



## PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN  
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8<sup>th</sup> August 2018

### To Councillors:

Mandy Clarke; Richard Clarke; Tom Clifford; Jo Davis; Audrey Gillard-Sprake; Stephen Goodwin; Edward Jones; Simon Kidd; Andrew Larcombe; Ray Love; Claire Parfitt; Jonathan Rich (Vice-Chair); Kathy Thomas (Chair).

You are hereby summoned to attend the Full Council meeting of Peasedown St John Parish Council at the Beacon Hall on **Tuesday 14<sup>th</sup> August 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.

**\*\*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.**

<b>C094 – 14/08/2018</b>	<b>Apologies for Absence &amp; Casual Vacancies</b>	<b>2 min</b>
To receive and approve, if necessary, any apologies for absence. To include an update on councillor absenteeism and Casual Vacancies (appendix A).		7.12pm
<b>C095 – 14/08/2018</b>	<b>Declarations of Interest</b>	<b>2 min</b>
To receive any declarations of Members' Interests in any item on the agenda, which have not already been disclosed to the Monitoring Officer.		7.14pm

<b>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.</b>	
<b>C096 – 14/08/2018 Minutes</b> i. To consider and approve the minutes of the Full Council meeting held on 17 <sup>th</sup> July 2018 (appendix B). ii. To review updated list of actions from the last meeting (appendix C).	<b>4 min</b> 7.18pm
<b>C097 – 14/08/2018 Implementation of SharePoint</b> To receive update on the implementation and make any suggestions for further improvements/changes to SharePoint.	<b>2 min</b> 7.20pm
<b>C098 – 14/08/2018 Assets</b> To receive the inventory of land and assets including buildings and office equipment and make decisions regarding disposal of items no longer fit for purpose (appendix D).	<b>10 min</b> 7.30pm
<b>C099 – 14/08/2018 Items for Urgent Report</b> Items which, in the opinion of the Chair, should be reported on as a matter of urgency.	<b>2 min</b> 7.32m
<b>C100 – 14/08/2018 Council Committee Updates</b> To receive updates from the following Committees: i. Burial Sub-Committee (meeting held on 24 <sup>th</sup> July 2018 – appendix E). ii. Executive Committee (Advisory Panel meeting held on 24 <sup>th</sup> July 2018 – appendix F). iii. Finance & Amenities (no meeting since the last Full Council). iv. Personnel Committee (meeting held on 7 <sup>th</sup> August 2018 – appendix G). v. Planning & Environment (no meeting since the last Full Council).	<b>2 min</b> 7.34pm
<b>C101 – 14/08/2018 Resolution Relating to Six Month Rule</b> To pass a resolution that in accordance with Standing Order 10a.xv, Standing Order 7a (six-month rule) is temporarily suspended, to allow the following items to be discussed:	<b>1 min</b> 7.35m
<b>C102 – 14/08/2018 Meeting Dates</b> To consider suggestion to amend the calendar of meetings to incorporate rescheduled Executive Committee Advisory Panel meetings (appendix H).	<b>2 min</b> 7.37m
<b>C103 – 14/08/2018 Resolution to Reinstate Six Month Rule</b> To pass a resolution to reinstate Standing Order 7a.	<b>1 min</b> 7.38m
<b>C104 – 14/08/2018 Outside Bodies</b> 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. Next Police Beat Surgery Thursday 6 <sup>th</sup> September 2018 10.30-11.30am at The Circle Hospital Café (appendix J).	<b>4 min</b> 7.42pm
<b>C105 – 14/08/2018 Invitations and Representations</b> i. To review any invitations requesting representation from the Parish Council and determine attendance (appendix K). ii. To receive a verbal report on any events attended since the last meeting.	<b>2 min</b> 7.44pm
<b>C106 – 14/08/2018 Chair's Report</b> To receive a verbal report from the Chair.	<b>3 min</b> 7.47pm
<b>C107 – 14/08/2018 Memorials at Ashgrove Cemetery</b> To consider requests for new memorials at Ashgrove Cemetery (appendix L).	<b>2 min</b> 7.49pm
<b>C108 – 14/08/2018 Financial Matters</b> i. To review and approve the schedule of payments and ratify those already made in relation to the accounts for year ending 31 <sup>st</sup> March 2019 (appendix M). ii. To consider the following recommendation from the Personnel Committee: <i>To resolve to recommend to Full Council that £500 from the operational budget for '502014 - Staff/Councillor Training' that was not spent in the 2017/18 financial year</i>	<b>8 min</b> 7.57pm

