



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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8th May 2019

To Councillors:

Barbara Bailey; John Bailey; Mandy Clarke; Richard Clarke; Jo Davis; Audrey Gillard-Sprake; Gemma Gotts; Gavin Heathcote; Samantha Heathcote; Simon Kidd; Andrew Larcombe; Ray Love; Conor Ogilvie-Davidson; Claire Parfitt; Jonathan Rich; Les Sprake; Kathy Thomas.

You are hereby summoned to attend the Annual Full Council meeting of the Peasedown St John Parish Council at the Beacon Hall on **Tuesday 14th May 2019 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.

C001 – 14/05/2019	Election of Chair and Vice-Chair	3 min
To consider nominations received and to elect a Chair and Vice-Chair of the Full Council.		7.13pm
C002 – 14/05/2019	Apologies for Absence	2 min
To receive and approve, if necessary, any apologies for absence. To include an update on councillor absenteeism and clarify procedure for submitting apologies.		7.15pm

C003 – 14/05/2019	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 – 14/05/2019	Minutes i. To consider and approve the minutes of the Full Council meeting held on 16 th April 2019. ii. To consider and approve the minutes of the Annual Village Meeting held on 2 nd April 2019.	4 min 7.21pm
C005 – 14/05/2019	SharePoint, Email and Meeting Documents To receive update on SharePoint, including access to email, meeting documents and Planner.	10 min 7.31pm
C006 – 14/05/2019	Items for Urgent Report Items which, in the opinion of the Chair, should be reported on as a matter of urgency.	2 min 7.33pm
C007 – 14/05/2019	Council Committee Updates To receive updates from the following Committees which have met since the last Full Council meeting: i. Finance & Amenities (to consider and approve the minutes of the Finance & Amenities Committee meeting held on 30/04/2019).	2 min 7.35pm
C008 – 14/05/2019	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. ii. To appoint members to Standing Committees and to elect the Committee Chairs.	10 min 7.45pm
C009 – 14/05/2019	Councillor Training To receive update on councillor training, including Good Councillor and Chairs training sessions.	2 min 7.47pm
C010 – 14/05/2019	Advisory Panels To receive the schedule of appointed Advisory Panels and to reaffirm any appointed by Full Council and any associated officer delegations.	2 min 7.49pm
C011 – 14/05/2019	Outside Bodies i. To receive an update on any forthcoming meetings or feedback from meetings attended since the last Full Council meeting. ii. To receive Police updates and consider if any incidents require further discussion as a future agenda item. The date of the next Police Beat Surgery is Saturday 1 st June 2019 from 9.30am to 10.30am at The Meeting Place, 16a Bath Road, Peasedown St John. iii. To approve the representatives with external bodies and the arrangements for reporting back.	4 min 7.53pm
C012 – 14/05/2019	Invitations and Representations i. To review any invitations requesting representation from the Parish Council and determine attendance. ii. To receive a verbal report on any events attended since the last meeting.	2 min 7.55pm
C013 – 14/05/2019	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. To include: 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.	2 min 7.57pm
C014 – 14/05/2019	Parish Snow Wardens To review arrangements and support of the local Snow Wardens scheme.	1 min 7.58pm

