

## Batheaston Parish Council

### Minutes of the Meeting of Batheaston Parish Council held at 7:15pm on Tuesday 8<sup>th</sup> October 2019

**Present:** - Paula Day, Denise Craig, Derek Greener, Patrick Vandesteen, Catherine McCarthy, Andrew Lea and Sarah Orme (clerk). Alexis Pavlou arrived during public participation and James Jeffery arrived after public participation. Derek Greener chaired the first part of the meeting and James Jeffery chaired from public participation onwards.

#### Also attending for parts of the meeting:-

Kelvin Packer, Group Manager Highways and Traffic at B&NES.

Kevin Guy, Ward Councillor

Lt Chris Skelton of the Army Cadet Force

Several members of the public

#### Public Participation

- 1.1. Lt Chris Skelton from the Army Cadet Force addressed the meeting and sought comments from councillors. (This was moved to the end of the meeting to suit Lt Skelton's availability, but is recorded here.)

The Army Cadet Force is a youth development organisation sponsored by the MOD. They take young people from Year 8 to age 18 and teach first aid, map reading, self-discipline, self-confidence, survival skills, and offer a variety of activities and camps. There are now two platoons on the west side of the city with 45 teenagers attending on Thursday evenings. They are interested in expanding into the Batheaston / Larkhall area and are exploring using the Pavilion or another building with outside space in Batheaston as a base for activities in the community. They would operate on the same evening as our youth group, but they provide a different experience. There may be opportunity to badge the Batheaston Cadets to the Household Cavalry, of which Lt Skelton is a former member.

Lt Skelton is seeking feedback on whether there's interest in the area. Councillors think this will be a positive thing for Batheaston and will maintain future option to use the pavilion on a Thursday evening. Members of the public are invited to email [chris3517@live.co.uk](mailto:chris3517@live.co.uk) for more information.

- 1.2. Two members of the public spoke about the planning appeal 18/03934/FUL.
2. No apologies were received.
3. Catherine McCarthy declared an interest in item 7.1.
4. The minutes of the meeting held on 24<sup>th</sup> September, 2019 were approved and signed.
5. Kelvin Packer from B&NES presented proposed changes to the Morris Lane layout. He wanted informal feedback from the parish council before moving to formal consultation.

Morris Lane has been an area of concern for 10 years. Bathampton View, a private road, is being used for turning, and about 1% of vehicles are rat-running the wrong way down the one-way section, which is dangerous. B&NES have been monitoring this using a traffic camera. Kelvin believes the rat-running is a deliberate choice, but there's little chance of regular Police enforcement. There's no easy solution to turning vehicles as there's insufficient width for a proper turning area.

B&NES propose closing the one-way stretch of Morris Lane to motor vehicles but keeping it open to pedestrians and bikes. This would also provide a safe cycle route to Bannerdown. They also propose installing additional signage to deter vehicles coming from the Shockerwick Lane end.

An additional option is to change the priority at the Barnfield Way Junction. This would encourage vehicles to stay on the through route and could also control speed by making the junction “tighter”. However, councillors felt that this might make the pedestrian route more dangerous, especially for schoolchildren, and the stop-start traffic risked increasing pollution. If the one-way section were closed to through traffic, road users would be mainly residents of the road and would not be driving too fast, so junction changes might not be necessary.

The alternative traffic flow has not been modelled. It is likely that Bannerdown traffic would increase. More information on current vehicle numbers would be helpful, and Kelvin offered to provide this. He stated that further opinions would come out in public consultation. These changes would need to be funded through a B&NES capital funding project in the next financial year, after a public consultation and TRO. Morris Lane is split between Bathford and Batheaston, and Kelvin will also consult with Bathford. Kelvin was thanked for attending the meeting.

Ward Councillor Kevin Guy reported that B&NES are changing their method of developing new TROs to consult parish councils earlier in the process. He invited the parish council to discuss issues and said that he and Sarah will seek to attend future parish council meetings.

**6. To have an initial discussion** about priority areas for expenditure for Precept Setting: -

Short term (2020 – 2021)    Medium term (2020 – 2023)    Longer term (2020 – 2045)

The clerk recommended setting the Precept in December. This determines our income from Council Tax in the next financial year. However, this should be set in the context of medium-term and long-term plans. The clerk will calculate our base running costs in preparation for discussion at our next meeting from the 9 months of accounts that will then be available. After the Accessible Pathways project, we have few reserves.

Our future capital expenditure will be determined by our Neighbourhood and Vision Plans. B&NES have requested changes to the form and format of the NP, but the council can start to develop a budget from the ideas contained in it, which enjoy wide public support.

Derek was inspired by [65 High Street \(Nailsea Town Council\)](#) presentation at ALCA AGM and will share the slides.

The needs a simple mission statement of our short, medium and long-term goals.

**Patrick was delegated to develop strategy and budget drafts and liaise with Alexis on the NP.**

**Patrick, Alexis**

**7. Working Groups**

**7.1. BNVH**

**7.1.1. Patrick and Andrew as the BNVH Working Group (WG) reported back on their discussions with Batheaston New Village Hall Trustees (BNVHT):-**

Two pieces of information have come in, one from NALC and one from PWLB. They are slightly contradictory but don't undermine the decision that has been made. The WG met with George re BNVH and also discussed the Local Look article, which George agreed to correct in the next edition.

