

Claverton Parish Council
Minutes of Annual Meeting of the Council held on 12th March 2025
St Mary's, Claverton

Present:

Councillors: Julian Stirling, Martin Mitchell, Anna Beria (Chair), Mark Mackintosh and Graham Lewis
 Clerk: Lesley Watkinson
 Other: Ward Councillor Fiona Gourley

1. **Open forum** - Ward Councillor Fiona Gourley expressed surprise and disappointment at the news that the D2X service will not be restored to Claverton. She will work hard to lobby for a more frequent bus service for Claverton residents. Ward Councillor Gourley also advised the Parish Council that the decision to make an experimental through-traffic restriction in New Sydney Place and Sydney Road has been called in. Councillor Gourley reminded Parish Councillors that she is planning an event for the Bathavon South Parish Councils to discuss the new Local Plan which needs further consultation, following the Government's significant increase in housing targets.
2. **Apologies for Absence** - Sarah Shore, Mark Mackintosh and Matt King
3. **Declaration of Member Interests** - None
4. **Approve the minutes of the Ordinary Meeting of the Parish Council held on Wednesday 8th January 2025.**
 The minutes of the Ordinary Meeting of the Parish Council held on 8th January 2025 were agreed as accurate and signed by the Chair of Parish Council, Councillor Beria.

	Actions
5. Matters arising from the minutes	
Feasibility of a solar powered bus information display board for bus shelter at Claverton to be reviewed. Councillor Mackintosh advised that there may be more clarity later this year.	All
Clerk will update Warleigh Weir segment on Claverton Parish Council website at end of season, after interagency meeting.	LW
The fingerpost repair preparation is ongoing.	JS
Councillor Lewis is liaising with B&NES Public Protection Officer and the Emergency Planning Officer to coordinate an interagency meeting to discuss management of Warleigh Weir. B&NES are aware of requirement to develop an Emergency Response Plan.	GL
Clerk wrote to CRT asking them to remove large dead trees blocking Warleigh Weir to ensure water flow is unimpeded and Weir is not damaged. Request acknowledged.	
Councillor Mackintosh had further discussions with the AM to understand drainage problems. There has been a recent discovery of major limescale in the drain pipe across Claverton Hill and its removal will hopefully address severity of recent overflow. Further, Councillor Mackintosh worked with the AM to produce an update for the village newsletter.	
Clerk informed B&NES Finance that the Parish Council agreed to set the precept for the 2025/2026 financial year at £2,500.	
The B&NES Public Right of Way Inspector notified Claverton Parish Council that the Council plans to install new concrete steps leading down to the river at Warleigh Weir (as part of the Public rights of Way's 2025/2026 capital programme). The Clerk wrote to ask to see the proposed design of the steps. As Warleigh Weir lies in an Area of Outstanding Natural Beauty and the steps are of historic significance, the Clerk requested that the works be carried out using natural materials which are in keeping with the area and the history of the Ferry Steps.	

	Actions									
<p>6. Receive and Discuss Correspondence</p> <p>All correspondence relating to Claverton has been circulated to the councillors in advance by the clerk.</p> <p>A parishioner contacted the Parish Council about outdoor lighting and its impact on the village natural environment at night. The PC will write a piece for village newsletter reiterating our commitment to preserving our dark skies in line with the Cotswold National Landscape's guidelines. The item will link the relevant section of the Claverton Neighbourhood Plan for residents' consideration. Clerk to ask Mrs Jensen if hard copies of plan still available.</p> <p>All other matters covered by agenda.</p>	MM/LW									
<p>7. Feedback from external Meetings</p> <p>Councillor Stirling attended a planning meeting for the first Wild Water Festival. Councillor Stirling advised the organisers that Claverton Pumping Station plan to hold an Open Day during the period of the festival. There will be no further involvement from Claverton.</p> <p>Councillor Mackintosh joined Western Gateway Draft Strategic Investment Plan Consultation webinar on Thursday 16th January. It was useful to gain an appreciation of the plans and hear more about the thinking behind the selection of the 38 proposed enhancements. The PC will monitor developments.</p>										
<p>8. Receive Financial Officers report, set 2025/26 Budget and review 2025/26 Capital Expenditure</p> <p>The PC cashbook, chequebooks and recent bank statements were made available to the Parish Councillors for review.</p> <p>The following invoices were presented and cheques signed:</p> <table border="0"> <tr> <td>299</td> <td>Clerk (reimbursement of IONOS fee and ICO sub)</td> <td>£66.32</td> </tr> <tr> <td>300</td> <td>M Traub web hosting and web restore</td> <td>£100</td> </tr> <tr> <td>301</td> <td>BPT membership</td> <td>£20</td> </tr> </table> <p>Councillors reviewed 2025/2026 Parish Council Reserves. Reserves of £10,000 (£5,000 bus information board, Replacement of defibrillator £3000, Link road representation £1000 and £1000 to meet Neighbourhood Plan aspirations).</p> <p>Councillors set 2025/26 Parish Council budget. Income: Precept: £2,500 Expenditure: Staffing £750, Office admin £60, Publications £50, Audit Fees £200, Chairman's allowance £100, Training £200, Subscriptions £200, Grants/Donations £350, Newsletter £50, Website £500, Events £500, Village maintenance £2,000, Insurance £300, Entertainment and refreshments at APM £300, Defibrillator annual maintenance £165 and £200 towards replacement cost in 10 years.</p>	299	Clerk (reimbursement of IONOS fee and ICO sub)	£66.32	300	M Traub web hosting and web restore	£100	301	BPT membership	£20	
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<p>9. Receive Planning Committee Report and discuss planning matters</p> <p>None</p>										
<p>10. Village maintenance</p> <p>B&NES Cleansing Team removed graffiti in bus shelter. Work completed to a very high standard.</p> <p>Councillor Stirling to purchase 3 combination locks to replace existing ones for grit bin covers, and relatively inexpensive solar-powered light for the bus shelter. Costs to be covered from Parish Council funds.</p>	JS									

	Actions
<p>11. Transportation update, including actions arising re Warleigh Weir</p> <p>National Highways have now taken responsibility for the repair of the breach in retaining wall by bus shelter. They have made the areas more secure and will proceed with work as soon as they have undertaken necessary vegetation removal.</p> <p>It has been observed that Sauna company regularly leave railway gate fully open in breach of safety regulations applying to railway crossings. This will be addressed at Interagency Meeting.</p>	
<p>12. Plan Annual Parish Meeting</p> <p>Meeting will take place in May, Wednesday 14th May. Wine will be selected by Mr J Padget and Clerk will order buffet food and nonalcoholic refreshment. Matt Amos (Head of Estates at American Museum) has offered to come and speak at meeting.</p>	
<p>13. Annual review of Parish Council Policies, Standing Orders and Code of Conduct</p> <p>Deferred to April Ordinary Meeting</p>	
<p>14. Exchange of Information</p> <p>To maximise councillors attendance at Parish Council meeting Ordinary Parish Council Meetings will be held on 2nd Thursday of the month (no meeting in August or December), with effect from Thursday 10th April 2025. Meeting will begin at 7.30pm. Clerk to update Standing Orders.</p> <p>Councillor Mitchell informed Councillors that he has resigned from the Cotswolds Board.</p>	LW

The meeting closed at 8.30pm

Future Council Meeting: Thursday 10th April 2025, Thursday 8th May 2025

Signed Date

Cllr Anna Beria, Chairman, Claverton Parish Council