

Batheaston Parish Council

Minutes of the Meeting held at 7:15pm on Tuesday 30th April, 2019 in the Rhymes Pavilion.

Present: Emma Adams (chair), Derek Greener, Susanne Hagen, Alexis Pavlou, Paula Day, Andrew Lea, Derek Redding, Nigel Clutterbuck, Pam Burcombe, Emily Wright and Sarah Orme (clerk).

1. Public Participation

B&NES Councillor Alison Millar attended for part of the meeting. She wished the new council well for the future and was thanked for her support over the last four years.

A member of the public attended to speak in support of a planning application.

2. **Apologies** were accepted from Denise Craig, Catherine McCarthy and Steve Cast,

3. There were **no declarations of interest**.

4. **Minutes** of previous BPC meeting held on 9th April and also the Planning Application Committee meeting held on 2nd April were agreed to be an accurate record and signed.

5. Planning

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| Ward: | Bathavon North | App Ref: | 19/01389/LBA |
| Location: | 278 High Street Batheaston Bath Bath And North East Somerset BA1 7RA | | |
| Grid Ref: | (E)377791 - (N)167440 | LB Grade: | II |
| Proposal: | Internal and external alterations including creation of new rooflight. | | |
| Officer: | Caroline Waldron | | |

The council understands that BANES will give appropriate consideration to the above application for changes to a listed building. Batheaston Parish Council **does not object** to this application.

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| Ward: | Bathavon North | App Ref: | 19/01475/FUL |
| Location: | Gattrell Steway Lane Batheaston Bath Bath And North East Somerset BA1 8EH | | |
| Grid Ref: | (E)378307 - (N)168348 | LB Grade: | N/A |
| Proposal: | Erection of proposed home office following demolition of existing store | | |
| Officer: | Robert Warren | | |

Batheaston Council **does not object** to the above application.

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|-----------------------------|--|
| Type of Application: | Tree Works Notification in Con Area. Application Ref: 19/01679/TCA |
| Address of Proposal: | 26 Northend, Batheaston, Bath, Bath And North East Somerset, BA1 7EN |
| Parish: | Batheaston |
| Proposal: | T1- Poplar- Fell Poplar to ground level |
| Applicant Name: | Scott Price |

| | |
|---------------------------|--------------------|
| Agent Name: | Acer Tree Surgeons |
| Case Officer Name: | Jane Brewer |
| Do not object | |

Batheaston Parish Council **does not object** to this application.

The Following Decisions by B&NES were noted.

[18/05561/FUL](#) 31 High Bannerdown is to be considered by the Development Management Committee.

[18/05488/FUL](#) Crosslands Bannerdown Road was permitted.

[19/00476/FUL](#) 3 Wayfield Gardens was permitted

[19/01145/TCA](#) 288 High Street, Batheaston, tree works no objection

[19/00132/FUL](#) 1 Bannerdown Road, Batheaston, erection of porch to replace existing was permitted.

6. **It was resolved** to appoint Bridget Bowen as our internal auditor for 2018 – 2019. Her charge for the full-day internal audit to be carried out on 21st June is £300. She is experienced and will be a “critical friend”. We are arranging an auditor late due to change of clerk. It is tight, but clerk has discussed our requirements with Bridget, and she thinks one day working together is realistic.

It was resolved that council will meet on Tuesday 25th June to sign off for submission to external auditor PKF Littlejohn (deadline 30th June).

7. Working Groups

7.1. Riverside Working Group

7.1.1. Council received an update on the Secret Garden project and working group meeting.

The canoe club have been invited to attend the Riverside Working Group to talk about how the river could be made more accessible for canoeists. Peter Fear thinks grants may be available for constructing a canoe launching point. Riverside Group are keen to move forward with this project.

The costs of the possible different stages of completion of the Secret Garden Accessible Paths project were discussed. We have built up a financial reserve due to being successful in gaining grant funding for projects in the past. We have been successful in gaining £10,000 funding towards this project. There will be economies if we complete the project in one year instead of splitting it. Council wants to complete the project so it can be fully enjoyed by villagers. It does mean that the Secret Garden will be shut over part of the summer, but it’s the best time of year to do the work.

