

## **Batheaston Parish Council**

### **Minutes of the Meeting of Batheaston Parish Council 7:15pm on Tuesday 14<sup>th</sup> January 2020**

**Present:** James Jeffery (Chairman), Derek Greener (Vice-Chairman), Catherine McCarthy, Catherine Gregory, Andrew Jeffryes, Andrew Lea, Alexis Pavlou, Matt Tovey, Patrick Vandestein

Hannah Squire joined the meeting after item 5.

In attendance: Richard Maccabee (Clerk), Sarah Warren (Ward Councillor, from Item 7).

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#### **1. Public participation**

- 1.1.** Mr and Mrs Trantor attended, and each gave a short summary of their objections to Planning Application, 19/05512/FUL, covered below in Item 7.
- 1.2.** PCSO Rick Riley attended the meeting to discuss matters relating to his work as a Community Support Officer for the Parish.
  - 1.2.1.** He asked the Council if it would allow him, and colleagues, to use the Riverside Middle Room as a Police Outpost, in two ways. Firstly, as base for him when he is on duty in the village, to take breaks and catch up on administration. Secondly, to run scheduled “surgeries”, allowing people to meet him and discuss policing matters.
  - 1.2.2.** Councillors were in favour of this idea in principle, to the extent that it facilitates police presence in the Parish and can thereby help to reduce crime.
  - 1.2.3.** PCSO Riley will discuss this with his superior officers, and if approved report back to progress.
  - 1.2.4.** Discussion also turned to the possibility of setting up a Residents’ Association and extending Neighbourhood Watch schemes throughout the Parish. CURO might have a role to play in supporting these.
  - 1.2.5.** This will be re-visited in future meetings.

- 2.** There were no apologies for absence. However, the Chairman noted with regret the resignation of Denise Craig, on 8<sup>th</sup> January 2019. This will require her replacement on the HR Subcommittee, which the Clerk and Chairman will consider for discussion at a future meeting for Council.

**James Jeffrey/Clerk**

- 3.** There were no declarations of interest from councillors.
- 4.** The minutes of the meeting held on 10<sup>th</sup> December 2019 were duly approved and signed by the Chairman.
- 5.** The minutes of the Extraordinary Meeting held on 26<sup>th</sup> November 2019, were reviewed. It was agreed that these failed to include information that could validly be made public, and that in doing so, failed to provide the level of transparency at which the Council wishes to operate. Catherine McCarthy indicated that she had taken minutes in some detail, which she did not believe contained confidential detail. It was agreed that Catherine McCarthy and the Clerk should review these minutes and produce a more detailed draft for the February meeting of the Council.

**Catherine McCarthy / Clerk**

#### **6. Vandalism**

- 6.1.** Catherine McCarthy reported on the vandalism on the night of New Year’s Eve, and the outstanding tasks and issues for the Council to address.
- 6.2.** It was regrettable to report that the vandalism was undoubtedly caused by adults, with quite serious damage to property, including private cars.
- 6.3.** It was noted that there is a continual problem of wanton damage of car wing mirrors.
- 6.4.** It is not clear that there is a record of these incidents; the importance of victims reporting all such incidents was emphasised. This to be included in communications in the near future.

**Clerk**

6.5. She mentioned that she had not been able to find out the password to access the CCTV footage. The Chairman indicated that he would contact the installers to recover this.

**James Jeffery**

6.6. It also appears that we lack the necessary licence (and perhaps related policies and procedures) for the operation of CCTV camera. Confirm that our current arrangements fulfil our obligations, recommending necessary changes.

**Clerk**

6.7. Ms Maxine Byrne (a Resident) raised her concerns about behaviour and security for the Elmhurst Estate in particular. She reported that it is common for vehicles to drive around late at night without lights to avoid detection. She also stated that the Police do not respond promptly to calls between midnight and 4am. There used to be a bus service that continued until midnight, which provided some level of reassurance and security but that this is no longer the case; the service ceases before 7:30pm.