C015 – 14/05/2019	Subscriptions and Memberships	2 min
To review and approve the Council's and/or employees' memberships of other bodies.		8.00pm
C016 – 14/05/2019	Calendar of Meetings for the 2019-20 Council Year	2 min
To adopt the proposed calendar of meetings for the forthcoming council year.		8.02pm
C017 – 14/05/2019	Standing Orders & Financial Regulations	6 min
i. To pass a resolution that Councillors agree to receive summonses by email, thus allowing Standing Order 15.b.		8.08pm
ii. To adopt the recently amended Standing Orders.		
iii. To adopt the recently amended Financial Regulations.		
C018 – 14/05/2019	Community Grants & Village Events	10 min
i. To receive update regarding the Parish Council Community Grant Scheme and after review to consider the following motion raised at the Finance & Amenities Committee: <i>To resolve to award community grants as discussed at the Finance & Amenities Committee, totalling £3,500 (including £1,000 for Village Events).</i> <i>Proposed by: Cllr. Stephen Goodwin and Seconded by: Cllr. Claire Parfitt.</i>		8.18pm
ii. To receive update regarding the sponsorship package for Party in the Park and to make associated decisions about the Parish Council stand at the event.		
C019 – 14/05/2019	Assets & Insurance	6 min
i. To approve the disposal of any end of life other assets, in accordance with Financial Regulations.		8.24pm
ii. To receive the inventory of land and assets including buildings and office equipment.		
iii. To confirm arrangements for insurance cover in respect of all insured risks.		
The meeting will be adjourned for a 10-minute comfort break.		
C020 – 14/05/2019	Annual Governance Statement for 2018-19	10 min
To consider and approve the Annual Governance Statement in relation to the end of 2018-19 financial year accounts.		8.44pm
C021 – 14/05/2019	End of Year Accounts for 2018-19	10 min
To consider and approve the accounts for year ending 31 st March 2019. To include review of the Council's expenditure incurred under s.137 of the Local Government Act 1972, Reserves and the carrying forward of some remaining budgets to 2019-20.		8.54pm
C022 – 14/05/2019	Financial Matters & Schedule of Payments	6 min
In accordance with the Financial Regulations:		9.00pm
i. To review and approve the schedule of payments and ratify those already made in relation to the accounts for year ending 31 st March 2020.		
ii. To review and approve those operational related payments which arise on a regular basis throughout the year.		
iii. To review and ratify regular payments set up as direct debits or as a standing order and to consider proposals for any additional ones.		
C023 – 14/05/2019	Order of Known Business Document	6 min
To review progress on the Order of Known Business document for the 2018-19 council year and to consider the adoption of the proposed Order of Known Business document for the 2019-20 council year.		9.06pm
To include approval for the Parish Office to obtain the necessary quotations for:		
➤ Asset Signage and the extension of the Recreation Ground tarmac footpath for consideration at a future Full Council meeting.		
➤ Beacon Hall improvements (lighting, CCTV, cameras) and additional seating for Beacon Field for consideration at a future Finance & Amenities Committee meeting.		
C024 – 14/05/2019	Planning Related Matters	8 min
A. To decide on the Parish Council's official response regarding the following planning applications (to include consideration of any feedback on the applications from members):		9.14pm
i. Ref. 19/01934/FUL - 4 Heritage Close, Peasedown St. John, Bath, BA2 8TJ - Erection of new South East boundary fence - Mr & Mrs Mark Rosevere.		

<ul style="list-style-type: none"> ii. Ref. <u>19/01885/FUL</u> - 20 Jubilee Road, Peasedown St. John, Bath, BA2 8FB - Erection of single storey ground floor extension and addition of window to front elevation - Mr R Turrell. iii. Ref. <u>19/01892/FUL</u> - 49 Old England Way, Peasedown St. John, Bath, BA2 8SW - Erection of 1st floor side extension above existing garage and installation of car port to front elevation - Mr Dean Wheatley. iv. Ref. <u>19/01421/FUL</u> - The Beehive, 52 Carlingcott, Peasedown St. John, Bath, BA2 8AP - Erection of single storey greenhouse extension to existing outbuilding - Mrs Sarah Swords King. <p>B. To receive a report on the following:</p> <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. 	
<p>C025 – 14/05/2019 Recreation Ground Football Facilities & Scout Storage To receive update on the planning permission for a new Club House and Scout Storage and consider request from the Scout Group to proceed with a separate planning application for their garage storage building.</p>	<p>6 min 9.20pm</p>
<p>C026 – 14/05/2019 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.</p>	<p>1 min 9.21pm</p>
<p>C027 – 14/05/2019 Persimmon Land Transfer Advisory Panel To receive update regarding the Persimmon land transfer to the Parish Council and make any necessary associated decisions.</p>	<p>1 min 9.22pm</p>
<p>C028 – 14/05/2019 Tree Survey & Works To receive update on tree surveys and associated works identified from the surveys.</p>	<p>1 min 9.23pm</p>
<p>C029 – 14/05/2019 Street Lighting Upgrade To receive update regarding the upgrading of Parish Council street lighting to LED and to make any associated decisions and consideration of upgrading those lights not included on the original list.</p>	<p>1 min 9.24pm</p>
<p>C030 – 14/05/2019 Policies & Strategic Documentation To affirm the Council's policies through receiving the Council's Policy and Strategic Document Register.</p>	<p>1 min 9.25pm</p>
<p>C031 – 14/05/2019 General Power of Competence To consider eligibility and working towards being able to exercise the General Power of Competence in the future.</p>	<p>1 min 9.26pm</p>
<p>C032 – 14/05/2019 Correspondence, Complaints & Issues To review, on Planner, items of significant correspondence, complaints and issues received since the last meeting that should be brought to the Council's attention for information and possible future action.</p>	<p>1 min 9.27pm</p>
<p>C033 – 14/05/2019 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 9.28pm</p>
<p>C034 – 14/05/2019 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 9.29pm</p>
<p>C035 – 14/05/2019 Date and Time of Next Meeting The next meeting of the Full Council is scheduled to be held on Tuesday 18th June 2019 at 7pm at the Beacon Hall (subject to the calendar of meetings being approved under agenda item C016-14/05/2019).</p>	<p>1 min 9.30pm</p>