On legal and financial prudence grounds we are unable to pursue the current proposal further. However, the WG proposed other ideas to the BNVHT that would enable the parish council to support the building of the hall. The parish council wants to engage and support this project in the best way we can, but in the present format we cannot support it.

The leasehold had not been agreed at the time of the discussion. The bequest does not specify the site of the build. The WG discussed whether the hall could be built on parish land at Coalpit Road, at Riverside (by relocating the car park), or possibly another site within the village that is becoming empty, e.g. the Catholic church. There is the option to work as partners, and the WG suggested meeting with all trustees to discuss this, but this has not happened so far. Combining the £500k that the trustees have with up to £500k the parish council might be able to raise by a public works loan would open up many options to buy / build on parish council land for the community. There is also potential to combine this with the plan for the green corridor from the Riverside to the school.

The WG are willing to continue to discuss the council's position with BNVHT to seek the best solution for the whole community.

The council agreed to continue the WG for now. The parish council considers that it would be unadvisable for BNVH to commence building without enough funds to complete the project, and it could cause tension within the community.

## 7.2. Riverside

### 7.2.1. Andrew Lea reported on the Opening Celebration for the Accessible Paths Project

Catherine Gregory and the Garden Group did a great job organising the event. Andrew Grant (Bathscape) was very excited about the project and saw the Secret Garden as a go-to place in the natural environment within Bath. Batheaston needs to pursue this opportunity to link in with other Bathscape projects.

Councillors have heard from people with limited mobility visiting, and thoroughly enjoying, the Secret Garden. The improvements at Riverside are attracting trade for local businesses.

## 7.3. Highways

7.3.1. We are legally obliged to post information on one noticeboard. This is what most parish councils do. However, our community is quite dispersed. Those who attended the annual village meeting expressed a desire for information on noticeboards. Social media, push media and our website should be our primary means of communication. BREDAC is not a parish council media but the council have noted it is missed. The new comms WG will enable the council to automate information publication via social media / email / website.

**It was resolved** to move the noticeboard from Bannerdown Road to the top of Catherine Way to replace the vandalised board there. This is an important noticeboard for those who use the bus stop nearby. The other key location for a noticeboard is at the main bus stop near Riverside. B&NES owns this wall. We should seek permission to put a large noticeboard here.

**Obtain quotation for moving Bannerdown noticeboard.**

**Ask B&NES for permission to install a noticeboard on wall near bus stop.**

**Obtain quotation for installing large noticeboard here.**

Clerk

7.3.2. The discussion regarding increasing staff hours / numbers will be considered as part of precept setting.

## 8. Terms of Reference for WGs were discussed

### 8.1. Suffragettes plus tourism (Catherine McCarthy)

To support community action to promote Batheaston as a tourist destination, in particular with our history of association with the suffragette movement.

### 8.2. Highways (Catherine McCarthy)

### 8.3. New Village Hall (Patrick Vandestein)

### 8.4. Communications (Patrick Vandestein)

A group that gets things done and involves members of the village who have an interest in communication. To develop a content system to hit all communications channels.

**Talk to contact with experience with content systems.**

**Alexis**

### 8.5. Parking (James Jeffery)

This group is meeting next week.

### 8.6. Neighbourhood Plan (Alexis Pavlou)

This group is meeting shortly.

### 8.7. Riverside (Andrew Lea)

Further develop the Riverside as a location for leisure and activities for all ages, accessible to all.

**Three areas: -**

- The Secret Garden
- The wider grassed area, which could be improved further.
- Access to the river, a pontoon etc. Work with local clubs.
- It's a precious space as it's flat and in a beautiful setting.

### 8.8. Play Area (James)

This group has not yet met but has received updates on the play area status from the clerk/ Tina.

## 9. Planning

### The Following Planning Applications and Tree Work Notifications were Reviewed

#### Application Type: Full Application

Site Location: 5 Barnfield Way Batheaston Bath Bath And North East Somerset BA1 7PW

Description of Proposal: Erection of a detached dwelling and detached garage with creation of new access off Bannerdown Road and associated works

Name of Applicant: Mr Kevin Hawkins

Application Number: [19/03481/FUL](#) Case Officer: Anna Jotcham

**The parish council note that Highways have asked for this application to be revised or a traffic survey commissioned.**

#### Application Type: Full Application

Site Location: 41 Northend Batheaston Bath BA1 7EG

Description of Proposal: Excavation of the existing courtyard and construction of a two storey glazed extension. Internal alterations and repairs to the existing building. Landscaping works and the construction of a new single storey home office.

