

Batheaston Parish Council – Annual Meeting

Minutes of **THE ANNUAL MEETING** of Batheaston Parish Council held at 7:15pm on Tuesday 14th May, 2019 in the Rhymes Pavilion.

Attendance: Emily Wright (Chair), Derek Greener, Denise Craig, Alexis Pavlou, Susanne Hagen, Paula Day, Catherine McCarthy and Sarah Orme (clerk).

1. Emily Wright was **elected as chairman** and signed the declaration of acceptance of office as chairman.
2. Derek Greener was **elected as vice chairman** and signed the declaration of acceptance of office as vice-chairman.
3. There were no apologies for absence.
4. Councillor Paula Day declared an interest in agenda item 7 “Garage Block”.
5. **Public participation**

Victoria Wells thanked councillors for standing to represent the community.

Age UK are starting their walks next week and Victoria shared posters. Elise and Sarah from Age UK did the risk assessment. Initially the walk is going to be once a month, and it is attracting people from neighbouring areas because of the flat space. They are also working with Peter Fear about using the meadows. Victoria expressed concern about difficulties with accessing and using the disabled parking spaces and entrance to the Secret Garden due to people parking inappropriately.

Lucy from Bathscape is also keen to come to talk about the walking festival to us and our sister councils. Councillors suggested that the Bathavon North Forum every six months (if well attended) can be a good opportunity for organisations to connect with all the parish councils in this area.

Victoria reported that Elise from Age UK would also like to set up a Men’s Shed Project in the Pavilion. They have volunteers keen to start it. They would need secure tools storage place, and they’d be happy to use the downstairs space and clean it out. We might be able to get a grant to make the downstairs more accessible for tool storage. Clerk stated that the area where council records is stored would need a lock fitting for data security. Clerk will liaise with Elise and arrange a visit.

Peter Fear asked councillors to consider if there is there a need for a bottom-up movement to work locally to improve the environment. Building projects e.g. at Tying Meadow are all on brownfield sites. CIL payments are made, but it’s often used for projects in the village and doesn’t go to address environmental damage that has been caused by building works. Can we plant trees or hedges? Where would we plant them locally? Could we get in touch with landowners locally to see if they’re open to this? Avon Wildlife Trust might be interested. Could this be of interest across different parishes locally?

On the riverside footpath there are some interesting plants growing. Peter, clerk and Bert to liaise to discuss adjustments to strimming routines to protect these.

6. The **minutes of the meeting held on 30th April** were agreed to be an accurate record and signed by the chairman.
7. **Planning**

The following planning applications were considered: -

Address of Proposal:	17 Barnfield Way, Batheaston, Bath, Bath And North East Somerset, BA1 7PW
Parish:	Batheaston
Proposal:	Erection of single storey side and rear extensions and rear decking with conversion of garage and removal of garage door (Resubmission)
Reference	19/01947/FUL

Applicant Name: Mrs L Anderson

It was resolved not to object to this application if neighbours are satisfied.

Address of Proposal: THIS IS A REPEAT AND WIDER CONSULTATION
Garage Block, Brookside Close, Batheaston, Bath,
Parish: Batheaston
Proposal: Erection of 4 no. two storey dwellings with integral garages and associated works,
following demolition of 13 no. lock-up garages and retention of 1 no. garage.
Planning Portal Reference Number: 19/00785/FUL
Applicant Name: Mr Kevil Day

It was resolved not to object to this application.

Address of Proposal: Old House, Northend, Batheaston, Bath, Bath And North East Somerset,
BA1 8ES
Parish: Batheaston
Proposal: Retention of vehicle gate and boundary wall.
Planning Portal Reference Number: 19/01229/LBA
Applicant Name: Mr & Mrs C. Humphrey

It was resolved not to object to this application. We understand B&NES will consider the context of this Grade II listed building.

8. Since all councillors had already presented declarations of acceptance of office, agenda item 8 was not necessary.
9. **Councillors noted** that co-options should take place by 24th June in order to avoid B&NES possibly taking action to increase councillor numbers. We have two people interested in being co-opted onto council, which will take numbers up to nine. We need five for a quorate meeting. We need to reduce the size of the council since it is currently too large for the population it represents.

Ask Deborah White how many councillors we need to satisfy BANES.

Clerk

Having too many meetings can put people who are working and who are busy off becoming councillors. Working groups only need to involve one councillor as a minimum as they include members of the public.

It was resolved to adopt the new co-option policy and form.

