

# Batheaston Parish Council

## Minutes of Batheaston Parish Council

7:15pm on Tuesday 22nd January, 2019 in the Rhymes Pavilion.

**Present:** Emma Adams (chair), Pam Burcombe, Nigel Clutterbuck, Paula Day, Derek Greener, Susanne Hagen, James Jeffery, Catherine McCarthy, Alexis Pavlou (late due to car breakdown), Derek Redding, Emily Wright and Sarah Orme (clerk)

**Attending:** four members of the public attended

### 1. Public Participation

Three members of the public attended in connection with the BNVH project, two of whom gave an update on progress and their request that BPC takes out a £100,000 loan to be paid back by an increase in the precept over the next 25 years in order to help provide the remaining £150,000 needed. Such a loan would require a referendum of Batheaston parishioners which must allow a month. Drawings were presented of the new, simpler and cheaper design. B&NES have already offered given £75,000 towards the project.

Peter Fear attended and spoke about the riverbank survey.

#### Statement by the Chair

The decision about a tribute to Mike Townley is postponed to a later date.

### 2. Apologies for Absence

Steve Cast and Andrew Lea – working. Denise Craig – illness. We wish her a swift recovery.

All apologies accepted.

Ward councillors Martin Veal and Alison Millar also sent apologies

### 3. Declarations of Interest

Pam Burcombe and Catherine McCarthy declared an interest in the BNVH.

### 4. Minutes of Meeting held 11th December 2018

Proposed: Pam Burcombe

Seconded: Susanne Hagen.

**Resolved** that the minutes are an accurate record.

### 5. Standing Committee Reports

#### 5.1. Planning Applications Committee (PAC)

Three applications were reviewed at PAC on 8<sup>th</sup> January. Two extensions on Bannerdown Road were supported. Development of a bungalow into a house at 31 High Bannerdown was not supported. There were several representations from neighbours opposing this application. There is concern about overdevelopment of the High Bannerdown area.

On 5<sup>th</sup> February Glen Penhey MD of Mealings is coming to talk about their proposed development.

#### 5.2. Human Resources Advisory Committee (HRAC)

Denise sent apologies. They are meeting again soon.

#### 5.3. Review & Policies Committee (RPC)

RPC had a very good meeting. They had asked for feedback from councillors re the working groups and had 7 positive responses. WGs are a good idea but need some fine tuning. Please continue to feed back.

All

**Commented [S01]:** Changed in following meeting when minutes agreed

## 6. Matters Arising from RPC Committee Report

### 6.1. To change the Highways Working Group to a committee

A committee is a formal meeting with an open brief and decision-making powers. A working group is less formal and focused on a particular purpose / project / problem in the shorter term.

The current Highways WG is dealing with significant, ongoing issues. In order to have influence with B&NES, particularly when dealing with newer staff, the gravitas of a committee would be helpful. Individuals on the committee could take responsibility for particular issues e.g. potholes.

**Resolved** unanimously that the Highways WG should revert to a committee. Sarah to commence attending and minuting.

6.2. To resolve that there is an expectation that a councillor will only be a chair or coordinator of one committee or working group. Councillors are expected to be members of between one and three committees or working groups, and they can be members of more if they so desire.

6.3. To resolve that every working group must have two councillors as a minimum. A working group is quorate when there are two people present, at least one of whom is a councillor.

6.4. To resolve that a councillor brings working group recommendations to BPC along with options considered, this councillor having either attended the working group meeting in question or having been updated by the councillor who was present.

#### **6.2 to 6.4 were discussed and voted on together.**

It's ideal for each councillor to have a "baby" that they're passionate about and champion. It's also desirable to have involvement from all councillors to spread the load and make faster progress. Some councillors have more time to give than others, and some roles require more time and energy than others. It's not about people stepping back, but about more people stepping forward. Nobody should feel "stuck" in their WG or committee.

BPC would like notes from WGs emailed in time to read before BPC. Emily is going to consider whether a simple template is desirable. We do not want the formality of "minutes". However actions should be clear.

Riverside is becoming a fantastic working group.

**Motions 6.2 to 6.4 were passed** 8 for, 2 against, 1 abstention

6.5. **To resolve to publicise working group meetings and events using social media and the website to encourage greater community involvement.**

Make it easy for community to find out about meetings and events. Publicise through our website, Facebook, BREDAC (Susanne), and share our official posts on personal social media including Twitter, school and word of mouth.

