

Batheaston Parish Council

Minutes of the Annual Meeting of the Batheaston Parish Council held in The Rhymes Pavilion on Tuesday 22nd May 2012 at 7-15 pm

Present :- Cllrs J Beresford-Smith, P Blanking, K Eardley, S Fremantle, D Gledhill, J Heffer, D Lavington, V Pecchia, D Robins, M Tabb, V Trenchard, P Burcombe, S Cast, P Fear and M Townley (Clerk)

Apologies : Cllrs L Brass, M Johns, G Riley,

In attendance: None

C-588 Election of Chairman

Proposed	S Fremantle	}	RESOLVED –	That Cllr Vito Pecchia be appointed Chairman for 2012 -
Seconded	D Gledhill	}	(Unanimously)	2013

C-589 Election of Vice-Chairman

Proposed	V Pecchia	}	RESOLVED –	That Cllr Kevin Hawkins be appointed Vice-Chairman for
Seconded	D Lavington	}	(Unanimously)	2012 - 2013

C-590 Declarations of Interest

(a) Cllr Pecchia has a financial interest in the Jubilee Events programme.

C-591 Adoption of Code-of-Conduct and Standing Orders.

(a) The recently reviewed SOs by the GPC to be adopted.

(b) The sections on “Code-of-Conduct”, “Financial Regulations” and “BLA Relationship” to be adopted as per original issue. These sections are pending possible changes with the Localism Bill etc.

Proposed	D Lavington	}	RESOLVED –	That the above Standing Orders be adopted as issued.
Seconded	K Hawkins	}	(Unanimously)	

C-592 Composition and Membership of Committees

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

C-593 Council's Representations on Other Bodies

B'ton Leisure Association (BLA)	MJ
Youth Club (YC)	GR, KE, VT
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
VCB	DL

C-594 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 and D Robins must continue.

Monthly Accounts will be internally audited by Cllr Heffer.

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

Proposed	D Lavington	Seconded	S Fremantle	RESOLVED – (Unanimously)
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C-595 Authorisation of Regularly Occurring Amounts

Proposed	D Lavington	}	RESOLVED –	That the Council authorises payments of the following items
Seconded	S Fremantle	}	(Unanimously)	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-596 Minutes of Meeting held 20th March 2012

Proposed	V Trenchard	}	RESOLVED	- That the Minutes be formally approved as presented.
Seconded	K Hawkins	}	(Unanimously)	

C-597 Matters Arising from the above Meeting

(a) Liaison Meeting. VP has contacted various PCs about any change in Planning attitudes. Not hopeful.

(b) CCTV. The Clerk has contacted the B&NES officer. No reply to date and will urge.

(c) Football Field. Completion of drainage works were promised at the Annual Meeting. To be urged.

(d) Penthouse Steps Railing. Still broken and repair urged last week.

C-598 Receipt of Standing Committee Reports

General Purposes Committee (presented by S Fremantle)

- (a) Standing Orders Updates The 3 x Reviews now accepted. The GPC will now work on the Financial Regulations, BLA Relationship.
The Code-of-Conduct details will be reviewed when Government guidelines issued.
- (b) Timetable The timetable for the next 12 months had been agreed earlier– subject to possible alterations by all the new Committee Chairmen when they are elected.
- Proposed J Heffer } RESOLVED - That the Report be accepted as presented.
Seconded D Gledhill } (Unanimously)

Highways, Footpaths & Lighting (presented by K Hawkins)

- (c) Bannerdown Road Policy. The HFL Committee suggests that the BPC establishes a “Policy Statement on Bannerdown road” as guidelines for future B&NES consideration.
This Meeting agreed and the HFL will review the recommendations in the Vision Plan.
- (d) Vision Plan. PF has issued the 69 recommendations in the Vision Plan and will re-issue. **PF**
- (e) HGV Traffic. The Clerk has sent a reminder to J Everitt (B&NES CEO) that he was to review the Bannerdown Road traffic problems with his Wiltshire counterpart.
- (f) Street Lights. This Meeting agreed that fitting of power saving devices to all BPC Lights (16 off) should proceed. As agreed at the HFL Meeting this “switch-off” will be reviewed in 2 years time.
- Proposed J Heffer } RESOLVED - That the Report be accepted as presented.
Seconded P Burcombe } (Unanimously)

Planning & Environment Committee (presented by D Robins)

