

## **Batheaston Parish Council**

**Minutes of Batheaston Parish Council held at 7:15pm on Tuesday 9<sup>h</sup> July, 2019** in the Rhymes Pavilion.

**Present:-** Emily Wright (Chair), Derek Greener, Paula Day, Denise Craig, Andrew Lea, Catherine McCarthy, Alexis Pavlou, James Jeffery, Patrick Vandesteen and Sarah Orme (Clerk)

### **1. Public Participation**

Peter Fear asked the council to consider setting up a Local Environment Working Group to try to secure funding to create a paid role to promote environmental action in Batheaston. Most people will be aware of the challenges we face through global warming, serious biodiversity loss and issues surrounding plastic pollution.

Councillors are considering the possible need for a project manager role for work developing the play area. Working Group structures and procedures will be reviewed after the summer.

**Seek input, explore and present ways of optimising the Working Groups (for September)**

**Patrick Vandesteen**

2. There were no apologies for absence.
3. There were no declarations of interest from councillors.
4. The minutes of the meeting held on 25<sup>th</sup> June, 2019 were agreed to be an accurate record and signed.
5. **The contract with AJ Rich Landscaping was signed.**
6. **The agreement with Ibstock Enovert (Landfill Communities Fund) for the £10,000 grant was signed.**
7. **The appointment letter for the internal auditor, Bridget Bowen, was signed.**
8. Damage to a house in The Batch from fallen branch from the Jubilee Oak (a BPC tree) was noted.
9. **It was resolved** to pay up to £500 for a tree-safety survey for all parish trees.

**Clerk**

### **10. HR Committee Report**

#### **10.1. Councillor training recommendations**

10.1.1. Being a Good Councillor Course – Andrew Lea and Patrick Vandesteen have not yet done this course. We have a few people interested from our sister parishes in joining these courses, but it will still be expensive to run all three. We will seek training opportunities locally. Can the training be held for all parish chairs at a central location?

**Raise at parish liaison meeting**

**Emily Wright**

10.1.2. Planning Course – as above

10.1.3. Charing Course – as above

10.2. Meeting frequency and other recommendations to reduce clerk's working hours. The clerk has been working too much overtime. Two council meetings per month on top of working group commitments is a lot for councillors as well. HR Committee proposed that we revert to one meeting per month. We have needed more meetings in order to resolve past issues and also because we are starting longer projects. We cannot start the meetings earlier because people are at work, so we need to make quick decisions. Working Groups must provide papers in advance of the meeting and then will have three minutes to present their proposals. Proposals that are rejected can return to the WG for further refinement. Councillors who wish to discuss details should attend the WG.

We can always ask B&NES to delay planning decisions if necessary. If there's an emergency, we can call an extraordinary meeting.

ALCA have agreed we can change our published meeting frequency from September and republish our schedule.

**Clerk**

## **11. It was not resolved** to set up a financial committee.

We need to rectify our fixed asset valuation this year, and outside expertise from residents of Batheaston who are not currently involved with the council may be useful. Another committee would require an additional time commitment from the clerk and those on the financial committee but could free up time in the main council meetings.

We need to have the space in our meetings to think strategically, particularly as we draw towards the end of the year and undertake budgeting and precept setting. However, that process must be done by full council. We have a low turnover and our accounts are simple receipts and payments. However, if we succeed in attracting significant additional funding, perhaps the management of those additional funds could be separated from the setting of the precept by the full council. Could we draw in expertise without involving people in a full. formal working group or committee?

We will revisit this in six months or sooner if a precipitating event occurs.

## **12. Working Groups Update**

### **12.1. Parking**

12.1.1. It was noted that a complaint has been received from a resident about being unable to park in the car park.

12.1.2. **It was resolved** to negotiate the contract with SmartParking.

The maximum parking time is three hours from 8am to 8pm daily. These three hours are free. The council will not profit. In fact we have to maintain the car park. We are using parking enforcement to enable locals to park. The contract is for three years with a potential break at two years.

**Work with SmartParking to revise contract and circulate for next meeting.**

**James Jeffery**

### **12.2. Highways Working Group**

12.2.1. Update and give feedback on 19-008 TRO 2019 parking plans from B&NES. Highways WG has not yet had time to meet to consider proposals.