<p><i>is moved to the 2018/19 financial year to cover the cost of the Information Governance training sessions.</i></p> <p>iii. To consider list of additional regular suppliers and associated payments which could be paid by BACS rather than cheque and to consider draft amendment to the Financial Regulations to incorporate these changes (appendix N).</p> <p>iv. To receive a report on General and Ear Marked Reserves and make any associated decisions (appendix O).</p>	
<p><b>C109 – 14/08/2018            Tree Surveys</b></p> <p>To receive update on the surveying of all trees on Parish Council owned and/or maintained land and to consider quotations (if available) and to approve spend to cover these works (appendix P).</p>	<p><b>3 min</b> 8.00pm</p>
<p><b>C110 – 14/08/2018            Planning Related Matters</b></p> <p>A. To decide on the Parish Council’s official response regarding the following planning applications (any feedback on the applications from members of the Planning &amp; Environment Committee Advisory Panel can be found as appendix Q).</p> <p>i. Ref. <b>18/03283/CLEU</b> - Woodleigh Stables, Whitebrook Lane, Peasedown St. John, Bath, BA2 8LD - Use of stables as separate dwelling (Certificate of Lawfulness for an Existing Use) – Mr &amp; Mrs Ken and Janette Kum. <a href="https://isharemaps.bathnes.gov.uk/data.aspx?requesttype=parsetemplate&amp;template=DevelopmentControlApplication.tmlt&amp;basepage=data.aspx&amp;Filter=^refval^=%2718/03283/CLEU%27&amp;history=1038bdaa169c442da8ad4d50816d86cb&amp;SearchLayer=DCApplications">https://isharemaps.bathnes.gov.uk/data.aspx?requesttype=parsetemplate&amp;template=DevelopmentControlApplication.tmlt&amp;basepage=data.aspx&amp;Filter=^refval^=%2718/03283/CLEU%27&amp;history=1038bdaa169c442da8ad4d50816d86cb&amp;SearchLayer=DCApplications</a></p> <p>ii. Ref. <b>18/03157/TPO</b> - Red Post Old Bakery, Bath Road, Peasedown St. John, Bath, BA2 8LF - Blue Atlas Cedar - Crown raise by 1.5m, and prune by 1-2m – Mr David Ashman. <a href="https://isharemaps.bathnes.gov.uk/data.aspx?requesttype=parsetemplate&amp;template=DevelopmentControlApplication.tmlt&amp;basepage=data.aspx&amp;Filter=^refval^=%2718/03157/TPO%27&amp;history=1038bdaa169c442da8ad4d50816d86cb&amp;SearchLayer=DCApplications">https://isharemaps.bathnes.gov.uk/data.aspx?requesttype=parsetemplate&amp;template=DevelopmentControlApplication.tmlt&amp;basepage=data.aspx&amp;Filter=^refval^=%2718/03157/TPO%27&amp;history=1038bdaa169c442da8ad4d50816d86cb&amp;SearchLayer=DCApplications</a></p> <p>iii. Ref. <b>18/03054/FUL</b> - Kingswell, Eckweek Lane, Peasedown St. John, Bath, BA2 8PH - Erection of car port - Mr &amp; Mrs McDermott. <a href="https://isharemaps.bathnes.gov.uk/data.aspx?requesttype=parsetemplate&amp;template=DevelopmentControlApplication.tmlt&amp;basepage=data.aspx&amp;Filter=^refval^=%2718/03054/FUL%27&amp;history=1038bdaa169c442da8ad4d50816d86cb&amp;SearchLayer=DCApplications">https://isharemaps.bathnes.gov.uk/data.aspx?requesttype=parsetemplate&amp;template=DevelopmentControlApplication.tmlt&amp;basepage=data.aspx&amp;Filter=^refval^=%2718/03054/FUL%27&amp;history=1038bdaa169c442da8ad4d50816d86cb&amp;SearchLayer=DCApplications</a></p> <p>B. To receive a report on the following (appendix R):</p> <p>i. Planning decisions issued by B&amp;NES Council.</p> <p>ii. Planning enforcement matters.</p> <p>iii. Planning applications not invited to comment / appeals / pending applications / applications from neighbouring parishes.</p> <p>C. To consider proposals for Road Traffic Order THTSC520 - THE TOUR OF BRITAIN, STAGE 3, 2018 and determine whether to make any official comment (appendix S).</p> <p>D. To receive an update regarding preparations for the meeting on 21<sup>st</sup> August 2018 at 7pm at Beacon Hall to consider the draft Housing and Economic Land Availability Assessment (HELAA) site reviews as part of the preparation for the B&amp;NES Council Local Plan (appendix T).</p>	<p><b>25 min</b> 8.25pm</p>
<p><b>C111 – 14/08/2018            Electoral Boundaries Review</b></p> <p>To receive update from the Local Government Boundary Commission for England on their final recommendations for future electoral arrangements for Bath &amp; North East Somerset Council (appendix U).</p>	<p><b>2 min</b> 8.27pm</p>