6.8. She commented that she would like the Council to consider extending CCTV coverage to include the main access points for the Estate; at the London Road/Coalpit Road roundabout, and at the junction of Catherine's Way and Elmhurst Estate

6.9. These issues were remitted to Catherine McCarthy to be progressed by the Highways Working Group.

**Catherine McCarthy**

## 7. Planning Applications

Application Type: Listed Building Consent (Alts/exts)

Site Location: Eagle House 71 Northend Batheaston Bath BA1 7EH

Description of Proposal: Internal and external alterations for the proposed restoration and renovation works.

Name of Applicant: Eagle House Northend Ltd

Reference Number: 19/05360/LBA Case Officer: Caroline Waldron (A)

**It was resolved** not to oppose to this Planning Application

**Clerk**

Application Type: Full Application

Site Location: Oakwood 26 High Bannerdown Batheaston Bath BA1 7JZ

Description of Proposal: Erection of detached double garage.

Name of Applicant: Mr Swash

Reference Number: 19/05432/FUL Case Officer: Isabel Daone (A)

**It was resolved** not to oppose to this Planning Application

**Clerk**

Application Type: Full Application

Site Location: Old House Northend Batheaston Bath BA1 8ES

Description of Proposal: Erection of a parking area gate mechanism, boundary pier and replacement walling. (Retrospective)

Name of Applicant: Mr & Mrs Humphrey

Reference Number: 19/05507/FUL Case Officer: Helen Ellison (A)

**It was resolved** not to oppose to this Planning Application

**Clerk**

Application Type: Full Application

Site Location: The Yard Northend Batheaston Bath BA1 7ES

Description of Proposal: Demolition of existing buildings (B1) and erection of two new buildings (B1 Business use)

Name of Applicant: H Mealing & Sons Ltd

Reference Number: 19/05512/FUL Case Officer: Emma Watts (A)

Councillors were concerned that the inclusion of a second building in this planning application will lead to a considerable increase in capacity at this site, and that this might lead to increased traffic on an already congested road. It was noted that at the January meeting of the Council, the Director of H. Mealing and Sons had assured the Council that this would not be the case, but it was not clear that this could be avoided. There were also concerns about the environmental impact of the development, being immediately adjacent to St. Catherine's Brook, which the Council would wish to be assessed by the Environment Agency.

For these reasons, **the Council resolved to OBJECT** to the application.

**Clerk**

Application Type: Listed Building Consent (Alts/exts)

Site Location: First Floor Flat 248 High Street Batheaston Bath BA1 7RA

Description of Proposal: Internal and external alterations for the installation of a new boiler and associated new flue and additional waste water pipework.

Name of Applicant: Miss Bradley

Reference Number: 19/05524/LBA Case Officer: Wendy Tomlinson (A)

**It was resolved** not to oppose to this Planning Application

**Clerk**

Application Type: Listed Building Consent (Alts/exts)

Site Location: Old House Northend Batheaston Bath BA1 8ES

Description of Proposal: External alterations for the erection of a parking area gate mechanism, boundary pier and replacement walling. (Retrospective)

Name of Applicant: Mr & Mrs Humphrey

Reference Number: 19/05508/LBA Case Officer: Helen Ellison (A)

**It was resolved** not to oppose to this Planning Application

**Clerk**

**The following decision by B&NES was noted: -**

Application Type: Full Application

Site Location: Fossey Lane Batheaston Bath

Description of Proposal: Erection of single storey rear extension.

Name of Applicant: Mr & Mrs Mott

Application Number: 19/05218/FUL Case Officer: Isabel Daone (A)

Decision: **PERMIT**

8. **It was noted that** the Clerk will prepare November's and December's accounts and YTD for circulation to Councillors subsequently. He will also submit the VAT reclaim documents as soon as possible.

**Clerk**

9. **It was noted that** urgent repairs are needed to the Elmhurst Play Area, following issues raised in a recent Inspection. It was also noted that there is Section 106 funding of ca. £18,000 that could be used to invest in a refurbishment or replacement of this Play Area.

