



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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9th May 2018

To Councillors:

Mandy Clarke; Richard Clarke; Tom Clifford; Jo Davis; Audrey Gillard-Sprake; Stephen Goodwin; Nathan Hartley; Edward Jones; Simon Kidd; Andrew Larcombe; Ray Love; Claire Parfitt; Jonathan Rich; Kathy Thomas; David Walker; Karen Walker.

You are hereby summoned to attend the Annual Full Council meeting of the Peasedown St John Parish Council at the Beacon Hall on **Tuesday 15th May 2018 at 7.00pm** for the purpose of transacting the business detailed below.

Tanya West
Parish Clerk

AGENDA

Meeting of the Full Council

7.00pm

Public Session - 10 minutes at which **members of the public can attend to express their view on matters relevant to this agenda or the parish in general.** Please be aware that if matters are raised not related to this agenda they cannot be further discussed by the Council at this meeting but may be considered at a later meeting. Once the meeting has been opened, then only members of the Council may speak, unless officially adjourned for specific reason. Members of the public are welcome to stay and observe the rest of the meeting (apart from those items which state they will be discussed in closed session).

To receive information, if any, which ward councillors may wish to bring to the Parish Council's attention on any below-listed agenda items. The Ward Councillors' report is circulated to all councillors as their 'Village Voice' publication.

****PLEASE ENSURE THAT MOBILE TELEPHONES ARE SET TO 'SILENT' MODE IN THE COUNCIL CHAMBER****

Please be aware that Parish Council meetings may be recorded, subject to the Openness of Local Government Bodies Regulations 2014. We kindly ask that anybody intending to record the meeting please inform the Chair or Clerk beforehand in order that any necessary arrangements can be made.

Standing Order 3.r – The meeting may take longer than 2½ hours due to the volume of necessary agenda items that the Annual Full Council meeting must cover, therefore the suspension of this Standing Order will be considered under agenda item C015.

C001 – 15/05/2018	Election of Chair and Vice-Chair To consider nominations received and to elect a Chair and Vice-Chair of the Full Council.	3 min 7.13pm
C002 – 15/05/2018	Apologies for Absence & Casual Vacancy To receive and approve, if necessary, any apologies for absence. To include an update on councillor absenteeism and the Casual Vacancy (appendix A).	2 min 7.15pm
C003 – 15/05/2018	Declarations of Interest To receive any declarations of Members' Interests in any item on the agenda, which have not already been disclosed to the Monitoring Officer. Members are reminded of their obligation to declare any interests they may have in any issues arising at the meeting which might conflict with the business of the council and how these interests impact on their involvement with discussions and voting.	2 min 7.17pm
C004 – 15/05/2018	Minutes i. To consider and approve the minutes of the Full Council meeting held on 24 th April 2018 (appendix B). ii. To consider and approve the minutes of the Annual Village Meeting held on 10 th April 2018 (appendix C). iii. To review updated list of actions from the last meeting and those outstanding from previous meetings (appendix D).	6 min 7.23pm
C005 – 15/05/2018	Items for Urgent Report Items which, in the opinion of the Chair, should be reported on as a matter of urgency.	3 min 7.26pm
C006 – 15/05/2018	Council Committee Updates To receive updates from the following Committees: i. Burial Sub-Committee (no meeting since the last Full Council meeting). ii. Finance & Amenities (to consider and approve the minutes of the Finance & Amenities Committee meeting held on 01/05/2018 – appendix E). iii. Personnel Committee (no meeting since the last Full Council meeting). iv. Planning & Environment (no meeting since the last Full Council meeting). v. Policy & Governance (no meeting since last Full Council meeting).	2 min 7.28pm
C007 – 15/05/2018	Council Committees & Delegations i. To adopt the amended Terms of Reference and Delegations to the Standing Committees, Sub-Committees, employees and other local authorities. Including the Council's Committee structure and member numbers (appendix F). ii. To appoint members to Standing Committees and to elect the Committee Chairs (appendix G).	8 min 7.36pm
C008 – 15/05/2018	Advisory Panels To receive the schedule of appointed Advisory Panels and to reaffirm any appointed by Full Council and any associated officer delegations (appendix H).	4 min 7.40pm
C009 – 15/05/2018	Outside Bodies i. To receive an update on any forthcoming meetings or feedback from meetings attended since the last Full Council meeting (appendix I). ii. To receive Police updates and consider if any incidents require further discussion as a future agenda item (appendix J). iii. To approve the representatives with external bodies and the arrangements for reporting back (appendix K).	6 min 7.46pm
C010 – 15/05/2018	Invitations and Representations i. To review any invitations requesting representation from the Parish Council and determine attendance (appendix L). ii. To receive a verbal report on any events attended since the last meeting.	2 min 7.48pm
C011 – 15/05/2018	Memorials & Interments at Ashgrove Cemetery To consider requests for new memorials at Ashgrove Cemetery (appendix M).	2 min 7.50pm

