

Batheaston Parish Council

**Minutes of the Annual Meeting of Batheaston Parish Council
held at 7:15pm on Tuesday 16th May 2023 at the Rhymes Pavilion.**

**Present: Councillors Hannah Squire (Chair of Council),
Peter Bryant, Wesley Hallam, Peter Lewis, Catherine McCarthy,
Alexis Pavlou, Sue Peachey and Kate Skelton.**

Before the meeting, Evie Gray, who was elected (un-opposed), signed the Declaration of Acceptance form, with the Clerk, and duly joined the meeting as a Parish Councillor.

PROCEDURAL MATTERS

1. To elect the new Chair of Council

- 1.1. Cllr Squire opened the meeting and asked for nominations.
- 1.2. Councillors nominated her, and she agreed to continue as Chair.
- 1.3. Council elected Cllr Squire as Chair, and she signed the Declaration of Acceptance form.
- 1.4. She thanked her fellow Councillors, welcomed Cllr Gray, and proceeded with the meeting as Chair.

2. Public participation regarding matters on the agenda.

- 2.1. Ref Item 11, Rhymes Working Group: one of the two students from University of West of England who are undertaking projects for the Council attended the meeting.
- 2.2. Cllr Squire thanked them in advance for their work and said that she looked forward to receiving the output from their work in a few weeks.

3. There were no apologies for absence.

- 3.1. The clerk noted that there are 6 vacancies for Councillors to which residents can be co-opted now, and that these will be advertised over coming weeks.

4. There were no declarations of interest from Councillors.

5. Minutes of Previous Meetings

- 5.1. **Council approved** the minutes of the Meeting of Council held on 18th April 2023, and the Chair duly signed them.

ANNUAL PARISH COUNCIL MEETING GOVERNANCE MATTERS

6. Cllr Pavlou was nominated a vice chair of Council, and duly elected.



7. Review of Council Policies

- 7.1. The Council received a report from Clerk regarding the approval of policies, in which he highlighted proposed changes.
- 7.1.1. He commented that in general the changes were:
- 7.1.1.1. To make the policies gender-neutral
 - 7.1.1.2. To adjust the financial thresholds in line with the updated Government and EU thresholds.
- 7.1.2. He commented that he proposes to change the statement in the Financial Regulations, regarding reserves to "to cover at least 6 months' operational costs", where it was previously "to hold in reserves £25,000.
- 7.1.2.1. He explained that he feels that this is better than tying to a fixed figure, especially as current rates of inflation mean that any such number will become effectively lower over time.
 - 7.1.2.2. This also reflects the decision taken when reserves were reviewed at the September 2022 meeting.
- 7.1.3. He noted that the Complaint Policy and Co-option Form and Policy were unchanged since last year.
- 7.1.4. He also noted that the Grant Application Policy and Form is not a core policy and is not presented for re-approval, but it does require a thorough review to bring it up to date, and make it easier and more accessible for applicants, and he undertook to bring a proposed change forward for approval as soon as possible.

Clerk

7.2. **Council approved** the Standing Orders for the Council

7.3. **Council approved** the Financial Regulations for the Council

7.4. **Council approved** the Co-option Form and Policy

7.5. **Council approved** the Complaints Policy.

7.5.1. The Clerk will publish all of these policies on the Council's website.

Clerk

8. Review of Human Resources Committee

8.1. **Council approved** the Terms of Reference of the Human Resources (HR) Committee.



8.2. **Council nominated** the following Councillors to be members of the Human Resources Committee:

8.2.1. Cllr Pavlou as Chair

8.2.2. Cllr Bryant

8.2.3. Cllr Gray

8.2.4. Cllr Peachey.

8.3. The Clerk will call a meeting of the Committee as soon as possible.

Clerk

9. Review of Working Groups

9.1. Car Park Working Group

9.1.1. Councillors expressed the view that this Working Group should be amalgamated with the Riverside Working Group.

9.1.2. The Chair therefore deferred this item to a subsequent meeting.

9.2. Riverside Working Group

9.2.1. As noted above, this item was also deferred for the reasons noted above.

9.2.2. The Clerk will liaise with the members of both groups to bring a proposal to the next meeting for a Terms of Reference for a combined Working Group.

Clerk

9.3. Playground Working Group

9.3.1. **Council approved** the Terms of Reference of the Playground Working Group.

9.3.2. **Council nominated** the following Councillors to be members of the Playground Working Group:

9.3.2.1. Cllr Skelton as lead,

9.3.2.2. Cllrs Lewis

9.3.2.3. Cllr Pavlou



- 9.4. It was noted that a number of residents are or have been active members of the Working Group. Cllr Skelton and the Clerk will contact them to ask if they wish to continue to be included in the Group and if so, a resolution will be brought to the next meeting to add them to the Group.

Cllr Skelton / Clerk

- 9.5. **Council noted** that the Working Groups for the Rhymes Pavilion and Establishing a Charity were established in April 2023, and therefore do not require review.
- 9.6. **It was agreed that** Cllr Gray should be added to these two groups, as the respective resolutions were that they would comprise "all Councillors".