Councillor recruitment posters on notice boards and social media, in particular at the GP surgery and the school.

Clerk and Emily Wright.

10. **It was resolved** to appoint Bridget Bowen as internal auditor for 2019 – 2020 subject to a price rise of less than or equal to 3%.

11. Committee structures were reviewed.

- 11.1. Denise Craig, Alexis Pavlou and Derek Greener were **appointed to the HR committee.**
- 11.2. The review and policy committee is not currently needed. Alexis Pavlou agreed to carry out a check of the accounts every three months using his online bank access. Clerk to scan invoices and email them. We are now rarely using cheques and all electronic payments are visible to all signatories online.

Clerk and Alexis Pavlou

12. Working groups and coordinators were reviewed: -

- 12.1. **Neighbourhood Plan:** Alexis Pavlou (co-ord), Denise Craig, Derek Greener, Emily Wright.

- 12.2. **Parking:** we expect to address parking in an upcoming full council meeting, so this WG is not needed currently.
- 12.3. **Riverside:** This is an active area: Susanne Hagen (co-ord), Derek Greener, Denise Craig, Catherine McCarthy.
- 12.4. **Play Area:** Emily Wright (co-ord), Alexis Pavlou, Paula Day.
- 12.5. **Christmas Decorations:** Catherine McCarthy (co-ord), Derek Greener, Paula Day.
- 12.6. **Suffragette Memorial:** No longer needed.
- 12.7. **Highways:** – Catherine McCarthy (pro tem co-ord), Paula Day + new councillors? This group does important work.

13. Noticeboard volunteers were appointed: -

Mauden's - Susanne Hagen.

North End Eagle Road - Catherine McCarthy

Catherine Way – Catherine McCarthy

Bottom of Elmhurst – Catherine McCarthy

Bannerdown Rd – Derek Greener

Solsbury Lane – not being kept up at present.

The clerk updates the website. The clerk thanked noticeboard volunteers for their assistance with publicity. It would be easier if we had one, central noticeboard near the bus stop. We have one that needs repairing in the Riverside storeroom.

14. It was resolved to adopt the following equality statement: -

Batheaston Parish Council is committed to working in a way which values and treats all people with respect and dignity, and celebrates diversity. The council, through its practices, will ensure that no member, service, user, employee, volunteer, job applicant will receive less favourable treatment or suffer unlawful discrimination on the grounds of age, colour, impairment, marital status, lifestyle and culture, nationality, race gender or sexuality, or on the grounds of economic or social status.

15. It was resolved to comply with the requirements of the [Freedom of Information Act](#) 2000.

16. Councillors noted the 2019/2020 NALC pay increases for staff and **resolved** to implement them.

17. It was resolved to add various items to the asset record including various Christmas lights, a storage container for these, and a phone box at Eagle Rd of replacement value approximately £1000.

The damaged benches at the playground can be removed and written off.

Clerk

18. The clerk has been talking to the insurance broker and B&NES as landlord re the insurance of the buildings, railings, benches etc at Riverside. When the lease was taken out, the insurers were notified, but only public liability insurance was taken out. It was unclear from the lease what level of insurance B&NES provided. On enquiry from B&NES this week, they only insure the buildings as part of their general policy, so railings are not insured. This is unfortunate given the damage to the car park railings last week, which the clerk is currently seeking quotations for repairing.

The play equipment has been valued recently, but it is unclear when the pavilion valuation was last updated.

Obtain updated rebuild cost for pavilion.

Clerk

19. **It was resolved** to set up the following standing order with Unity Bank: -

19.1. Batheaston Youth Group monthly £500 (to be reviewed as a grant in November 2019)

Clerk

20. The following following Direct Debits were **noted and it was resolved** to transfer them to Unity Bank: -

- Water2Business for pavilion water and public toilet water.
- EDF for streetlighting electricity.
- eSlip Payroll Services (usually £23.26 per month

Clerk

21. **It was resolved** to pay the following bills via electronic banking: -

- Viking Direct (office and cleaning supplies) £58.51
- Catherine Gregory for shrubs from Landcare (approved by council) £55.08 (due to our changing banks)
- Wages for May. (Total not yet available). Standard hours for all staff.

Clerk.

22. **The calendar of meetings for BPC for the coming year was agreed**, along with deadline dates for agenda items.

It was resolved that the HR committee would meet on 2nd July and in every term. This is a closed meeting.

Publish to noticeboards.