- 9.1. The Clerk will confirm the terms of this funding, summarise the urgent priorities and likely cost, for consideration by the Play Area Working Group, in the expectation of bringing forward proposals to the full Council, and possible inclusion in plans for 2020/21

**Clerk**

## 10. **Working Groups**

### 10.1. **Trees**

- 10.1.1. Catherine Gregory reported that the work to cut back the Jubilee Oak had been successfully completed earlier on the day of the meeting.

10.1.2. She also indicated that the apple trees and the Mulberry tree needed trimming, in the next 2 months, before this year's growth, and that she had received very competitive quotes from Nick Cooper (for £170 and £45 respectively).

10.1.3. It was resolved to place orders accordingly

**Catherine Gregory**

10.1.4. It was also noted that the Council had previously agreed that the damage caused by this tree to the guttering of Batch House should be repaired at the Council's expense. This is not anticipated to be a significant cost, and certainly not to reach the Council's insurance excess. The Clerk to liaise with Catherine Gregory to progress

**Clerk**

## **10.2. Precept**

10.2.1. Catherine Gregory made a presentation on behalf of the Precept Working Group, following a meeting on Monday 10<sup>th</sup> February attended by 7 Councillors.

10.2.2. She reviewed briefly the background to this process: the Precept had not increased for 3 years, while a number of costs had increased; the Council had been able to hold the budget last year by relying on reserves; there are a number of urgent priorities which require attention in the coming year.

10.2.3. She reported that Councillors had shown good agreement on the priorities for capital investment – primarily the "Green Corridor", and a New Village Hall and/or replacement or refurbishment of the Rhymes Pavilion.

10.2.4. Councillors had also indicated the level of precept that each favoured, and that these had shown good agreement, falling into 3 groups:

10.2.4.1. An increase of 9-9.8% giving a precept of £50,051 - £50,385

10.2.4.2. An increase of 12%, giving a precept of £51,428

10.2.4.3. An increase of 15%, giving a precept of £52,692

10.2.4.4. It was noted that the sums involved are relatively small: of the order of £3-£4 per annum for Band B (the largest group in the Village)

10.2.5. The need for clear and consistent communication with Residents was emphasised.

10.2.6. It was agreed work should begin on building the budget from the bottom up ready for BPC approval in March 2020, as soon as the Precept is set.

**Precept Working Group**

10.2.7. Council **resolved to** call an Extraordinary Meeting of the Parish Council to approve the Precept on 21<sup>st</sup> January 2020.

**Clerk**

10.2.8. Councillors **to submit requests** for requirements of the budget for 20/21 by 24<sup>th</sup> January 2020.

**All Leads of Working Groups**

## **10.3. Parking**

10.3.1. Andrew Jeffryes gave a presentation on the survey of usage that he had conducted in the past few weeks.

10.3.2. This had been a methodical and rigorous survey of usage, conducted over 12 working days, to quantify the nature of the usage of the Car Park, and to seek to assess the profile of usage.

10.3.3. The conclusions of this survey were summarised, as follows:

- 10.3.3.1. People using the car park for occasional park and ride are a nuisance but only account for about 5 spaces per day.
- 10.3.3.2. People using the car park repeatedly, and usually all day, are only about 30 individuals, but they occupy 15 slots (50% of the capacity) every day.
- 10.3.3.3. If measures could be taken to deter this small number of individuals, the problem is essentially solved.
- 10.3.3.4. However, it was noted that many of these people using the car park in this way are residents and/or work for local businesses.
- 10.3.3.5. He also noted that there were incidents of parking in disabled spaces (by non-disabled drivers), and of bad parking in the upper parking area. There were also times when people were queuing to wait for spaces to become available.
- 10.3.4. In the discussion that followed the following was noted:
  - 10.3.4.1. The risk of displacing parking from the Car Park to on-street parking, in front of residents' houses, which might be seen as a retrograde step.
  - 10.3.4.2. The possibility of there being an option for long-term, regular parkers to use the Car Park owned by the George and Dragon pub (and located behind it), if a reasonably-priced season ticket were available.
  - 10.3.4.3. A discussion of the options of enforcing restrictions on parking: the previously proposed "SMART parking", contracting to BANES the enforcement; etc.
- 10.3.5. It was agreed to remit the issue to the Working Group