Clerk

VILLAGE MATTERS

10. Playground Project

- 10.1. **Council received** a report from the Working Group regarding the progress on this project.
- 10.1.1. Cllr Skelton outlined the timeline for the project, with the expectation of completion by the end of June.
- 10.1.2. She emphasised that everything had been done to ensure that the site is secure, which is important for residents and children, but also to ensure that the project proceeds to plan.
- 10.1.3. She noted the requests for volunteers to help with the clearance of the site and then to erect the security fencing for the installation work.

11. Rhymes Pavilion

- 11.1. **Council received** an update from the Clerk on discussions with other organisations regarding the future operation of the Rhymes Pavilion.
- 11.1.1. He noted that he had received a memo from chair of the Batheaston Leisure Association earlier that day. Although this was therefore too late to be considered by Council, he highlighted that it made a couple of key points: firstly that the BLA would hope that BPC would be prepared to subsidise the running of the Rhymes Pavilion if BLA take on its operation, and secondly that the current situation is untenable – there are critical safety issues that need to be addressed.
- 11.1.2. The Clerk echoed the latter point and indicated that he would proceed to rectify these issues until there is a clear plan that makes this unnecessary.
- 11.1.3. A meeting of the Working Group will be scheduled.



12. Establishment of a Charity

12.1. Council received an update from the Cllr Bryant on progress.

12.1.1. He noted that there are various options regarding the structure and competencies of a charity. After some research and consideration, he recommends that the best alternative is a CIO, set up as a foundation, which would have powers to undertake a wide range of activity.

12.1.2. He said that he aims to circulate a draft constitution within about a week to the Working Group, with the hope of bringing it to the next Council meeting for approval.

Cllr Bryant

13. Highways

13.1. Council received a report from Cllr McCarthy, including:

13.1.1. She noted that Council had received quite a lot of complaint and negative feedback about the removal of streetlight at High Bannerdown, and the lack of consultation before this was undertaken.

13.1.2. She noted progress in the campaign to reduce speeding on the High Street and Northend. The next step will be to carry out spot checks of traffic speeds for which she is seeking volunteers to assist in assessing the current problems.

14. Riverside

14.1. Council received a verbal update from Cllr Lewis on the activities of the Riverside Working Group.

14.1.1. He reported that he will be undertaking a course on water quality testing training, and that this would enable the Group to monitor water quality in a way which would provide strong evidence for further action.

15. Coronation Party

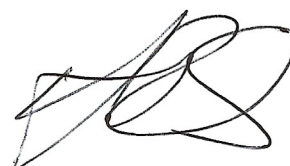
15.1. Council received an update from Cllr Squire regarding the party held on the afternoon of Sunday 7th May, at the Riverside.

15.1.1. She said that it had been a great success, much enjoyed by many residents, and she thanked Councillors and others for their hard work in the days prior to the event and on the day.

15.1.2. It was noted that a few things could be done better next time, which she hoped will be at the same time next year!

15.1.3. It was noted that there are still a number of items in the Store Room which need to be removed; chairs that need to be returned to the New Village Hall, and bunting to be removed.

15.2. The Clerk tabled the provisional financial figures which indicated a net cost of about £300, which was well within the £1,000 approved.



FINANCE MATTERS

16. Finance Operations Matters

- 16.1. **Council approved** the transactions undertaken in April 2023
- 16.2. **Council deferred** the report from the Clerk on the provisional closing position for the end of the financial year, 2022-23.

STANDING ITEMS AND REPORTS

17. Planning Applications

- 17.1. **Council reviewed** the following planning applications from Bath and North East Somerset Council, and **resolved not to oppose** them:
 - 17.1.1. Reference Number: 23/01612/COND
 - 17.1.2. Reference Number: 23/01559/TCA
- 17.2. **Council noted** that there no decisions on planning applications have been notified by Bath and North East Somerset Council since the last meeting.

18. Clerk's Report

- 18.1. **Council received** a report from the Clerk. He highlighted:
 - 18.1.1. Two University of West of England Architecture and Planning students – one of whom was present - are undertaking projects regarding the Car Park Reconfiguration, the Rhymes Pavilion and the wider matters of linking green spaces through the centre of the village.
 - 18.1.2. **Council approved** a proposal to commission Bath and North East Somerset Play Management Officers to undertake quarterly playground inspections.
 - 18.1.3. **Council noted** the agenda for Annual Village Meeting, on 23rd May 2023, and to agree the representation that the Parish Council will make.
 - 18.1.4. **Council approved** funds of up to £100 for wine and other light refreshments.
 - 18.1.5. **He noted** the receipt of £4,800 funds from the Community Infrastructure Levy, the first of 3 for this project and suggested that Council might like to allocate this to a specific project. He will put this on the agenda for the next meeting.



19. Chair's Report

19.1. The Chair thanked all for their participation and looked forward to seeing most if not all Councillors at the Annual Village Meeting next week.

The meeting closed at 8:53 pm

Forthcoming Meetings:

Parish Council Meeting, 20th June 2023.

Council meetings are open to the public, and members of the public are welcome to join and may speak by invitation.

Signed by Cllr Hannah Squire, Chair of Council:

Date:

DRAFT UNAPPROVED

