

BATHFORD PARISH COUNCIL
ANNUAL MEETING OF THE PARISH COUNCIL
20th May 2025 – 7.00pm
Mountain Wood Community Rooms, Bathford
Minutes

Present

Councillor Anna Budd
Councillor John Budd
Councillor Hillary Carr (Chair)
Councillor Clare Malone
Councillor Andrew Sangster
Councillor Steve Wyatt

Clerk: Jon Cooper

Hugh Baker and Wendy Chambers resigned prior to the meeting.

- 1. Annual Election of Chairman**
 - 1.1. **RESOLVED:** A request was made for nominations for the post of Chairman. Cllr Hillary Carr was proposed and seconded. Cllr Hillary Carr was elected and he accepted the post.
 - 1.2. There were no other nominations for the post.
- 2. Apologies**
 - 2.1. Councillor Sue Barclay
- 3. Co-option of new members**
 - 3.1. **RESOLVED:** Acceptance of Simon Hodgson as a co-opted councillor was proposed and seconded. The Council resolved to accept the appointment.
 - 3.2. **RESOLVED:** Allowing Simon Hodgson to sign the declaration of interest prior to the next meeting, due to him being absent at this meeting, was proposed and seconded. The Council resolved to accept the proposal.
- 4. Public ten minutes**
 - 4.1. One member of the public attended, but did not address the meeting.
- 5. Annual Election of Vice Chairman**
 - 5.1. It was agreed that no Vice Chairman would be appointed. Should the Chairman be unable to attend a meeting a Councillor would be elected to temporarily fill the role for that meeting.
- 6. Appointment of Committee members to specific committees**

It was unanimously agreed that Committee members remain as follows:

 - 6.1. **Amenities** – Susan Barclay, John Budd, Hillary Carr and Simon Hodgson.
 - 6.2. **Communications** - Hillary Carr, Simon Hodgson and Steve Wyatt.
 - 6.3. **Finance and Administration** – John Budd, Susan Barclay, Hillary Carr and Andrew Sangster.
 - 6.4. **Highways, Footpaths and Lighting** - Anna Budd, Hillary Carr and Clare Malone.
 - 6.5. **Planning and Environment** – Anna Budd, Hillary Carr and Andrew Sangster.
 - 6.6. **Staffing** – Susan Barclay, Anna Budd, Clare Malone and Steve Wyatt.
 - 6.7. Committees would elect a Chair and appoint any co-opted members at their next meeting.
 - 6.8. Terms of reference for Finance and Administration and Staffing Committees were reconfirmed.
- 7. Council documentation**
 - 7.1. Standing Orders and Financial Regulations were reconfirmed.

Chairman:

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- 7.2. Insurance provision was confirmed with Gallagher at a cost of £1827, having been £1789 last year.
- 7.3. Dates of meetings until next Annual Meeting of the Parish Council were circulated. June 2025 meeting was amended to Monday 16th.

8. Declarations of interests in any item on the agenda

- 8.1. None

9. Approval of the minutes of the last meeting (22nd April 2025)

- 9.1. **RESOLVED:** Acceptance of the minutes from the last meeting was proposed and seconded. The Council unanimously resolved to accept the minutes.

10. Committee Reports

Committee Reports were discussed; relevant documents referenced below which will be available online or, on request, from the Parish Office. Further discussions and any resolutions are shown below:

10.1. Amenities Committee

- 10.1.1. Allotment machinery will be serviced internally by the Allotment Wardens, so the only costs incurred should be replacement parts.
- 10.1.2. New Allotment Wardens were in the process of being recruited.
- 10.1.3. Grass cutting, particularly on the cricket pitch, had not been to the required standard. Terms of contract to be checked and other contractors approached.

10.2. Communications Committee

- 10.2.1. It was agreed that the format of the APM would be amended for future years. Questions to be held at the end of each session, followed by a general question and answer session. No refreshments to be provided, with the meeting itself to start at 7pm. Audience questions to be repeated by speaker and microphones used. Parish Councillors to sit amongst audience and not at a top table. Maximum of four speakers invited, with an absolute maximum of 15 minutes per session.
- 10.2.2. The next step of the Community Survey is to get more narratives to pursue and look for residents, as opposed to the Parish Council, to champion them. More information would be published in July's Bathford Bulletin.

10.3. Finance and Administration Committee

- 10.3.1. A garden voucher of £150 was agreed to present to Wendy Chamber as a gift from the Parish Council, to be presented at a future meeting.
- 10.3.2. Recruitment of new councillors was ongoing, with 3 vacancies remaining.

10.4. Highways Committee

- 10.4.1. Village gates have been erected and are awaiting the signs to be installed.
- 10.4.2. Cotswold AONB stone has been re-erected, Cotswold Wardens to repaint.
- 10.4.3. The grass around the memorial stone by the A4 should be cut by BANES.

10.5. Planning and Environment Committee

- 10.5.1. It was confirmed that as part of the Local Plan, 27 dwellings is the minimum for Bathford, BANES would ideally like 40. Any site with over 10 dwellings should include 'affordable housing'.
- 10.5.2. Bathford's Neighbourhood Plan development was temporarily on hold, until more Councillors had been recruited.

10.6. Staffing Committee

- 10.6.1. The appendix to the job description had been circulated.
- 10.6.2. Clerk's appraisal was due to be held in September.

11. Items for The Bathford Bulletin

- 11.1. Review of the APM
- 11.2. Clear hedges overhanging footpaths

12. Items for the next meeting

- 12.1. Sign off Annual Accounting statements for external audit.

13. Payments for Approval

- 13.1. RESOLVED: Proposed and seconded, The Council resolved to make the following payments shown below: -

Description	Amount Due	Ref
Current Account		
Village Club - Office rent	£185.00	Standing Order
J Cooper - Clerk's Salary	£654.00	Standing Order
BT	£44.35	Direct Debit
Corsham Print - Bulletin	£499.00	May25-01
Corsham Print - Poster	£28.80	May25-02
J Cooper - Key Cutting	£21.50	May25-03
Maureen Breeze - Frame for Twinning Document	£41.28	May25-04
H Carr - Expenses (mileage, adobe, Bulletin dinner)	£247.70	May25-05
ICO - annual fee	£47.00	May25-06
ID Verde - Grass Cutting (half of invoice for village)	£247.97	May25-07
Garden Vouchers for Wendy Chambers (<i>for agreement, not purchased yet</i>)	£150.00	May25-08
Gallagher Insurance	£1,827.74	May25-12
Total	£3,994.34	
Wynne Willson		
ID Verde - Grass Cutting (half of invoice for playing field)	£247.97	May25-09
Total	£247.97	
Allotment		
J Slee Expenses (screws and scaffold boards)	£150.43	May25-10
Colin Bush Machinery Ltd - Servicing	£167.56	May25-11
Total	£317.99	
Grand Total	£4,560.30	

The meeting closed at 8.25pm

Date of next meeting – Monday 16th June 7.00pm, Mountain Wood Community Rooms

Name..... Date.....

Chairman:

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