**Ask for more time to respond.**

**Clerk**

### **12.3. Neighbourhood Plan Working Group**

12.3.1. **It was resolved unanimously** to submit the draft Neighbourhood Plan to B&NES. It is a bold plan, and if agreed, should give us credibility when responding to planning applications. It will also give the parish council higher CIL payments.

The survey response is mentioned in the plan, but it would be good to explain the survey more explicitly in our submission documents.

**Deliver to B&NES**

**Alexis Pavlou**

### **12.4. Play Area Working Group**

12.4.1. It was noted that B&NES are holding £18,789.78 Section 106 money for us that they can release for us to spend on off-site play provision that must be spent by 25<sup>th</sup> January, 2022. This funding is approved for inter-generational play use and will be released to us when we present an appropriate plan.

Victoria Wells met with some members of the WG. Multigenerational play can attract higher funding, and this could apply to all our assets, from the Rhymes Pavilion, pitch and court to the Play Area and Riverside.

The WG also met with a representative from 3SG about attracting funding. He was very helpful and suggested creating a pathway to school by the brook. Perhaps Wessex Water or Sustrans might support this. Funding has been gained by similar projects locally e.g. in Wellow. We need to demonstrate commercial viability in order to attract funding. 3G pitches offer a good return on investment. We need to consult the community.

**Talk to Feilden Clegg Bradley Architects to discuss designs.**

**Alexis Pavlou**

The Batheaston Green app might be able to demonstrate a design. Other local architects might be willing to help. We may need a project manager. Emily has started a scoping document that will come into our strategy discussions after the summer.

The notes will be distributed after the WG meets on 30<sup>th</sup> July.

**13. It was resolved** to do ICS Connect in September. This is an analytical profiling and teambuilding tool..  
**Put on the agenda for September.**

**Clerk**

#### **14. Planning**

**The following planning applications from B&NES were reviewed: -**

Application Type: Listed Building Consent (Alts/exts)

Site Location: **203 London Road** East Batheaston Bath Bath And North East Somerset BA1 7NB

External alterations to replace existing artificial slates to main mansard roof and rear lean to roof with natural Spanish slates. Replace existing painted timber casement window to second floor bedroom, to include new slimline double glazing.

Reference Number: 19/02768/LBA Case Officer: Wendy Tomlinson

**It was resolved not to object**

Application Type: Tree Works Notification in Con Area

Site Location: **Pine Cottage 44 Northend** Batheaston Bath Bath And North East Somerset BA1 7ES

Goat willow - prune the parts overhanging the boundary as it has caused problems filling the gutters with Catkins

Reference Number: 19/02839/TCA Case Officer: Jane Brewer

**It was resolved not to object**

Application Type: Full Application

Site Location: **Bathford Nurseries** Box Road Bathford Bath Bath And North East Somerset BA1 7LR

Description of Proposal: Erection of 10 dwellings, new vehicular access and associated works on land adjacent to Bathford Nurseries

Reference Number: 19/02818/FUL Case Officer: Rae Mephram

**It was resolved to submit the comment below :-**

This development is highly likely to increase congestion and pollution in Batheaston. We are near the legal limit for pollution on the High Street. This proposed development may raise pollution in Batheaston over the legal limit. The field constitutes part of the business, and we are concerned about a possible impact on that business due to loss of the land.

**The Following Decisions by B&NES were noted: -**

**Prospect House Seven Acre Lane** Batheaston Bath Bath And North East Somerset  
of top floor room to bathroom.  
Application Number: 19/01969/LBA

B&NES granted **CONSENT**.

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**17 Barnfield Way Batheaston Bath Bath And North East Somerset BA1 7PW**

Erection of single storey side and rear extensions and rear decking with  
conversion of garage and removal of garage door (Resubmission)  
Application Number: 19/01947/FUL

B&NES **permitted** this application.

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Application Type: Listed Building Consent (Alts/exts)

Site Location: **Old House Northend Batheaston Bath Bath And North East Somerset**

Description of Proposal: Retention of vehicle gate and boundary wall.

