pending invitation from the Schools Governing Board  
ALCA The Clerk  
Bath Preservation Trust SC

**C-700 Bank Account and Audit Requirements.**

That any two of the Chairmen of the Standing Committees, the Council Chairman and Vice-Chairman are authorised to sign cheques on behalf of the Parish Council.

Until the new Committee Chairmen are all elected – and their signatures deposited at the Bank – the existing signatories of S Fremantle, K Hawkins, D Lavington must continue.

Cllr Heffer affirmed willingness to internally audit monthly Accounts.

Final year accounts to be audited by an independent non-Council auditor before passing to the External Auditors (as appointed by the Government).

Proposed S Fremantle Seconded L Brass RESOLVED – to accept (Unanimously)

**C-701 Authorisation of Regularly Occurring Amounts**

Proposed D Lavington } RESOLVED – That the Council authorises payments of the following  
Seconded L Brass } (Unanimously) items until the next Annual Parish Council Meeting: -

- (a) Wages and Salaries at rates approved by the Parish Council, and payments to the Inland Revenue
- (b) Contracts made by the Parish Council = Street Lights Maintenance & Power; Water Rates; Garage Rental; Electricity Accounts; Highways Maintenance equipment; Telephone Accounts, Toilet Facilities.
- (c) Administration costs = Audit Fees; Stationery; Postage; Photocopying; Office Rental; Travel Expenses; Toilet materials & Power; Cleaning Supplies.
- (d) Items of Petty Cash not exceeding £50.00

**C-702 Minutes of Meeting held 26<sup>th</sup> March 2012**

Proposed P Blanking } RESOLVED - That the Minutes be formally approved as presented.  
Seconded M Johns } (Unanimously)

**C-703 Matters Arising from the above Meeting**

(a) Dr Farrar (B&NES CEO) has been invited to attend a full BPC Meeting – probably the September session.

(b) Cllr C Roberts has replaced Cllr Symonds as Cabinet minister for Transport.

Cllr Roberts to be invited to participate in the meeting with Wiltshire CEO and Colerne regarding HGV traffic on Bannerdown Road. **VP**

Cllr Roberts to be invited to "walk the village" to highlight general traffic/transport problems eg. Signage to

- prevent HGV traffic in the High Street, weight restrictions at ends of Bypass etc. VP
- (c) This Council has advised on B&NES proposals for 20mph limits.  
Waiting issue of consultation papers for all residents.
- (d) This Council's complaint in April about missing tarmac in Bannerdown Road (just above Barnfield Way) has seen no response. Repairs to be again urged. MT
- (e) "Refreshment" of the NO ENTRY sign at Morris Lane still awaited.

**C-704 Receipt of Standing Committee Reports**

General Purposes Committee (presented by S Fremantle)

- (a) Nothing to add.

Highways, Footpaths & Lighting (presented by J Heffer)

- (b) Misuse and lack of Litter bins is now a significant problem.  
B&NES to be asked to advise total annual costs for provision, maintenance and emptying – so that this Council can pursue an Agency/Subcontract. MT

Planning & Environment Committee (presented by L Brass)

- (c) Jan to Dec 2012 there were 55 Applications considered, taking an average 16 days to process.  
B&NES advised against only 4 of those applications – taking 37 more days to process.
- (d) Jan to May there has been 18 applications, taking an average 12 days to process.
- (e) The appearance of the 2 x new dwellings at the bottom of Bannerdown Road is "as approved".

Village Centre Committee (presented by K Hawkins)

- (e) B&NES has confirmed that the monies for the Bridge Crossing are assured, but our request to be consulted in the early design work is not being heeded.
- (f) B&NES has confirmed that the monies for improving the Pavement at the Shops are assured. Again our request to be consulted in the early design work is unheeded.
- (g) Cllr David Dixon offered to urge B&NES officers to consult on 9e) and (f). Letter needed to Cllr Dixon. KH
- |          |            |   |               |  |  |
|----------|------------|---|---------------|--|--|
| Proposed | P Burcombe | } | RESOLVED      | - That all the above Reports be accepted as presented. |  |
| Seconded | M Johns    | } | (Unanimously) |  |  |

**C-705 Presentation of Unaudited Accounts**

(a) March 2013 – Year End Summary

Income = The year ended with a surplus of **£2729** to budget  
 Expenditure = The year ended with a surplus of **£8477** to budget  
 Reserves = Fell from £93825 by **£14625** to **£79200**

April 2013 All figures versus Budget

The unaudited figures reviewed by the GPC (and verified by our Internal Auditor) indicate: -

Income = **£1804** more than budget (including a Government Grant of £390)  
 Expenditure = **£ 891** less than budget

(b) Special Payments for May / June / July 2013

ALCA Annual Subscription £455; VPA Annual Subscription £150; Internal Auditor £175; Hanging baskets up to £750

(c) Audit – Accounts 2012 - 13

This Meeting agreed to issue all Accounts data for 2012-13 agreed for issue to the unaffiliated Internal Auditor, for completion by Tuesday 8<sup>th</sup> June.

Then all residents will advertise the Accounts as available for viewing before sending to the new External auditors – Grant Thornton - by 30<sup>th</sup> June 2012.

Proposed	P Blanking	}	RESOLVED	That the Accounts, Special Payments and Audit data be approved.	
Seconded	D Lavington	}	(Unanimously)		

**C-706 BLA Report**

- (a) A very informative Report issued to all Councillors, including a history of progress/investments to date.
- (b) The continuance of a thriving active BLA is essential and an early Meeting with BLA management and BPC to be arranged to pursue this 'common' interest.

**C-707 Youth Club Update**

- (a) Again a very informative Report issued to all Councillors.
- (b) The YC is managing with meetings each Tuesday and Thursday nights and continuing financial support from the BPC is very necessary.
- (c) A visit one Thursday night for all councillors to meet with the Club to be arranged. PBu

**C-708 Chairman's Report**

- (a) Don Foster MP had circulated his copy of the Annual report Bulletin in his Government Department and encouraged an officer to visit and offer assistance with our proposed Neighbourhood Plan (NP).
- (b) Meeting last Friday 17<sup>th</sup> May with this officer, 2 x B&NES Planning Policy officers and the BOC Chairmen, when highlights of the Vision Plan were presented.  
It was confirmed that our NP might be a "beacon" and the Government is keen for the BPC to complete as soon as possible.
- (c) The same presentation will be offered to the full BPC – perhaps at the 25<sup>th</sup> June Meeting.

**C-709 Clerks Report**

- (a) Nothing additional at this time.

**C-710 Press Release**

Nothing at this time.

C-711 Date of next Meeting :-

Tuesday 25<sup>th</sup> June 2012 at 7-15 pm in The Rhymes Pavilion

Chairman.....Date.....