**James Jeffrey**

#### **10.4. Riverside**

- 10.4.1. Andrew Lea reported on a meeting of the Riverside Working Group in November
- 10.4.2. The focus is on how to encourage use of the space, by for instance, providing different routes that people can take around the Riverside.
- 10.4.3. There are several maintenance tasks to attend to:
  - To improve the quality of the mowing and strimming of lawns
  - There was a need for a small amount of investment in soil improver, plants, and bulbs
  - The boundary walls of the Garden need some attention, which should initially be raised with BANES who undertook the work relatively recently.
  - Supporting the "Secret Gardeners" by providing shelving, etc. in the Riverside Building for the storage of tools. (It was commented that if this was done, it could house a "tool library")
- 10.4.4. He is keen to explore the possibility of providing a pontoon on the river, where the steps are located near the car park.
- 10.4.5. He noted also that the Disabled Parking bays are not in the best part of the Car Park, being inaccessible by wheelchair, except using the vehicular access. When the opportunity arises, they should be replaced by use of spaces on the other side of the Car Park. He would also like to see more provision for cycle parking.

#### **10.5. Highways**

- 10.5.1. Catherine McCarthy reported on behalf of the Highways Working Group, following a meeting she and Andrew Jeffryes had had with Peter Clark, the B&NES Highways Technician to discuss the upgrade of the important path from the bottom of School Lane and on to the garages.
- 10.5.2. She commented that this was an excellent discussion and that Peter fully understood the concerns raised about the safety and suitability of this path, which is frequently used by parents and carers of young children as a route to School.
- 10.5.3. It was agreed that path needs to be widened to 1.5 metres with edging and a complete new tarmac surface. There is also a stretch that floods as the rainwater flows down the bank, which needs to be remedied.

- 10.5.4. She stressed that it is important for us to seek the support of our Ward Councillors to support us in seeking to prioritise this work in BANES limited budget. It was also noted that we would need to liaise with CURO as the adjacent bank is in their ownership, and a tree on this land would need to be removed as part of the widening of the path.
- 10.5.5. She also reported on the request to have the traffic lines on the roundabout re-painted.

#### **10.6. Christmas**

- 10.6.1. Catherine McCarthy reported on various tasks that she has in hand to address problems that arose in the recent Christmas period, and ideas that she is pursuing in preparation for Christmas this year, including fitting new, angled brackets temporarily on lighting columns, to support Christmas Trees.

#### **11. Maintenance contract for streetlights.**

- 11.1. The Clerk reported that he is expecting to hear details of a sample agreement for maintenance of streetlights Mr. Stephen Burrell, Principal Engineer for Street Lighting in the Highways Department at a meeting of BANES Parish Council on 31<sup>st</sup> January 2020. This might serve as a template that the Council could use for its future maintenance contracts.  
To report back to Council at the next meeting.

**Clerk**

#### **12. Clerk's Report**

- 12.1. The Clerk reported briefly on his plans and priorities for the next month, which are to continue to complete hand-over and induction activities; address the backlog of tasks; support the process of setting the Precept, and the budget, for 2020/21; process reclaiming VAT paid by the Council over the past 2 to 3 years; updating the website.
- 12.2. He also commented on the meetings has planned in the next month:
- Introduction to CiLCA (the lowest-level, professional qualification for Clerks), 2-hour course, fee of £20, 21/1/20
  - ALCA BANES Clerks' Networking Group, 2.5-hour meeting, 31/1/20
  - B&NES ALCA meeting, 5/2/20
- 12.3. It was noted that he had circulated the latest approved Standing Orders for the Council.

#### **Remaining Items were deferred due to lack of time**

#### **Upcoming Meetings: -**

7:15pm on Tuesday 11<sup>th</sup> February 2020 in the Rhymes Pavilion

This is an open meeting.

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

Signed.....

Dated.....