

Batheaston Parish Council

Minutes of the Meeting of Batheaston Parish Council held at 7:15pm on Tuesday 25th June, 2019

Present: - Derek Greener (chair), Denise Hagen, James Jeffery, Andrew Lea, Patrick Vandesteen, Catherine McCarthy and Sarah Orme (clerk)

1. Public Participation

Emily Wright, Alexis Pavlou and Victoria Wells have had a meeting. Funding may be available to develop multigenerational recreation facilities. Alexis is going to get in touch with the GP surgery. This working group is to be renamed the Multigenerational Recreation Working Group.

2. Apologies were accepted from Emily Wright and Paula Day.
3. There were no declarations of interest.
4. The minutes of the meeting held on 11th June, 2019 were agreed to be an accurate record and signed in the presence of the meeting.

5. Annual Audit

5.1. New standing orders were adopted

5.2. Though we have not yet received the full internal auditor's report, the clerk reported that she had spent a thorough and helpful day with Bridget Bowen, who had made the following suggestions for improving our processes: -

- Councillors have council specific email addresses – in progress
- 2017-18 AGAR to go onto website - done
- PKF audit report to be found and put on website - done
- Bank reconciliations to go to council monthly and clerk and cllr to sign off bank reconciliation.
- Strengthen controls over cash receipts – future agenda
- Cllrs to evidence approval of invoices on the invoice by initialling
- Minutes to clearly records payments being approved each month
- Asset register to be updated

The previous clerk kept an **asset register**, which we have updated. However, the total on this register was different to the insurance valuation which had been used last year, and was used again this year, for our fixed asset value on the AGAR. The external auditor last year agreed that the clerk could use the insurance value as long as this was used every year. However, **this insurance valuation needs verifying / updating.**

- 5.3. It was **resolved to approve the explanation of variances** against the previous year.
- 5.4. It was **resolved to approve the bank reconciliation as at 31st March, 2019.**
- 5.5. **It was resolved to approve Sections 1 of the AGAR**

It was resolved to approve Section 2 of the AGAR.

These were signed in the presence of the meeting. (Note for future years: - this should be two separate agenda items / or done in separate meetings. New clerk error!)

- 5.6. It was **resolved** that the **period for the exercise of public rights will be from 27th June to 8th August.** Publicity for this needs to go on the website and noticeboards on 26th June.

6. James Jeffery kindly offered to maintain the noticeboard at Maunden's

7. Catherine McCarthy is going to investigate the placement of spare benches after the Riverside project and also donated benches.

8. Working Groups Update

8.1. Riverside Working Group

8.1.1. Andrew Lea was appointed new coordinator of the Riverside Working Group

8.2. Neighbourhood Plan Working Group

Patrick Vandesteen has edited the plan. Derek Geener has the dates that need to be added. We will vote on the neighbourhood plan at the next meeting and then it can be sent to B&NES.

9. Planning

There were no planning applications to consider. Catherine McCarthy has spoken to Rae Mephram. Crossman Homes are submitting a new application. They have been given extra time because of the number of conditions they need to meet.

The following decisions by B&NES were noted :-

Site Location: 278 High Street Batheaston Bath Bath And North East Somerset BA1 7RA
Description of Proposal: Internal and external alterations including creation of new rooflight, remove beam, install lining to walls, install insulation under floor and convert bedroom to a bathroom.
Application Number: 19/01389/LBA

B&NES granted consent.

Site Location: Gattrell Steway Lane Batheaston Bath Bath And North East Somerset
Description of Proposal: Erection of proposed home office following demolition of existing store and outbuilding.

Application Number: 19/01475/FUL

B&NES permitted.

10. It was resolved to set up the standing order to the Batheaston Youth Club from our new account (this has not transferred automatically) for £500 monthly. Our clerk to ask Bathford clerk if they would consider contributing as many of their youth attend. St Catherine's is donating £1,000 as a one-off donation. Average numbers now attending are 45 with sometimes up to 68. Our support is to run the second evening on a Thursday. The roof needs to be repaired. Council are keen to support this as we highly value youth work.

Clerk

11. It was resolved to pay £1,823.66 invoice from B&NES for grass cutting for 2019-2020 for Riverside garden and car park and the play area. They normally invoice early in the year. We have sought quotes, and this is the best price.

12. Clerk's report

12.1. Derek Greener has checked the invoices, bank statements and reconciliations for April and May 2019 for our quarterly internal auditor check.

12.2. The Barclays accounts are closed.

12.3. The drinking fountain was repaired and then vandalised again. The toilet seat is repaired. Awaiting quotes on the height barrier and railings.

13. Chairman's report

We are finishing the phase of reviewing and auditing our processes as a parish council. We have moved forward as a team, both in our processes and how we approach things as a council.

Upcoming Meetings: -

7:15pm on 9th and 23rd July in the Rhymes Pavilion TBC

These are open meetings.

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

Signed.....

Dated.....