<p>C012 – 15/05/2018 Local Authority Agency Agreements Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities (appendix N). To include:</p> <ul style="list-style-type: none"> i. Agency agreement with B&NES Council for the Public Rights of Way Vegetation Clearance. ii. Agency agreement with B&NES Council for the sponsorship of the School Crossing Patrol. iii. Supporting of the Parish Snow Wardens in conjunction with B&NES Council and local volunteers. 	<p>6 min 7.56pm</p>
<p>C013 – 15/05/2018 Subscriptions and Memberships To review and approve the Council’s and/or employees’ memberships of other bodies (appendix O).</p>	<p>2 min 7.58pm</p>
<p>C014 – 15/05/2018 Calendar of Meetings for the 2018-19 Council Year To adopt the proposed calendar of meetings for the forthcoming council year (appendix P).</p>	<p>2 min 8.00pm</p>
<p>C015 – 15/05/2018 Standing Orders & Financial Regulations</p> <ul style="list-style-type: none"> i. To pass a resolution that Councillors agree to receive summonses by email, thus allowing Standing Order 15.b (appendix Q) ii. To adopt the recently amended Standing Orders (appendix R). iii. To consider suspending Standing Order 3.r to extend the meeting longer than 2½ hours. iv. To adopt the recently amended Financial Regulations (appendix S). 	<p>8 min 8.08pm</p>
<p>C016 – 15/05/2018 Community Grants & Village Events</p> <ul style="list-style-type: none"> i. To consider the recommendations from the Finance & Amenities Committee with regards to making awards under the Parish Council’s Community Grant scheme (appendix T). ii. To consider items and publicity involved with the sponsorship package for Party in the Park and to make associated decisions (appendix U). 	<p>12 min 8.20pm</p>
<p>C017 – 15/05/2018 Annual Governance Statement for 2017-18 To consider and approve the Annual Governance Statement in relation to the end of 2017-18 financial year accounts (appendix V).</p>	<p>10 min 8.30pm</p>
<p>C018 – 15/05/2018 End of Year Accounts for 2017-18 To approve the accounts for year ending 31st March 2018 (appendix W).</p>	<p>10 min 8.40pm</p>
<p>C019 – 15/05/2018 Schedule of Payments In accordance with the Financial Regulations:</p> <ul style="list-style-type: none"> i. To review and approve the schedule of payments and ratify those already made in relation to the accounts for year ending 31st March 2019 (appendix X). ii. To review and approve those operational related payments which arise on a regular basis throughout the year (appendix Y). iii. To review and ratify regular payments set up as direct debits or a standing order and to consider proposals for any additional ones (appendix Z). 	<p>6 min 8.46pm</p>
<p>C020 – 15/05/2018 Planning Related Matters</p> <ul style="list-style-type: none"> A. There are no new planning applications to consider. B. To receive a report on the following (appendix AA): <ul style="list-style-type: none"> i. Planning decisions issued by B&NES Council. ii. Planning enforcement matters. iii. Planning applications not invited to comment / appeals / pending applications / applications from neighbouring parishes. C. To receive an update on the Housing and Economic Land Availability Assessment (HELAA) site reviews following the briefing session attended by the Chair and Clerk on 3rd May 2018 (appendix AB). D. To receive an update on the West of England Joint Spatial Plan (appendix AC). 	<p>4 min 9.00pm</p>

<p>C021 – 15/05/2018 Consultation on Street Trading Policy To discuss the Street Trading Policy Review document as published by B&NES Council and to determine what official response to be submitted for this consultation. Further details can be found via the following link: http://www.bathnes.gov.uk/consultations/street-trading-policy-review Consultation response deadline is 6th June 2018 (appendix AD).</p>	<p>3 min 9.03pm</p>
<p>C022 – 15/05/2018 Greenlands Road Car Park To receive update and make any associated decisions regarding the proposal from B&NES Council to grant a leasehold interest to the Parish Council for Greenlands Road Car Park (appendix AE).</p>	<p>3 min 9.06pm</p>
<p>C023 – 15/05/2018 Future of Peasedown St John Youth Hub To receive an update regarding the current consultation run by B&NES Council's Youth Connect Team regarding the future of the Youth Hub. To also consider details of proposed public meeting (appendix AF).</p>	<p>2 min 9.08pm</p>
<p>C024 – 15/05/2018 Persimmon Land Transfer Advisory Panel To receive update from the recent meeting of the Persimmon Land Transfer Advisory Panel held on 8th May 2018 (appendix AG).</p>	<p>2 min 9.10pm</p>
<p>C025 – 15/05/2018 Clerk Updates and Priorities To receive update from the Clerk regarding actions since the last meeting and items to be focused on over the next few weeks (appendix AH).</p>	<p>2 min 9.12pm</p>
<p>C026 – 15/05/2018 Advisory Panel of Chairs To receive a report from the Advisory Panel of Chairs following their meeting on 8th May and to consider their recommendations for works/project priorities and make associated decisions (appendix AI).</p>	<p>2 min 9.14pm</p>
<p>C027 – 15/05/2018 Policies & Strategic Documentation To affirm the Council's policies through receiving the Council's Policy and Strategic Document Register (appendix AJ).</p>	<p>2 min 9.16pm</p>
<p>C028 – 15/05/2018 Order of Known Business Document To review progress on the Order of Known Business document for the 2017-18 council year and to consider the adoption of the proposed Order of Known Business document for the 2018-19 council year (appendix AK).</p>	<p>4 min 9.20pm</p>
<p>C029 – 15/05/2018 Assets & Insurance i. To approve the disposal of old office computer equipment and end of life other assets, in accordance with Financial Regulations (appendix AL). ii. To receive the inventory of land and assets including buildings and office equipment (appendix AM). iii. To confirm arrangements for insurance cover in respect of all insured risks (appendix AN).</p>	<p>4 min 9.24pm</p>
<p>C030 – 15/05/2018 Future Agenda Items & Cllr Questions Opportunity to provide the Clerk with requests for possible future agenda items and to raise questions on items not otherwise covered on the agenda.</p>	<p>1 min 9.25pm</p>
<p>C031 – 15/05/2018 Review of New Actions To review that any actions generated from the meeting have been correctly captured on the Actions Register.</p>	<p>1 min 9.26pm</p>
<p>C032 – 15/05/2018 Date and Time of Next Meeting The next meeting of the Full Council of the Parish Council is scheduled to be held on Tuesday 19th June 2018 at 7pm at the Beacon Hall (subject to the calendar of meetings being approved under agenda item C014-15/05/2018).</p>	<p>1 min 9.27pm</p>