It is important to maintain the play area and keep it safe, so we will incur expenditure on repairs and replacements this year. However, we have received funding from the Community Empowerment Fund and CIL payments, and we will be receiving more CIL payments that can be used for this. It therefore makes sense to invest in the Secret Garden at this time.

The volunteers are doing an amazing job of developing the garden. We hope that once opened, more people will be motivated to become involved. Riverside Working Group have been discussing how to raise income streams for future maintenance. Batheaston Garden Group have received some donations from local businesses and expect to receive about £1500 in donations for the project. MJ Church have offered possible discount on waste

removal. It is possible that paid gardener(s) may be needed part-time in the future, but currently the volunteer group is strong. We may need to outsource some heavier jobs.

The council are happy to proceed with appointing AJ Rich Landscaping for the project. Councillors have seen evidence of previous good work, and he is local. Council would like him to honour his November quotation since he is being appointed for the whole project. Payments are to be staged according to NALC guidelines.

We do not need to wait for permission for the tree work (12th May) because the paths can continue without this.

There is continuity for the project between the current and new councillors. After agreeing timescales with AJ Rich, the clerk will speak to Ibstock Enover again to confirm project start and completion dates and revise the agreement, which can then be signed by two councillors, witnessed by the clerk.

7.1.2. **It was resolved to sign the agreement with Ibstock Enover** for the £10,000 grant to build the accessible paths assuming that Ibstock Enover agree dates that our preferred contractor meet. (From telephone contact, we think they will be flexible.) It was also **resolved to agree** to Ibstock Enover's: -

- Requirements to complete project on time.
- Requirements for publicity and using "Landfill Community Fund" Logo on publicity/signage/website.
- Requirements for reporting, submitting copies of invoices etc and keeping records for 8 years.

Two councillors, witnessed by clerk

7.1.3. **It was resolved to transfer** the £1404 (A and B) unneeded for clearing, pruning, tree felling and planting to the paths project.

7.1.4. **It was resolved to transfer** £7400 underspend on wages in 2018 – 2019 to paths project.

7.1.5. **It was resolved to transfer** £6550 (X, Y and Z) budgeted for removing hedge at base of riverside walk, building two plinths, creating flower beds and frames above the plinth, and the £5000 for the new shelter to the paths project.

7.1.6. Appointing AJ Rich to carry out the accessible pathways project.

Meet with AJ Rich to agree timescales for project.

SH, Catherine Gregory (for Batheaston Garden Group), clerk.

Amend agreement start and end dates with Ibstock Enover

Clerk.

It was resolved to appoint AJ Rich to carry out accessible pathways project as quoted at £32,019.36. To negotiate / draw up and sign contract to include staged payments.

Two councillors, witnessed by clerk

7.1.7. **It was resolved** to spend £120 to complete the vine wires (from planting budget)

7.1.8. **It was resolved** to spend £30 for timber to prop Mulberry tree (from planting budget)

7.1.9. **It was resolved** to pay Invoice 2 from a contractor for £62.50 - charged for time over and above that covered by original quote of £549. (from clearance budget)

7.2. **Play Area Working Group updated the council**

We have "orange" issues needing repair on the play area, but no "red" issues. The repair quote from our regular supplier is £3200. Clerk has contacted neighbouring parishes for recommendations. EW is approaching other suppliers for quotes on behalf of Play Area Working Group.

EW contacted Jane Dobson at BANES. She will meet and give advice on how to develop play area and also discuss the benefits of using B&NES economy of scale for suppliers.

The first of three CIL payments is coming to us for £ 2749.97. Why are we only getting it in instalments?

Clerk

The junior multiplay in the middle needs replacing because it is not cost effective to repair it. Only one member of the current Play Area WG is going to be on the new council. AP said he would be willing to join the WG to help. We also need to invite other parents. The new WG will decide on the new play equipment. EW has spoken to KS1 and 2 reps at the school to discuss working on a three to four-year plan. Jane Dobson could also assist.

EW has met the person who installed wooden play equipment in the school. They suggested it might be nice to include something in the Riverside as well. Since he's done work for schools, he should be insurance compliant (Big Wood Play, Radstock). Natural look would fit in well at the Riverside.

