

Batheaston Parish Council – Council Meeting 16th January 2024

Action Status Report

Open Actions from Council Meetings before November 2023

Minute Number	Item	Action	Who	Date and Status
15/11/22 8.2	Noticeboards	Council approved up to £3,000 to renew or replace the Council's noticeboards in the Parish.	Clerk	Open
14/11/23 10.2	Rhymes Pavilion	Council approved a plan to ensure that the Rhymes Pavilion can continue to operate for the next 2 years, while plans for refurbishment and replacement are drawn up, with allocation of funds of up to £3,000 for repairs and minor improvements.	Clerk	In progress: Clerk met residents interested in keeping the Pavilion operating 1/12/23, and is pursuing actions.

Open Actions from Council Meeting, 14th November 2023

Minute Number	Item	Action	Who	Date and Status
6.1	Elmhurst Woods	To agree next steps, work with the residents and other parties to provide an actionable proposal for a future meeting.	Clerk	24/1/24: Clerk I met the resident who has raised this on site. Draft document to be drawn up for approval at BPC 16/3/24
10.1	Rhymes Pavilion Working Group	Compile notes from the public consultation event on 8th November.	Cllr Squire	Done (Requires publishing)
7.1	Playground Working Group	To call a meeting of the Working Group in the New Year	Cllr Skelton	Pending
8.1.1	Riverside	Cllr Lewis asked fellow Councillors to remove items that were not for long-term storage from the Kitchen and Storeroom, including the gazebos which may no longer be serviceable.	All Cllrs (subset)	Open
8.1.2	Riverside	Commission a deep clean for the toilet, to address the smell and lack of hygiene.	Clerk	Open
8.1.3	Riverside	Request a replacement for the water fountain from Wessex Water.	Cllr Lewis	Open
8.1.4	Riverside	Arrange for a quotation to be provided to the Clerk to resolve the problem causing damp in the storeroom.	Cllr McCarthy	Open Cllr McCarthy has followed up several times.

9.1.3		The Community Speedwatch Group: she has not been able to recruit sufficient volunteers yet. She will try again, using other means.	Cllr McCarthy	Pending
11.1	Establishing a Charity	submit the draft constitution of the Charity to the Charity Commission. Cllr Bryant / Clerk	Cllr Bryant	2/2/24: In progress, feedback from Solicitor received, and constitution re-drafted, awaiting approval to submit to Charity Commission
12.3	D-Day Party	Convene a Working Group Meeting in the New Year	HS	13/2: to modify theme to Climate Day?
12.3		Contact musicians and others who they wished to book for the event. All	All	Pending (one act provisionally booked)
12.4		submit the formal request for the Road Closure and for the Event to B&NES.	Clerk	Open
18.1	2024/25 Budget Planning	Review of major expenditure categories for day-to-day operations		Status as follows:
		Review suppliers for the electricity to the public conveniences before the expiration of the current B&NES Associate Contract in April.	Clerk	Pending. Confirmation received from B&NES that an umbrella contract via B&NES is not available. Clerk to progress with Finance Cttee members
		Conduct a review of options for grass-cutting services by February 2024		Pending
		Revise the grant application policy and form for approval at Council.		Open
		As part of the Asset Review, to provide a long-term maintenance plan, with a budget projection for future years.		Open

Status of Actions from Council Meeting, 12th December 2023

Minute Number	Item	Action	Who	Date and Status
6.1.1	Christmas Bonus for Staff	To give a £25 voucher to each member of staff	Clerk	Done
13.1	Grant to Batheaston Youth Club.	Further discussion to address Councillor questions	Clerk / Cllr Skelton	Meeting with YC Trustees to take place 9/2/24
14.1 & 14.2	Planning Applications	Submit responses to B&NES	Clerk	Done

Status of Actions from Council Meeting, 16th January 2024

Minute Number	Item	Action	Who	Date and Status
11.1.2	Prospect Gardens Parking Restrictions	Put representatives of the residents of Prospect Gardens and those of nearby residents in touch with each other.	Clerk	
7.1.1	Financial authorizers	Change the current list of Councillors authorisers	Clerk	In progress: details of new auth's obtained; forms to be signed at BPC 13/2
10.1	Precept for 2024-25	Submit request for 2024-25 to be £124,575	Clerk	Submitted 23/1/24
11.2.	Decommissioning of streetlight	Council approved a budget of up to £750 for the decommissioning of the streetlight near to Fairhaven Cottages, leaving the lower ornate column in place, marking the footpath, but removing the broken upper section.	Clerk / HT&P	26/1: Update from B&NES with revised cost of up to £1,000 submitted to HT&P WG for approval.
11.3.1	Traffic Management measures, Bannerdown Road	The Council fully supports this proposal, having received many complaints and comments from residents about speeding vehicles, with much concern about the dangers to drivers and riders, and pedestrians.	Clerk	Submitted 22/1/24
12.1.1.	Rhymes Pavilion Working Group	She will arrange a meeting as soon as possible to progress the work.	Hannah Squire	
15.2	Street Votes Consultation Response	Submit a response welcoming the intent of the change, but noting that it would be important for Local Councils to have an input, particularly regarding the definition of the "street" [the drawing up of the list of neighbouring properties to be consulted on a proposal] https://www.gov.uk/government/consultations/street-vote-development-orders-consultation	Clerk	Not done – the consultation required many more answers than I was authorised to give.

Summary of Actions from HR Committee Meetings, 4th December 2023 and 8th January 2024

Minute Number	Item	Action	Who	Date and Status
6.1.2	Review Clerk and 2 other staff contracts	To review the current contract against a recently published model contract for the sector	Clerk	Open
7.1.3	Performance Review for Clerk, and then for other 3 staff	CLlr Pavlou to undertake review for Clerk, consulting with other Councillors. Clerk then to undertake for other 3 staff, with CLlr Pavlou in attendance.	Clerk / CLlr Pavlou	Open

Summary of Actions from Finance Committee Meetings, 4th December 2023 and 8th January 2024

Minute Number	Item	Action	Who	Date and Status
From Council Meeting of 14/11/23	2024/25 Budget Planning	Review of major expenditure categories for day-to-day operations		Status as follows:
		Review suppliers for the electricity to the public conveniences before the expiration of the current B&NES Associate Contract in April.	Clerk	Pending. Confirmation received from B&NES that an umbrella contract via B&NES is not available. Clerk to progress with Finance Cttee members
		Conduct a review of options for grass-cutting services by February 2024		Pending
		Revise the grant application policy and form for approval at Council.		Open
		As part of the Asset Review, to provide a long-term maintenance plan, with a budget projection for future years.		Open
6.1	Summary of the funds available for Council	Compile a list of major opportunities for funds	Clerk	Open
12.1	Audit Action Plan update	Provide an update following the Internal Audit Interim visit	Clerk	Open

**Richard Maccabee,
Parish Clerk and Responsible Finance Officer
8th February 2024**