

# Camerton Parish Council

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BATHAVON SOUTH WARD, BATH & NORTH-EAST SOMERSET

**[APPROVED MINUTES] ANNUAL PARISH COUNCIL MEETING**

held on

**Wednesday 14 May 2025**

Meeting started immediately after the annual parish meeting at 21:00

in **Camerton Community Hall**

W.Shepherd, Clerk, 14<sup>th</sup> May 2025

Councillors present: Ward Cllr M.McCabe, L.Randal (Chair), H.Edwards, B.Edwards,

In attendance: W.Shepherd (Clerk)

## 1.5.25 Election of Chairman

The Council unanimously voted to re-elect Lloyd Randall as Camerton Parish Council Chair.

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

The Declaration of Acceptance of Office has been signed and added to the Camerton Parish website

## 3.5.25 Election of Vice Chairman

The vice chair position will be appointed at a later date

## 4.5.25 Apologies

Ward Cllr F Gourley and Cllr C.Sangan apologies received

## 5.5.25 Declaration of Interests

None declared

## 6.5.25 Minutes

The 2 April 2025 minutes were APPROVED and SIGNED at the meeting.

## 7.5.25 CBLNR (Camerton Batch Local Nature Reserve)

- a. Avon Wildlife Trust – The surveying of CBLNR is ongoing
- b. Tree work – Planning application has been submitted (see planning section of these minutes)

## 8.5.25 Camerton bus service

- a. No update was available from Cllr Fiona Gourley, this item has been added to the next meetings agenda.

## 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
<b>25/01422/TCA</b> 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 have approved this plan and has no objections to work commencing immediately These comments have been submitted to BANES planning by the Clerk	PENDING

b. Update of open planning applications and recent application decisions (since 2nd April 2025 Meeting) have been NOTED by the council.

Planning application	Application submission	Notes	BANES Status / decision
<b>REF 23/02825/FUL</b> 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
<b>REF 24/04071/FUL</b> 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
<b>REF 24/04402/FUL</b> Land Between Homelands And 10 Camerton Hill Camerton	27/11/2024	Erection of 1no. single storey dwelling with detached garage and landscaping.	PENDING DECISION
<b>REF 25/00325/FUL</b> 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

- a. Road signage regarding school signs in the village are no longer required. The Clerk will contact Highways to request removal.

#### 11.5.25 Environment

- a. Bath & North East Somerset Council is developing a new Climate & Nature Strategy. We are inviting residents to have their say through the survey open until 16th June. Here is a link to the online survey: <https://www.bathnes.gov.uk/climateandnaturesurvey>. For further information please contact Email: [harriet\\_garstang@bathnes.gov.uk](mailto:harriet_garstang@bathnes.gov.uk) [Hattie Garstang, Business Support Officer, Climate & Environment Service (BANES)]. The link will also be posted on the Camerton web site.

#### 12.5.25 Parish Assets

- a. The asset register for 2025/26 was reviewed in the meeting and will be updated by the clerk in due course. The council agrees to proceed with insurance for the coming year (from 1 June 2025)

#### 13.5.25 Annual Return for Year Ending 31<sup>st</sup> March 2025

- a) **Financial Statements** at 31 March 2025. Internal audit has been completed
- b) There were no conflicts of interest BDO Auditors (External Audit) and the paperwork was SIGNED at the meeting.
- c) The INTERNAL AUDIT report was NOTED
- d) **ANNUAL GOVERNANCE STATEMENT 2024-2025 Section 1:** Was reviewed and APPROVED and SIGNED by the Chair.
- e) **ANNUAL ACCOUNTING STATEMENT 2024-2025 Section 2:** Was reviewed and APPROVED and SIGNED by the Chair.
- f) **PUBLIC INSPECTION** – The period for the exercise of 90 day public inspection rights was AGREED by the council to be 3<sup>rd</sup> June 2024 to 14<sup>th</sup> July 2025. This information will be added to Camerton Web site.

#### 14.5.25 Other Finance and Administration

- a. **Banking Arrangements and Bank Mandate:**
  - i. The Bank account administrator is CONFIRMED as the new Clerk and this has been finalized with the Bank.

- ii. NOTE that there are no changes to present council Unity bank authorisation signatories.
- b. **Review and Confirm Payroll Arrangements:**
  - i. It was AGREED that DM Payroll services Ltd (£66 / six months) will be terminated. The payroll will be done in-house.
- c. **HMRC VAT (Reclaim 1.04.24 to 31.03.25)**
  - i. It was noted NOTED that the 2024/25 VAT Reclaim (£2,348.21) has been submitted on 3rd May 2025, and was paid by HMRC on the 8<sup>th</sup> May.
- d. **Precept**
  - i. It was noted that the latest 50% of annual precept of £12,759.50 was received from BANES on 03.04.25
- e. **Payments:**
  - i. The following payments were APPROVED:

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 Village Hall (2nd & 23rd April 2025)			£30.00
Information commissioner annual fee (due 17.06.25)			£52.00

i. The following regular payments / standing orders / Charges are APPROVED:

	Period	Total amount
Staff salary standing order	monthly	Available to Council Members
HMRC PAYE Tax and National Insurance	monthly	Available to Council Members
Unity Bank charges	monthly	£6

**15.5.25 Items to raise for consideration at the next meeting**

- a. Camerton Quarterly Newsletter – This was also raised at the Annual Parish meeting. The Clerk to check status of the Spring 2025 Camerton newsletter. The clerk to action the collection of content for the subsequent Newsletter target September 2025.
- b. Agenda items for Next meeting included updates on the following topics:
  - i. **Camerton Newsletter - status of next issue**
  - ii. **Local plans regarding Somerset Coal Canal (Paulton branch) - update**
  - iii. **Standing orders – review & approve**
  - iv. **Camerton Parish Social media - review**
  - v. **Local planning – general update**
  - vi. **Bus Service - update**

**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