Ask Jane Dobson about safety compliance when choosing equipment

EW / Play Area WG.

7.3. **Highways Working Group**

7.3.1. Was deferred pending receiving map showing ownership and responsibility for grass cutting around the estates. (Action item 10.1 on agenda dated 9th April, 2019.)

7.4. **Christmas Working Group**

7.4.1. Was deferred until nearer Christmas.

7.4.2. Was deferred until nearer Christmas.

8. **It was noted** that BANES are paying us £794.82 this year for path clearing. This is a 2% increase on last year. Clerk has invoiced them.

Add item to next agenda to pay contractor to spray paths

Clerk

9. **It was noted** that the Good Shepherd Hall may not be available to village groups for use much longer. It's a shame that this larger building may become unavailable. All we can do is offer the space we have.

10. The approach from Truespeed Broadband **was noted**. Batheaston was the first parish in B&NES to have high speed broadband from BT. B&NES are investing £5m in this. We have a good service in most of the village. Council doesn't feel that an alternative would be of benefit, and works would cause disruption if a separate physical network were to be constructed.

Clerk to clarify if it's a separate physical network.

Clerk

11. Clerk's report

- 11.1. Clerk has worked standard hours this month, which has meant some things haven't been done.
- 11.2. Staffing update - DC and clerk have interviewed and appointed a new cleaner. We also need to appoint a new bookings coordinator for 6 hours a month.

Clerk and DC/HRAC

- 11.3. Clerk has asked Pete Rowe to deal with hogweed and Japanese knotweed for £180 (It's reducing each year and therefore getting cheaper.) Clerk to check with school that B&NES are indeed attacking it from their side so that we are working together.

Clerk

- 11.4. Clerk invited council to read Cllr George Blanchard's CIL update and clarification.
- 11.5. New Unity account is working well. We paid staff electronically for the first time this month. (£559.30 in wages paid out for April. There was no money to pay the clerk's wages due to Barclays delay.) Barclays still haven't transferred our funds, so we have a cash flow problem and unhappy creditors.
- 11.6. The following payments are overdue and will be paid online when Barclays transfers money.
- 11.6.1. Invoice 869542 SSE Contracting Streetlight maintenance £109.57 regular charge.
- 11.6.2. Invoice 2235 Phoenix Electrical Pavilion Heating £1140 as quoted.
- 11.6.3. Invoice from Nick Cooper for clearance of beds in Secret Garden and other work as quoted £539
- 11.6.4. A member of Garden Group (paid West Kington nursery on our behalf for Riverside / Garden Group) £294.77 within agreed amount.
- 11.7. A cheque was written between meetings for late garage rental payment £67.92 to CURO (handover delay issue).
- 11.8. A direct debit has been set up to pay EDF for our streetlight electricity.
- 11.9. **Election Update**

We need to co-opt because with only seven councillors we are in danger of being non-quorate. We need five for a meeting. We know of some people who are planning to apply for co-option.

Clerk asked new councillors present if they planned to be at the AGM. All present were planning to attend.

Councillors were reminded to send in their Declaration of Election Expenses forms even if they didn't spend anything.

B&NES have requested that councillors approach their clerk in the first instance for assistance.

There has been a complaint against a councillor. Council will be updated in due course.

Councillors are encouraged to continue to be aware of GDPR.

12. Chairman's report by EA – verbatim

Team,

What an interesting four years we have shared.

Before the new council forms - let's reflect what has been achieved, which has been a great deal. The

pavement outside the shops was rectified as soon as we could after years of inaction, the pavement at the bottom of Bannerdown Rd to has helped residents be safe, traffic calming in the High Street, re-opening of the toilets, we have nearly completed the Neighbourhood plan (a mammoth task), we stood with residents against the P&R and won, the village signs, improved communication, supported our youth club and our village has never looked so beautiful all year round - spring flowers to our Christmas lights - this Council has made a difference.

Has it been easy - no - we are volunteers and yet everyone here has made a difference. There was a bump in the road last year but the positives we have taken away lead us to be a more cohesive, approachable, community centred Parish Council and this is showing through. The working groups really seem to have lit community interest and it's been so wonderful that so many volunteers have rolled up their sleeves and helped. Much pride should be seen for accepting change and making things happen. But I strongly believe that whatever our differences everyone who has served always had Batheaston in their heart.

