



## PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN  
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### 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 (Vice-Chair); Les Sprake; 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 10<sup>th</sup> September 2019 at 7.00pm** for the purpose of transacting the business detailed below.

Tanya West  
Parish Clerk

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## 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>C114 – 10/09/2019</b>	<b>Apologies for Absence</b>	<b>2 min</b>
To receive and approve, if necessary, any apologies for absence. To include an update on councillor absenteeism.		7.12pm
<b>C115 – 10/09/2019</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>C116 – 10/09/2019 Minutes</b> To consider and approve the minutes of the Full Council meeting held on 13 <sup>th</sup> August 2019.	<b>2 min</b> 7.16pm
<b>C117 – 10/09/2019 Update on Planner</b> To receive update and review the Actions Register saved on Microsoft Planner. To be undertaken directly by councillors accessing online via electronic devices.	<b>10 min</b> 7.26pm
<b>C118 – 10/09/2019 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> 7.28pm
<b>C119 – 10/09/2019 Chair's Report</b> To receive a verbal report from the Chair.	<b>2 min</b> 7.30pm
<b>C120 – 10/09/2019 Outside Bodies</b> i. To receive an update on any forthcoming meetings or feedback from meetings attended since the last Full Council meeting. To include voting rights at the ALCA AGM. ii. To receive an update on the B&NES Ward Councillors' Empowerment Fund including clarification on the criteria for projects. iii. 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 7 <sup>th</sup> September 2019 from 10.30am to 11.15am at The Meeting Place, Bath Road, Peasedown St John and Wednesday 25 <sup>th</sup> September 2019 from 10:00am to 11:00am the Circle Hospital Café, Foxcote Avenue, Peasedown St John.	<b>4 min</b> 7.34pm
<b>C121 – 10/09/2019 Invitations and Representations</b> i. To review any invitations requesting representation from the Parish Council and determine attendance. To include Remembrance Sunday church service. ii. To receive a verbal report on any events attended since the last meeting.	<b>2 min</b> 7.36pm
<b>C122 – 10/09/2019 Memorials at Ashgrove Cemetery</b> To consider requests for new/amended memorials at Ashgrove Cemetery.	<b>2 min</b> 7.38pm
<b>C123 – 10/09/2019 Advisory Panel Updates</b> A. To receive updates and consider recommendations from the following Advisory Panels which have met since the last Full Council meeting: i. Clerk Liaison Panel – Meeting held on 5 <sup>th</sup> September 2019. ii. Executive Committee Advisory Panel – Meeting held on 3 <sup>rd</sup> September 2019. iii. Personnel Committee Advisory Panel – Meeting held on 29 <sup>th</sup> July 2019.  B. To determine the Terms of Reference and membership of the Christmas Lights Advisory Panel.  C. To consider the establishment of an Advisory Panel to undertake the annual review of the Council Structure – to include approval of the Terms of Reference, membership and Chair of the Advisory Panel.  D. To consider the establishment of an Advisory Panel to undertake a review of the IT and web provision (Digital Transformation Strategy) – to include approval of the Terms of Reference, membership and Chair of the Advisory Panel.	<b>10 min</b> 7.48pm