Clerk and noticeboard volunteers

23. Working group Updates

23.1. Riverside

Clerk updated council on meeting with Catherine Gregory and Ashley Rich re paths project. There had been a misunderstanding about the inclusion of the hedge clearing and plinth building within the quotation. However, costs for hedge clearing given equipment available should be minimal. Ashley will quote for this and the plinths. Everything else is ready to go ahead once Ashley confirms dates. He will need to close off the disabled parking and area between the side of the pedestrian bridge and garden for material deliveries and storage. Council needs to arrange alternative disabled parking. Various ideas were discussed, to be put on the next agenda. Clerk also to liaise with Age UK re change to parking.

Clerk

24. The council **does not object** to the name "Hawker's Yard" but notes that it may not be in keeping with the value of the planned homes.

Clerk

25. Clerk's report

25.1. Accounts for April 2019 and a transparency report of all payments made over £100 were presented. Since councillors were making purchases instead of the previous clerk last year, there

were payments to councillors over £100. This information will be made available on the new website, once this is working.

- 25.2. Clerk reported the transfer to Unity Trust bank had been completed except for standing orders and direct debits. Most transactions this month have been by electronic banking authorised by two councillors rather than cheques.

08May2019	S Oldfield			294.77
03May2019	B/P to: Nick Cooper Landsc		(601.50)	
03May2019	B/P to: S Oldfield		(294.77)	
03May2019	B/P to: Phoenix Electrical		(1,140.00)	
03May2019	B/P to: Tom Ledbury		(135.00)	
03May2019	B/P to: The Local Look		(288.00)	
03May2019	B/P to: S Orme		(1,410.89)	
03May2019	B/P to: SSE Contracting		(109.57)	
03May2019	B/P to: SUSAN OLDFIELD		(294.77)	
02May2019	BK OF IRE GB CHAPS			912.03
02May2019	Inward Payment - BATHEASTON PARISH COUNCIL			79,446.89
02May2019	Cheque	300001	(67.92)	

- 25.3. Clerk's wages include overtime for part of February and March. Normal hours were worked in April.
- 25.4. The clerk apologised for paying a supplier twice, which has now been rectified. This was due to working with an unfamiliar system as it was in the first batch of payments made with online banking.
- 25.5. Clerk will put disabled parking during paths project on a future agenda.
- 25.6. Staff update – a new cleaner has started in the pavilion. The clerk will cover bookings of the pavilion for now until someone else is employed.
- **Annual Village Meeting** – scheduling this has been difficult due to change of chair. Clerk had discussed with Catherine Gregory whether she would give a presentation on the Secret Garden. Councillors considered this a great idea. We have to hold this meeting by the end of May. Tuesday 21st is a possible date. Clerk to check with Catherine if suitable. Meeting on that day must be publicised by Thursday this week.
 - Clerk to email around to see who would like to do “Being a Good Councillor” course after co-options. It may be cheaper to host a course / share it with sister parishes. Good idea for all councillors to do the Chairing course as well since anyone may be called on to chair. Some councillors want to do planning training again as it is excellent. **Clerk.**
 - **Rates** – currently receiving full rebate as “community shop and BLA”. I have updated B&NES, but need to confirm exact date of end of BLA lease on pavilion from previous councillors. We may receive a backdated bill.
 - GP Sports inspects the playground three times a year for safety and another inspection is due. The Play Inspection Company inspects annually and values the equipment.
 - B&NES are offering parish mapping training – Derek Greener interested. **Clerk.**
 - Local Giving – cannot register until we update / adopt Standing Orders. **Clerk.**
 - Kevin and Sarah new councillors keen to get involved with grass cutting issue on estates, to be discussed at a future meeting.
 - Spoken with Annie from Smart Parking. She has passed on correspondence from previous parking WG. Clerk to collate and present for next council meeting. **Clerk.**
 - Roadworks outside Gather 16th May.
 - **CIL** payment of £2749 received for development at 18 Eden Park Drive. Must spend within 5 years. We receive payments in April and October. When do we receive the CIL payment for Heather House? **Clerk**

26. **Chairman's report** Emily thanked councillors for standing again and showing their commitment to the village. She looks forward to working with them and welcoming new councillors. She also thanked the clerk.

THE DATE OF OUR ANNUAL VILLAGE MEETING WILL BE PUBLICISED SHORTLY.

These are open meetings.

Members of the public are welcome to attend and may speak by invitation

Signed.....

Date.....