(Please note Hootsuite discussed is not free and is £25 per month minimum. I suggest we don't use this. SO)

Notice boards not necessary, but school noticeboard may be good e.g. for Play Area WG. Emma to write an explanation for website on how WGs work and circulate for approval.

**Resolved** 10 for, 1 against

EW

All

EA

7. **To vote on the precise tribute to Mike Townley – postponed.**

8. **Clerk’s Report**

Sarah thanked BPC for their warm welcome and patience as she starts her new role and stated that she is happy to be working with the council. She has had a busy few weeks dealing with handover issues.

8.1. **Handover**

8.1.1. **Gmail**

Sarah has not been able to find the password for the batheastonpc gmail account. New email account is [batheastoncouncil@gmail.com](mailto:batheastoncouncil@gmail.com). Mike Townley was uncontactable for two weeks after handover due to no PC and disconnected phone.

8.1.2. **Other suppliers**

Work is in progress

8.1.3. **Post Office account (toilet money)**

8.1.4. **Payroll – HMRC & changing to eSlip**

Has been a challenge to change over with HMRC but now done. We are also changing over to a payroll service.

8.1.5. **Records from last year**

Some inconsistencies. Sarah has not had time to go through all records. She will be asking all councillors to re-sign Conflict of Interest declarations at next BPC.

It was reiterated that cheques should not be written to councillors. Catherine offered to buy petrol for Bert in £15 batches and be reimbursed from the £50 petty cash Sarah will hold. Sarah will buy ink cartridges / toner for councillors as needed for council business.

SO

8.2. **To consider and approve the Accounts for December and YTD**

	Mike's figures						Sarah's figures		Based on Mike's figures	
	APR	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC	Year to Date
Income	£ 22,640.00	£ 7,396.00	£ 38.00	£ 369.00	£ 30.00	£ 882.00	£ 22,575.00	£ 100.00	£ 298.00	£ 54,328.00
Expenditure	£ 490.00	£ 5,412.00	£ 3,811.00	£ 7,520.00	£ 5,482.00	£ 1,181.00	£ 8,627.00	£ 7,672.00	£ 6,852.00	£ 47,047.00

Sarah's figures are on a cash basis (not accrual)  
I have assumed Mike's figures to be on a cash basis (not accrual)

The bank balance at the end of December was £70,174.01  
Accounts for December 2018 and YTD were approved.

8.3. **Cheque and other signings:**

- 8.3.1. GB Sport and Leisure £90 safety inspection
- 8.3.2. SSE Ltd £109.57 quarterly lighting maintenance contract
- 8.3.3. £240.37 EDF quarterly energy bill
- 8.3.4. ~~£85.44~~ £81.44 Cllr Derek Greener for refreshments Christmas party (from 2018)
- 8.3.5. Payroll and HMRC cheques (the clerk was not paid)
- 8.3.6. DD for payroll service eSlip.

In addition a bank authorisation form and a cheque for the Riverside Survey for £1626 were signed. (This money to be recouped from other sources.)  
(Sarah is not to be a signatory for cheques on the Barclays account, only having view rights.)

9. **To review and revise budgeted spending for 2019 – 2020**

Sarah stated that she has not had time to fully review the details of the budget, particularly what expenditures are still outstanding for this year.

Goal for reserves is £20,000 to £30,000. BPC had committed to keep the precept at £45,000 for three years. Receiving external funding for some budgeted projects caused reserves to grow.

Total desired spend for 2019 – 2020 is c. £130,000. Some of this can be funded by our current