Name of Applicant: Mr & Mrs Morcom

Reference Number: [19/04002/FUL](#) and Listed Building Consent Case Officer: Caroline Power

**It was resolved** not to object to this application.

**Type of Application: Appeal against refused application. BPC previously objected.**

Address of Proposal: 47 Bailbrook Lane, Lower Swainswick (borders Batheaston)

Proposal: Construction of a 4 bedroom dwelling in the rear garden with associated parking and landscaping

Applicant Name: Mr Simon Thompson

Reference Number: [18/03934/FUL](#) Case Officer Name: Rae Mepham

**It was resolved** to object to this appeal on the same grounds as our previous objection.

**Application Type: Tree Works Notification in Con Area**

Site Location: 278 High Street Batheaston Bath Bath And North East Somerset BA1 7RA

Description of Proposal: 1x Thuja T1 - fell

Name of Applicant: Mr Greg Tucker

Reference Number: [19/04287/TCA](#) Case Officer: Jane Brewer

**It was resolved not to object.**

**Application Type: Tree Works Notification in Con Area**

Site Location: 16 The Batch Batheaston Bath Bath And North East Somerset BA1 7DR

Description of Proposal: T1 Magnolia - reduce in height by 3m and width by 3m.

T2 Birch - lift lower canopy to 4m above ground level.

Name of Applicant: Joe Thomas

Reference Number: 19/03696/TCA Case Officer: Jane Brewer

**It was resolved** not to object.

**Application Type: Tree Works Notification in Con Area**

Site Location: 32 Northend Batheaston Bath Bath And North East Somerset BA1 7EN

Description of Proposal: T1 = Ash tree, 30 feet in height. reduce to 20 feet and balance the crown

Name of Applicant: Mr Stevens

Reference Number: 19/04147/TCA Case Officer: Jane Brewer

**It was resolved** not to object.

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

**Application Type: Office to Residential PD Notification**

Site Location: Barn Bailbrook Lane Lower Swainswick Bath

Description of Proposal: Prior approval request for a change of use from office (Use Class B1a) to dwelling (Use Class C3).

B&NES decision: REFUSE

10. **It was resolved** that the amount of cash handled by the council and the low risk mean additional measures are not merited.
11. **It was resolved** to remove Emily Wright as signatory and **appoint** Paula Day as a new signatory on our Unity account.

**Clerk**
12. **It was resolved** to purchase a laptop for council use at up to £500 and also a Microsoft Office Licence. This is to be used in council meetings to replace the old PC and also to be made available to any future chair who does not have a computer.

**Purchase laptop and Microsoft Office**

**Clerk**
13. **It was resolved to pay the following invoices and other costs that will fall due before our next council meeting: -**

- 13.1. Wages for four staff due on 26<sup>th</sup> October as calculated by payroll company.  
Any overtime to be approved by HR Committee before payment.
  - 13.2. PKF Littlejohn External Audit Invoice SB20193930 £360.00.
  - 13.3. Tom Ledbury Grass cutting Invoice 1718 £90.00
  - 13.4. Viking Direct Stationery / signage Invoice 578847 £18.29
  - 13.5. EDF Energy Pavilion £230.91 outstanding balance.
14. Andrew Lea was delegated to research 5G for the next meeting. The Government are seeking to remove the need for planning applications for 5G infrastructure. This is a planning issue, and possibly also a safety issue.

**Andrew Lea**

## **15. Clerk's Report**

- This year our internal audit with the new auditor was very thorough. We have corrected errors on the previous audit return and declared some issues with explanations. The subsequent external audit concluded that we have operated in accordance with proper practices, but as expected, there were still some issues to address: -
  - Box 4 – Accounts were not displayed pre and post audit as per the legislation last year, but this year this has been done correctly.
  - Box 5 – Risk management – the previous risk management policy was deemed unsatisfactory by the internal auditor. The new policy came into place too late to be taken into consideration. This is a working document and will be reviewed again during this financial year.
  - Asset valuation – at the time of the internal audit, the new clerk was unaware of the agreed method of asset valuation (insurance valuation). However, the insurance valuation needs updating. We also do not have deeds for all the parish council land.  
Expertise would be welcomed from the community to avoid spending public money on professional fees.
- It was verified after the meeting that the required electrical inspection of the pavilion had been carried out within the last five years, so this is now not required.
- The insurance premium is awaiting authorisation by a councillor.
- We have received further legal advice re BNVH from NALC. This is being considered and will be reported at the next meeting.
- Tina attended a day of playground inspection training and has added this to her role. This will be in addition to our quarterly and annual safety inspections.
- The central piece of play equipment has failed the insurance playground inspection due to a rotten pole. Repair is being costed. However, we are planning to completely replace this equipment, so cost of repair will be compared with cost of removal. Although we are keeping on top of the issues raised in safety checks, there is other work needed.
- Community Liaison Meeting (B&NES / parish councils) 6:30pm 30<sup>th</sup> October, Keynsham.
- Clerk has received toilet money from Alexis and will bank.

## **16. Chairman's report**

James thanked Catherine Gregory, the Garden Group and councillors for making the Accessible Paths Opening Celebration a very special occasion.

### **Upcoming Meetings: -**

Our next full council meeting is on 12<sup>th</sup> November tbc.

This is an open meeting and all are welcome and may speak in public participation at the start of the meeting.

Signed.....

Dated.....

DRAFT