So I'd like to highlight individual achievements

Pam - 11 years' service is a wonderful contribution to the village. Your knowledge and understanding of our residents' needs and often being the conduit to seeking the correct person to speak to has helped ease many tasks. The contribution to the Youth club continues - lucky teenagers. Thank you.

Catherine - your energy and commitment to this role inspires us all - constantly giving up your time, communicating across the village, solving issues and the organising of the Christmas lights are a credit to your hard work.

Nigel - thank you for always being a calm voice, understanding and challenging the metrics and pushing us all on. Your work on the CAT, the reopening of the toilets, working with the Batheaston garden society to transform our secret garden and looking after the website. Thank you.

Susanne - your pragmatic leadership throughout the last four years has been amazing. You lead the pavements, traffic calming, the P&R petition, the re-planting of the Penthouse steps, you sweep the High Street, put planters out and recently your hard work getting us the grant for the accessible path. Thank you.

Derek - always a calm and reasoned voice, our main correspondent with P&R experts, village hall campaigner, peace maker, leading us through new procedures, leading us through a few controversial planning situations - thank you.

Derek G, a new light appeared when you joined - you brought a sensible calm to this council but went on to work very hard on establishing and starting the Neighbourhood plan - so many times you've spent hours for this village, checking, double checking - thank you.

Denise - our sparkling blue eyes but often quiet HR expert. How lucky this council is to have your knowledge and true sense of fairness in difficult times. Denise always delivers and we appreciate that this last year has not been the easiest you kept working for Batheaston.

Steve - thank you for representing the Parish Council with our wonderful Batheaston Primary school and often speaking up when difficult situations have arisen and been so sensible with your advice.

Paula - we all welcomed your application and feel confident as an ear of the village we always know what is happening. And thank you for your generosity holding meetings.

Alexis - what a breath of fresh air you are. You speak up and when you do we listen. We listen because your overwhelming intelligent arguments and sense of fair play has refreshed this council. Your contribution to HR with your business acumen and your continued hard work to the neighbourhood plan is very appreciated. Thank you

Emily - thank you Emily for joining BPC - what a wonderful young, vibrant, intelligent, energised person you are. To fit in your already hectic life, support us with new ways of communicating, ways to improve our processes and sometimes to be the one to mediate difficult conversations you have made quite an

impact here. To also be part of the HR and to lead the neighbourhood plan to the finish line as well as supporting other working groups - in a short space of time you've made a wonderful contribution

James - we were all so pleased when you joined. A hardworking father who really cares and gets involved every time. We've all seen you shine and we are very proud that you have sorted the car park and kept going with new equipment for the playground. We will miss you when you leave Batheaston - lucky Twerton! I've enjoyed working with you as Vice Chair - your constant ideas and always a sounding board you've been a great support.

Andrew - you joined recently and straight away contributed to helping us make decisions, always with intelligent arguments and thinking of residents first. Thank you.

It's also important to the wonderful councillors who passed through during the last four years - Penny, Paul, Steve, George, Vicky, Pam, Hugh and Priscilla. Not forgetting Mike Townley - 23 years of service to Batheaston will not be forgotten easily.

Thank you also to our district councillors Martin, Alison and Geoff - we've asked for support many times and always appreciated you came to support us.

I'd also like to thank Rebecca Jeffery who has resigned - the Pavilion is always clean and the way you managed bookings so well you'll be difficult to replace.

Thanks to Bert - always smiling and always doing a great job for us.

Finally to Sarah - I leave today in the full reassured knowledge BPC is in the safest hands. We are delighted you accepted this job, you have made great strides into making all processes easy and been so supportive and non-judgemental since you arrived. Sarah - thank you - you've made the first four months of 2019 very enjoyable. Batheaston is very lucky to have you.

Batheaston Parish Council AGM 14th May 7:15pm Rhymes Pavilion (first meeting of the new council)

DATE OF ANNUAL VILLAGE MEETING TO BE ANNOUNCED SHORTLY

These are open meetings.

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

Signed.....

Dated.....