- (g) The Fosse Lane Appeal has been dismissed and the new “rules” denies any party from adding to the original submissions. The PEC does not intend sending in reams of paperwork.
- (h) LDF Programme. Now waiting the Inspectors Report but the hearing identified that this Village does not have any designated “Housing Land” sites.
- (g) Gypsy Sites. B&NES has just issued a consultation paper are there are no sites proposed near this village.
- (j) Community Levy. The PEC will consider proposals at the next meeting.
- (k) Wiltshire Core Strategy. All proposed “Employment” sites will need a transport plan. A “Movement-of-Goods” policy does not identify HGV roads to Colerne. DR has objected to this omission.
- (l) Limpley Stoke. A paper on community development will be circulated and discussed at the next PEC meeting.
- Proposed D Lavington } RESOLVED - That the Report be accepted as presented.
Seconded K Hawkins } (Unanimously)

Village Centre Committee (presented by K Hawkins)

- (m) Hanging Baskets. Installation due next week. (Completed 29th May)
- (n) Football field. Refurbishment – as per legal agreement – to be urged. (Promise to start w/c 28th May)
- (p) River Crossing. Completion promised by 31st March 2013. Various meetings with B&NES Consultants not promising as there is a mind-set to ONLY construct the first “expensive” scheme.
VP has had a commercially proposed scheme costed (based on a bridge built in Scotland using a Pratt Truss) this showed a realistic cost for Design & Construction of bridge and cycle track in the meadows, including fees, to be in the order of £300 to £350 thousand pounds. The information would be passed on to B&NES for their consideration.
The BPC might issue its own Planning application.
- (q) Pavement. B&NES has appointed a Task force to progress a detailed design solution for the pavement and to cost it.
- (r) Jubilee Events. Programmes issued and sales in progress.
An analysis of anticipated income and expenditure was presented at this Meeting; it was agreed private donations to aid cash flow should be repaid and in the future the Jubilee celebrations cash flow underwritten by the Parish council. A sum of £4500 was to be transferred immediately to the Jubilee account. Notwithstanding the objective to make the celebrations self funding it was agreed in the event of an overspend this should be covered by the council. The previous premise the Council would have first call on any surplus funds repaying its costs stands and any surplus funds beyond that would be donated to a national or other agreed charity
It was noted there is an urgent demand for manpower and all Councillors were urged to assist, and seek assistance from friends neighbours or colleagues etc.
- Proposed J Heffer } RESOLVED - That the Report be accepted as presented.
Seconded V Pecchia } (Unanimously)

C-599 Presentation of Unaudited Accounts

- (a) March 2012 – Year End Summary All figures versus Budget
Income = A loss of £374 [April £477; May £184; June £83; July £83; Aug £173; Sept £157;
Due to late processing by B&NES of £1310 Oct (£1283); Nov £40; Dec £247; Jan £532; Feb (£646); March (£374)
Expenditure = A reduction of £26797 [April £2175; May £2127; June £5150; July £5150; Aug £11118; Sept £10641;
Oct £13620; Nov £16598; Dec £19794; Jan £23334; Feb £26797; Mar £27660]
- April 2011
The unaudited figures reviewed by the GPC (and verified by our Internal Auditor) indicate: -
Income = £1934 more than Budget (Includes £1310 – late Bank processing for last year
+ B&NES Annual Footpaths Clearing Agency Payment)
Expenditure = £3022 less than Budget (Again late Bank processing of issued cheques)
- (b) Special Payments for May / June / July 2012
Jubilee Donation £4500; Annual Insurance £1994; VPA Annual Subscription £150; Internal Auditor £175;
BLA £650; Youth Club £1000; BLA £273 R/I Litter bin; BLA £480 R/I Bark; BLA £695 R/I Pruning.

(c) Audit – Accounts 2011 - 12

All Accounts data for 2010-11 agreed for issue to the unaffiliated Internal Auditor, for completion by Tuesday 8th June. New non-Council auditor being contacted Monday 28th May 2012.

(Accounts delivered to Independent Auditor on Monday 28th May)

Then the Accounts will be advertised as available for viewing by all residents before sending to the Mazars (External Auditors) by 30th June 2012.

Proposed V Pecchia } RESOLVED
Seconded K Hawkins } (Unanimously)

That the Accounts, Special Payments and Audit data be approved.

C-600 BLA Report

(a) Nothing at this time

C-601 Youth Club Update

(a) Nothing at this time

C-602 Chairman's Report

(a) Nothing at this time.

C-603 Clerks Report

(a) Nothing at this time

C-604 Press Release

Nothing at this time. Jubilee Events details already advised to the media.

C-605 Date of next Meeting :-

Tuesday 10th July 2012 at 7-15 pm in The Rhymes Pavilion

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