Application Number: 19/01229/LBA Case Officer: Helen Ellison

Further to our earlier letter regarding the application as described above, I write to advise you that the decision was made on 1st July 2019 and was as follows:-

**WITHDRAWN**

**It was resolved to** accept quote from EMW Maintenance to repair Riverside car park height barrier so it can be padlocked and railing between vehicular and pedestrian access £520 +VAT.

**Clerk**

**15. It was resolved** to make the following payments. Chair signed invoices.

Tom Ledbury Invoice No. 1664 Grass Cutting	£90.00
SSE Lighting Invoice No. 880038 Streetlight maintenance	£91.31
Combe Fencing 2907/ KC repairs chainlink fence near brook	<b>£360.00</b>
Bridget Bowen Invoice No. 00081 Internal audit	£300.00
HMRC for PAYE and NI to end of May, 2019.	£117.51
Clerk's expenses 2 <sup>nd</sup> January to 30 <sup>th</sup> June (HR Committee approved) (Also includes £148.80 for training costs paid by Sarah directly)	£355.03
Clerk (paid for building contract on personal card as hit credit limit)	£74.40

**16. The following transactions through the Current Account in June were noted: -**

12-Jun-19	BATHEASTON PC	BARCLAYS CLOSURE	10.00
12-Jun-19	BATHEASTON PC H	BARCLAYS CLOSURE	206.67
13-Jun-19	Transactio	5 Petty cash paid in	57.22
14-Jun-19	B/P to: RS King	Tree felling	-1,120.00
14-Jun-19	B/P to: Greenfingers Tradi	Benches	-304.93
14-Jun-19	B/P to: Friends of Bathamp	Grant	-476.00
14-Jun-19	B/P to: SSE	Electricity	-47.41
14-Jun-19	B/P to: Tony Hill	Plumbing repairs	-200.00
14-Jun-19	B/P to: Tom Ledbury	Grass Cutting	-90.00
14-Jun-19	B/P to: Viking Direct	Office and cleaning	-55.72
14-Jun-19	B/P to: C Gregory	Secret Garden Purchase	-25.18
14-Jun-19		Hire Fee	15.00
20-Jun-19	Direct Debit (ESLIP PAYROLL)	Payroll Company	-23.26
28-Jun-19	TOTAL WAGES		-1,614.31
28-Jun-19	B/P to: B&NES	Grass Cutting	-1,823.66
28-Jun-19	B/P to: B'on Twinning Assc	Grant	-1,000.00
30-Jun-19	Service Charge		-18.00

(Plumbing repair was authorised 190312 6.1 for £150. Extra cost was for toilet repair.)

**The following payments (draft) on the Multipay card in June were noted.**

Date	Details	Payments
01/04/2019	Balance brought forward	
04/06/2019	Greenfingers - trial bench	£67.97
04/06/2019	GS Products - vine wires	£113.12
04/06/2019	Screwfix - oil, light bulb, dust mask PPE	£27.96
04/06/2019	GS Products - vine wires	£9.44
04/06/2019	Screwfix - vine wires	£29.72
05/06/2019	Information Commissioner's Office	£40.00
27/06/2019	Nisbets	£31.74
27/06/2019	Bathford Nursery	£30.00

**17. The financial report for June 2019 YTD was received and agreed**

**18. Clerk's report**

- 18.1. Meeting with clerks from sister parishes re youth club support, training, peer liaison etc. Ask youth group to do a show of hands to see how many come from our sister parishes. They will then explore helping with funding.
- 18.2. Phishing and phone calls – councillors beware.

There is a tent by the brook – clerk to report to Police.

Cllr Derek Greener has checked and initialled the bank statements and reconciliations for June.

The internal auditor's report states: - *Based on the tests I have carried out at this internal audit visit, in my view, the internal control procedures in operation during the period from 1 April 2018 to 31 March 2019 are, in all significant respects, adequate to meet the needs of Batheaston Parish Council.*

**19. Chairman's report**

Emily has written an article for the Local Look regarding the Secret Garden and our plans for the car park. The Local Look deadline is the 10<sup>th</sup> of every month. Councillors are encouraged to write an article for future months.

**20.** An update from CURO was received.

**Upcoming Meetings: -**

7:15pm on 23<sup>rd</sup> July in the Rhymes Pavilion TBC

These are open meetings.

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

Signed.....

Date.....