<p><b>C124 – 10/09/2019                      Policies &amp; Strategic Documents</b>  To consider recommendations from the Executive Committee Advisory Panel following the review of policies at their meetings and to determine the following new amend amended policies for adoption:</p> <ul style="list-style-type: none"> <li>➤ Formal Complaints Procedure;</li> <li>➤ Internal Dispute Resolution.</li> </ul>	<p><b>4 min</b> 7.52pm</p>
<p><b>C125 – 10/09/2019                      Reaffirmation of Regular Activities</b>  To review the list of regular activities that the Parish Council is due to undertake during the 2019/20 council year. To consider the recommendation from the Executive Committee Advisory Panel that these activities are reaffirmed as business as usual.</p>	<p><b>2 min</b> 7.54pm</p>
<p><b>C126 – 10/09/2019                      Financial Matters</b></p> <ul style="list-style-type: none"> <li>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 2020.</li> <li>ii. To receive a report on General and Ear Marked Reserves and Committed Expenditure and make any associated decisions.</li> </ul>	<p><b>4 min</b> 7.58pm</p>
<p><b>C127 – 10/09/2019                      Planning Related Matters</b></p> <p>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):</p> <ul style="list-style-type: none"> <li>i. Ref. <b>19/03695/FUL</b> - 7 Naishes Avenue, Peasedown St. John, Bath, BA2 8TF - Erection of single storey extension to the rear elevation - Mr Peter Graveson.</li> <li>ii. Ref. <b>19/03790/FUL</b> - Spring House, 98 Carlingcott Lane, Carlingcott, Bath, BA2 8AW - Demolition of single storey sun-room, proposed new single storey extension and addition of external covered porch. Some changes to existing doors and windows - Mr &amp; Mrs Lorán.</li> </ul> <p>B. To receive a report on the following:</p> <ul style="list-style-type: none"> <li>i. Planning decisions issued by B&amp;NES Council.</li> <li>ii. Planning enforcement matters.</li> <li>iii. Planning applications not invited to comment / appeals / pending applications / applications from neighbouring parishes.</li> </ul>	<p><b>6 min</b> 8.04pm</p>
<p><b>C128 – 10/09/2019                      Order of Known Business Document</b>  To review progress on the Order of Known Business for the 2019-20 council year.</p>	<p><b>2 min</b> 8.06pm</p>
<p><b>C129 – 10/09/2019                      Asset Register &amp; Identification</b></p> <ul style="list-style-type: none"> <li>i. To receive the updated Asset Register and Inventory; to review the revised document and adopt accordingly.</li> <li>ii. To consider proposals for identification signage for outside assets and to determine design and supplier.</li> </ul>	<p><b>6 min</b> 8.12pm</p>
<p><b>C130 – 10/09/2019                      Insurance Policy and Schedule</b>  To receive update on insurance policy and schedule and make decisions regarding the renewal for 2019-20 and consideration of a 3-year contract discount.</p>	<p><b>8 min</b> 8.20pm</p>
<p><b>The meeting will be adjourned for a 10-minute comfort break.</b></p>	
<p><b>C131 – 10/09/2019                      Bench Seating and Dog Area on Beacon Field</b>  To receive a report on proposals to improve and increase seating on Beacon Field also to create a specific dog exercise area. To consider options and quotations and decide on how to proceed.</p>	<p><b>10 min</b> 8.40pm</p>
<p><b>C132 – 10/09/2019                      VE Day 75-Year Anniversary Events</b>  To review the suggested programme and consider the Parish Council’s involvement of the VE day 75-year anniversary on 8<sup>th</sup> May 2020.</p>	<p><b>3 min</b> 8.43pm</p>

<b>C133 – 10/09/2019</b>	<b>Operation London Bridge</b> To receive a report on ‘Operation London Bridge’ and to establish an Advisory Panel to review the information and make recommendations for the Council to consider.	<b>3 min</b> 8.46pm
<b>C134 – 10/09/2019</b>	<b>Street Lighting Upgrade</b> To receive update regarding the upgrading of the Parish Council street lighting to LEDs and to receive, if available, quotations for the upgrading of the remaining lights in order to make a decision at a future meeting.	<b>5 min</b> 8.51pm
<b>C135 – 10/09/2019</b>	<b>Persimmon Land Transfer</b> To receive update regarding the Persimmon land transfer to the Parish Council and make any necessary associated decisions, if information is available.	<b>5 min</b> 8.56pm
<b>C136 – 10/09/2019</b>	<b>Future Project List</b> To review the list of suggestions for future projects with a final opportunity to add items for inclusion before obtaining the relevant information and costings ready for consideration at the 2020/21 budget and precept review Advisory Panel meeting on 3 <sup>rd</sup> December. To include template for future project reporting.	<b>10 min</b> 9.06pm
<b>C137 – 10/09/2019</b>	<b>Correspondence, Complaints &amp; Issues</b> 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. To include: ➤ a letter from a resident requesting the cutting back of trees along the boundary with Beacon Hall and associated anti-social behaviour; ➤ Replacement bench seat at Wellow Lane/Mercedes roundabout; ➤ Request to take on responsibility of cutting some hedges on Bath Road.	<b>10 min</b> 9.16pm
<b>C138 – 10/09/2019</b>	<b>Future Agenda Items &amp; Cllr Questions</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.	<b>1 min</b> 9.17pm
<b>C139 – 10/09/2019</b>	<b>Review of New Actions</b> To review that any actions generated from the meeting have been correctly captured on the Actions Register.	<b>1 min</b> 9.18pm
<b>C140 – 10/09/2019</b>	<b>Date and Time of Next Meeting</b> The next meeting of the Full Council is scheduled to be held on Tuesday 15 <sup>th</sup> October 2019 at 7pm at the Beacon Hall.	<b>1 min</b> 9.19pm