<p><b>C112 – 14/08/2018 Personnel Related Policies</b>  Following the review of personnel related policies to consider the following recommendations from the Personnel Committee:</p> <p>i. It was resolved to recommend to Full Council that the above listed changes to these existing Policies be approved for adoption.</p> <ul style="list-style-type: none"> <li>➤ Employee Expenses Policy (appendix V)</li> <li>➤ Employee Sickness Policy (appendix W)</li> <li>➤ Time Off for Dependents Policy (appendix X)</li> </ul> <p>ii. It was resolved to recommend to Full Council that the draft Flexible Working Policy, incorporating the suggested changes, be adopted in accordance with legislative requirements (appendix Y).</p>	<p><b>5 min</b> 8.32pm</p>
<p><b>The meeting will be adjourned for a 10-minute comfort break.</b></p>	
<p><b>C113 – 14/08/2018 Football Facilities on the Recreation Ground</b>  To receive update regarding the football facilities on the Recreation Ground, including the issuing of User Agreements, to also consider request for additional team to use the facilities. Furthermore, to receive update on the planning application for a new Club House building, scout storage and car park. To hopefully include review of the Ecology report commissioned for inclusion in the planning application and make any associated decisions (appendix Z).</p>	<p><b>10 min</b> 8.52pm</p>
<p><b>C114 – 14/08/2018 Persimmon Land Transfer Advisory Panel</b>  To receive update (if available) from the Persimmon Land Transfer Advisory Panel regarding progress on possible land transfer.</p>	<p><b>2 min</b> 8.54pm</p>
<p><b>C115 – 14/08/2018 Signage Advisory Panel</b>  To receive update from the Signage Project and to reappoint an Advisory Panel to progress this project (appendix AA).</p>	<p><b>5 min</b> 8.59pm</p>
<p><b>C116 – 14/08/2018 Play Equipment Upgrade Advisory Panel</b>  To receive update from the Play Equipment Upgrade Advisory Panel and to review membership of this Advisory Panel following the resignation of some councillors (appendix AB).</p>	<p><b>5 min</b> 9.04pm</p>
<p><b>C117 – 14/08/2018 Future of Peasedown St John Youth Hub</b>  To receive an update (if available) regarding the current consultation run by B&amp;NES Council's Youth Connect Team regarding the future of the Youth Hub.</p>	<p><b>2 min</b> 9.06pm</p>
<p><b>C118 – 14/08/2018 General Data Protection Regulation</b>  To receive update on the implementation of GDPR and to review any relevant policies for adoption and make any associated decisions (appendix AC).</p>	<p><b>5 min</b> 9.11pm</p>
<p><b>C119 – 14/08/2018 Street Light Upgrade to LEDs</b>  To receive an update regarding the upgrade of the Parish Council street lights to LEDs (appendix AD).</p>	<p><b>1 min</b> 9.12pm</p>
<p><b>C120 – 14/08/2018 Defibrillators</b>  To receive an update on the defibrillator at Beacon Hall and consider invoice for monitoring service. To also consider a request from the Rotary Club of Somer Valley for the Parish Council to take on the insurance of the defibrillator located at Peasedown Co-op (appendix AE).</p>	<p><b>5 min</b> 9.17pm</p>
<p><b>C121 – 14/08/2018 Future Projects</b>  To review the list of ideas and suggestions for future projects and to remind councillors to submit any further ideas for projects to be considered for the next financial year and beyond.</p>	<p><b>3 min</b> 9.20pm</p>
<p><b>C122 – 14/08/2018 Correspondence, Complaints &amp; Issues</b>  To receive a report from the Clerk regarding receipt of significant correspondence, complaints and issues received since the last meeting that should be brought to the Council's attention for information (appendix AF).</p>	<p><b>2 min</b> 9.22pm</p>
<p><b>C123 – 14/08/2018 Projects and Priorities</b>  To receive update from the Clerk regarding actions since the last meeting and items to be focused on over the next few weeks (appendix AG).</p>	<p><b>2 min</b> 9.24pm</p>

<b>C124 – 14/08/2018</b>	<b>Standing Orders</b>	<b>2 min</b>
To receive the final a draft of the amended Standing Orders (appendix AH).		9.26pm
<b>C125 – 14/08/2018</b>	<b>Future Agenda Items &amp; Cllr Questions</b>	<b>2 min</b>
Opportunity to provide the Clerk with requests for possible future agenda items and to raise questions on items not otherwise covered on the agenda.		9.28pm
<b>C126 – 14/08/2018</b>	<b>Review of New Actions</b>	<b>1 min</b>
To review that any actions generated from the meeting have been correctly captured on the Actions Register.		9.29pm
<b>C127 – 14/08/2018</b>	<b>Date and Time of Next Meeting</b>	<b>1 min</b>
The next Full Council meeting is scheduled to be held on Tuesday 11 <sup>th</sup> September 2018 at 7pm at the Beacon Hall.		9.30pm