Camerton Parish Council

**https://camertonparishcouncil.co.uk/**

BATHAVON SOUTH WARD, BATH & NORTH-EAST SOMERSET

**ANNUAL PARISH COUNCIL MEETING**

will be held on

**Wednesday 14 May 2025**

to start immediately after the Annual parish meeting (by 7:30pm)

in **Camerton Community Hall**.

Will Shepherd, Clerk, 1th May 2025

**1.5.25 Election of Chairman**

Council to vote for a Chairman.

**2.5.25 To receive the Declaration of Acceptance of Office by the Chairman**

The elected Chairman to sign the Declaration of Acceptance of Office

**3.5.25 Election of Vice Chairman**

Council to vote for a Vice- Chairman.

PUBLIC PARTICIPATION

The members of the press and public have the right to attend and may address the Council on matters of local concerns. Three-minute slot is allocated for each question. Questions may also be submitted to the Clerk in advance.

**4.5.25 Apologies**

To CONSIDER apologies for absence

**5.5.25 Declaration of Interests**

To declare interests

6.5.25 Minutes

To APPROVE and SIGN the minutes of the Parish Council Meeting of 2th April 2025.  
  
7.5.25 CBLNR (Camerton Batch Local Nature Reserve)

1. Update from Avon Wildlife Trust
2. Update on Tree work

**8.5.25 Camerton bus service**

1. Update on bus service

**9.5.25 Planning Applications**

a. One planning application was received since last meeting related to the Camerton Batch ongoing tree management:

|  |  |  |  |
| --- | --- | --- | --- |
| **Application Ref.** | **Application submission** | **Notes** | **BANES Status / decision** |
| **25/01422/TCA**  CBLNR - Site Of Camerton Colliery, Red Hill, Camerton, Bath, Bath And North East Somerset | 09/04/25 | Remove to ground level: 4 Ash trees (dieback / Leaning) 2 Pine trees (Dead/dying)  Camerton Parish Council comments requested by BANES before 22 May 2025 | PENDING |

b. Update of open planning applications and recent application decisions (since 2nd April 2025 Meeting)

|  |  |  |  |
| --- | --- | --- | --- |
| **Planning application** | **Application submission** | **Notes** | **BANES Status / decision** |
| **REF 23/02825/FUL**  Parcel 1172, Radford Hill, Radford Paulton.  (Paulton Parish Council) | 31/07/23 | Change of use of the land to a single caravan pitch for a gypsy and traveller family including the siting of one static caravan, 1 touring caravan and dayroom and associated access and hard surfacing (Part Retrospective) | APPLICATION PERMITTED 15/04/2025 |
| **REF 24/04071/FUL** Hedgerows Parkway Lane Camerton | 29/10/2024 | Erection of additional storey to create first floor and erection of single storey rear extension following demolition of conservatory | APPLICATION WITHDRAWN 08/04/2025 |
| **REF 24/04402/FUL**  Land Between Homelands And 10 Camerton Hill Camerton | 27/11/2024 | Erection of 1no. single storey dwelling with detached garage and landscaping. | PENDING DECISION |
| **REF 25/00325/FUL** Rose Cottage 7 Camerton Hill | 27/01/2025 | Erection of single storey shed following demolition of current shed. | APPLICATION PERMITTED 19/03/2025 |

**10.5.25 Highways and Rights of Ways**

1. Review road signage regarding school signs on the Meadgate roundabout, which may no longer be required.
2. To receive any updates

**11.5.25 Environment**

1. To receive any updates

12.5.25 Parish Assets

1. To AGREE the Camerton Parish Council asset register. The annual insurance will be due for renewal on the 1st June 2025, to AGREE to proceed with insurance for the coming year 2025/26.

13.5.25 Annual Return for Year Ending 31st March 2025

1. **ANNUAL 2024-25 ACCOUNTS** - ending 31 March 2025 and to note that the accounts are due to be submitted to the External Auditor as the gross income and gross expenditure exceeded £25,000.
2. **INTERNAL AUDIT** - To NOTE and receive Internal Audit Report, and SIGN the AGAR paperwork
3. **EXTERNAL AUDIT -** To confirm there are no conflicts of interest with BDO Auditors (External Audit) and SIGN the paperwork.
4. **ANNUAL GOVERNANCE STATEMENT 2024-2025 Section 1**: To review and APPROVE the Annual Governance Statement.
5. **ANNUAL ACCOUNTING STATEMENT 2024-2025 Section 2:** To review and APPROVE the Annual Accounting Statement (this section was prepared and circulated by the Responsible Financial Officer before the meeting), and to AGREE that the Chairman signs the Annual Accounting statement.
6. **PUBLIC INSPECTION** - To AGREE Dates for the period for the exercise of 90 day public inspection rights: 3rd June 2024 to 14th July 2025

14.5.25 Other Finance and Administration

1. **Banking Arrangements and Bank Mandate**:
   * 1. Review and CONFIRM that the Unity bank administration will be is transferred to the new Clerk (mandate signed by all Council members on 5 April).
     2. NOTE that there are no changes to present council Unity bank authorisation signatories.
2. **Review and Confirm Payroll Arrangements:**
   * 1. AGREE that DM Payroll services Ltd (£66 / six months) contract will be terminated as of 31 March 2025. Clerk will cover this duty.
3. **HMRC VAT**
   * 1. To NOTE that the 2024/25 VAT Reclaim (£2,348.21) has been submitted on 3 May 2025.
4. **Payments:**
   * 1. To APPROVE the following payments:

|  |  |  |  |
| --- | --- | --- | --- |
| **Payment** | **Amount Excl. VAT** | **VAT** | **Total amount** |
| Camerton Laptop PC  Subscription for Microsoft 365 | £443.80 | £88.76 | £532.56 |
| Internal Audit 2024-25 fees |  |  | £125.00 |
| Clerk’s Expenses (travel for Parish council business April) |  |  | £26.00 |
| Home Office April |  |  | £24.00 |
| Hire of Camerton (2nd & 23rd April 2025) |  |  | £30.00 |

* + 1. To approve the following regular payments / standing orders

|  |  |  |
| --- | --- | --- |
|  | **Period** | **Total amount** |
| Staff salary standing order | monthly | Available to Council Members |
| HMRC PAYE Tax and National Insurance | monthly | Available to Council Members |

15.5.25 Items to raise for consideration at the next meeting

1. Camerton Quarterly Newsletter – Next edition Summer 2025
2. To discuss agenda items to be included in next parish council meeting on 11 June 2025.

16.5.25 Proposed dates of future meetings:

|  |  |  |
| --- | --- | --- |
| **Month** | **Meeting Date** | **Meeting** |
| June | 11 June 2025 | Parish Council meeting |
| July | 2 July 2025 | Parish Council meeting |
| Sept. | 17 Sept. 2025 | Parish Council meeting |
| Nov. | 12 Nov. 2025 | Parish Council meeting |
| Meeting Start time :6:30 pm  Venue: Camerton Community Hall | | |