<p>higher reserve and some may be achievable through grants. Sarah is due to report on our basic operating costs. Details will be resolved over the next two or three months. In the meantime, a pared-down budget was presented and approved.</p> <p>Play Area WG to pursue the CILS income that was available in October.</p> <p><b>10. To consider council tax increase to make £100,000 loan for village hall after a referendum</b></p> <p>Several councillors spoke in support of BNVH and the new design.</p> <p>Reservations were expressed regarding the BNVH business plan, the remaining money required, who will fund the referendum, whether there will be facilities for young children, financial risk and the long-term increase in precept, probably coinciding with an increase in base council tax from B&amp;NES</p> <p>BPC has to notify B&amp;NES of our precept by 8<sup>th</sup> February. The referendum needs to take a month. We could consider in principle in the coming months with a view to gaining more information, carrying out a risk assessment and then consider for next precept round.</p> <p>Catherine McCarthy has previously sent the business plan to all councillors.</p> <p>The motion was <b>defeated</b> 2 for, 5 against, 2 abstentions, and 2 could not vote due to having an interest in BNVH.</p>	<p>SO</p> <p>Play Area WG</p>
<p><b>11. To set Precept for 2019 – 2020</b></p> <p>It was <b>resolved</b> unanimously to set the precept at £45,000.</p>	<p>SO</p>
<p><b>12. To authorise expenditure of up to £1,500 to improve heating in the Rhymes Pavilion.</b></p> <p>We already have one quote and Sarah to obtain two more.</p> <p>The motion was <b>passed</b>:10 for, 1 against.</p>	<p>SO</p>
<p><b>13. Chairman’s Report</b></p> <p>It’s been a long month since last we met and yet we have continued to make decisions and work hard. We welcome Sarah, who has hit the ground running (fast) and has already made an impact. Over the next month we hope you will have time to start your study. Welcome too to Andrew Lea – at last a parish councillor – and we look forward to your contribution. It’s great you’ve joined us just as we hear of a potential park and link on the bypass; your expertise will no doubt be called upon. Thank you too to Catherine McCarthy for writing to Cllr Shelford and making clear our disappointment on reading of the plans in the Chronicle, not by consultation.</p> <p>Although it was disappointing not to qualify for the Enover grant, we have been invited to try again, and I was very encouraged how positive Catherine Gregory and the Gardening Group are that that it can be even better. Vicky Wells has asked to leave this group but has very kindly offered to help with further grant applications. It’s a real testimony to our new way of working that we have so many willing, helpful and intelligent volunteers.</p> <p>The working groups really have made an impact, and thanks to the RPC for evaluating their progress and suggesting continued better practice. We now enter month four, and I’d really like to thank all the councillors who have stepped up their efforts to embrace this. Moving on we need all councillors to join and support this way of working and so please now, if you haven’t participated, join a group and help. There have been a few councillors who have done an enormous amount, and it’s important not to expect a few to continue this as there are many projects to finish and more waiting in the wings.</p> <p>Finally thank you to Denise who has organised the training for Monday and a planning course for February. Get well soon, Denise! Thank you everyone.</p>	

<p><b>14. Working Groups Reports</b></p> <p>14.1. <b>Neighbourhood Plan Group</b> January meeting was cancelled due to Emily being sick. Need to arrange another meeting. Need to review policies around planning. Do any councillors have any experience in planning, possibly Andrew Lea? Or defer to George Blanchard at B&amp;NES.</p> <p>14.2. <b>Parking Group</b> Need to understand residents' views. Some very good comments. Andrew Dunn has said we can go ahead with the Riverside parking ourselves. Parking group will bring a resolution to next BPC.</p> <p>14.3. <b>Play Area Group</b> Need to meet again. Emily had spoken to new head and KS1 staff. They'd love to incorporate the play area development into curriculum, maybe an assembly. But don't want this to delay the work.</p> <p>14.4. <b>Riverside Group</b> Nothing to add to notes already emailed.</p> <p>14.5. <b>Christmas Decorations Group</b> The Gardening Group were thanked for their work on the Secret Garden. The Christmas lights were a great success. We will repeat next year. The lights are safely stored. Started exploring ideas for next year.</p> <p>14.6. <b>Suffragettes Memorial Group</b> Glass is ordered. Graphic designer from Bath Spa University is working on design. Eileen has opened a bank account for the suffragette tree. Catherine will publicise the account details for donations.</p> <p>14.7. <b>Highways Group</b> Stambridge roundabout decision was disappointing.</p> <p><b>15. Councillors Concerns &amp; Representations</b></p> <p>Can the non-profit Bathampton Playgroup advertise on our website? A number of children from Jack and Jill's now attend there. Yes, they are welcome to do so.</p> <p>Streetlight out on Muddy Lane. B&amp;NES said it's the responsibility of the parish council. It's on the route to school. There is also one out at Northend.</p>	<p>Parking Group</p> <p>CMcC</p> <p>Highways &amp; SO</p>
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**Date of Next Meeting:-**

**7:15pm on Tuesday 12<sup>th</sup> February (to be confirmed)**

**This is an open meeting.**

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