



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 12th November 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.

C171 – 12/11/2019	Apologies for Absence	2 min
To receive and approve, if necessary, any apologies for absence. To include an update on councillor absenteeism.		7.12pm
C172 – 12/11/2019	Declarations of Interest	2 min
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

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.		
C173 – 12/11/2019	Minutes To consider and approve the minutes of the Full Council meeting held on 15 th October 2019.	2 min 7.16pm
C174 – 12/11/2019	Update on Planner To receive update and review the Actions Register saved on Microsoft Planner. To be undertaken directly by councillors accessing online via electronic devices. To include update on parish councillor surgery to be held on 15 th November 2019.	5 min 7.21pm
C175 – 12/11/2019	Items for Urgent Report Items which, in the opinion of the Chair, should be reported on as a matter of urgency.	2 min 7.23pm
C176 – 12/11/2019	NALC National Conference To receive a presentation from Cllr Conor Ogilvie-Davidson on information and ideas picked up during his recent attendance to the NALC Annual Conference at Milton Keynes.	10 min 7.33pm
C177 – 12/11/2019	Chair's Report To receive a verbal report from the Chair to include reflection on her attendance at the NALC Conference.	5 min 7.38pm
C178 – 12/11/2019	Outside Bodies i. To receive an update on any forthcoming meetings or feedback from meetings attended since the last Full Council meeting. To include review of Parish Liaison Terms of Reference document. ii. To receive an update on the B&NES Ward Councillors' Empowerment Fund including clarification on the conditions. iii. To receive Police updates. The date of the next Police Beat Surgery is Wednesday 20 th November 2019 from 10:00am to 11:00am the Circle Hospital Café, Foxcote Avenue, Peasedown St John.	3 min 7.41pm
C179 – 12/11/2019	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 7.43pm
C180 – 12/11/2019	Memorials at Ashgrove Cemetery i. To consider requests for new/amended memorials at Ashgrove Cemetery. ii. To ratify the updates to the Policy for Memorial Tree, Shrub and Bench Donation Policy as agreed by the Burial Committee.	5 min 7.48pm
C181 – 12/11/2019	Advisory Panel Updates 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 7 th November 2019. ii. Council Structure Review Advisory Panel – Meeting held on 22 nd October 2019. iii. Executive Committee Advisory Panel – Meeting held on 29 th October 2019. iv. Christmas Lights Advisory Panel – Meeting scheduled for Tuesday 12 th November at 6pm at Beacon Hall. To consider their recommendations regarding a tree and festive lights on Orchard Way for Christmas 2019. B. To receive updates on the forthcoming meetings for the following Advisory Panels and to consider additional membership from those councillors not in attendance at the last Full Council meeting: i. Council Structure Review Advisory Panel – Meeting scheduled for Tuesday 10 th December 2019 at 6pm at Beacon Hall. ii. Digital Transformation Strategy Advisory Panel – Meeting scheduled for Tuesday 19 th November 2019 at 8.00pm at Beacon Hall. iii. Operation London Bridge Advisory Panel - Meeting scheduled for Tuesday 19 th November 2019 at 6.30pm at Beacon Hall. iv. Finance & Amenities Committee Advisory Panel – To consider amendment to the Terms of Reference document in preparation for the budget meeting scheduled for Tuesday 3 rd December 2019 at 7.00pm at Beacon Hall to incorporate the attendance of all councillors to this meeting.	5 min 7.53pm

<p>C182 – 12/11/2019 Policies & Strategic Documents</p> <p>To consider recommendations from the Executive Committee Advisory Panel and the Personnel Committee following the review of policies at their meetings and to determine the following new and amended policies for adoption:</p> <ul style="list-style-type: none"> ➤ Anti-Bribery, Gifts & Hospitality Policy ➤ Council Standards Document ➤ Equality Policy ➤ Staff Appraisal Policy & Document ➤ Document Retention and Disposal Policy. 	<p>5 min 7.58pm</p>
<p>C183 – 12/11/2019 Financial Matters</p> <ol 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 2020. ii. To receive update on financial spend against budget for the second quarter of the 2019/20 financial year, in accordance with Standing Order 17c. iii. To receive a report on General and Ear Marked Reserves and Committed Expenditure and make any associated decisions. 	<p>3 min 8.01pm</p>
<p>C184 – 12/11/2019 Planning Related Matters</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> <ol style="list-style-type: none"> i. Ref. 19/04334/HPD - 3 Morgan Way, Peasedown St. John, Bath, BA2 8TT - Prior approval request for rear extension that would extend beyond the rear wall of the original house by 5 metres, have a maximum height of 4 metres and have eaves that are 2.6 metres high - Mrs Helen Davey. ii. Ref. 19/04688/FUL - 33 Sunnyside View, Peasedown St. John, Bath, BA2 8JN - Erection of 2 storey side extension - Mr James Harper. iii. Ref. 19/04775/FUL - Land Adjacent To Kingswell, Eckweek Lane, Peasedown St. John, Bath - Erection of 3 bed detached house, double garage and workshop - Mr & Mrs Maughan. <p>B. To receive a report on the following:</p> <ol 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>5 min 8.06pm</p>
<p>C185 – 12/11/2019 Order of Known Business Document</p> <p>To review progress on the Order of Known Business for the 2019-20 council year.</p>	<p>2 min 8.08pm</p>
<p>C186 – 12/11/2019 Asset Register & Identification</p> <ol style="list-style-type: none"> i. To receive the updated Asset Register and Inventory; to review the revised document and adopt accordingly. ii. To consider proposals for identification signage for outside assets and to determine design and supplier. 	<p>8 min 8.16pm</p>
<p>The meeting will be adjourned for a 10-minute comfort break.</p>	
<p>C187 – 12/11/2019 Youth Hub & Youth Work Provision</p> <p>To receive update regarding the request to the NALC solicitor regarding the Parish Council contributing towards youth work provision provided by the churches (subject to response being received). Also, to consider the earmarked donation of £5,000 for Peasedown Youth Partnership following the resolution at the Full Council meeting in April (minute C369 – 16/04/2019 refers).</p>	<p>10 min 8.36pm</p>
<p>C188 – 12/11/2019 Persimmon Land Transfer</p> <p>To receive update regarding the Persimmon land transfer to the Parish Council and to make a decision on the draft letter options regarding the second phase of additional parcels of land identified by Persimmon for transfer and make any associated decisions. To consider the following motions:</p> <ul style="list-style-type: none"> ➤ <i>The Parish Council resolves that the request from Persimmon Homes solicitor for the Parish Council to consider including all of the newly identified titles of land is not accepted</i> 	<p>10 min 8.46pm</p>

<p><i>at this time but will be reconsidered once the various anomalies have been resolved by Persimmon.</i></p> <ul style="list-style-type: none"> ➤ <i>The Parish Council resolves to request that two titles of land at the east end of Orchard Way are added to the original agreement.</i> ➤ <i>The Parish Council resolves to accept the draft letter to Persimmon Homes as circulated to councillors as pre-reading.</i> 	
<p>C189 – 12/11/2019 Street Lighting Upgrade</p> <ul style="list-style-type: none"> i. To receive update regarding the upgrading of the Parish Council street lighting to LEDs and to consider the releasing of payment for the outstanding lights. ii. To consider the quotations (received to date) for the upgrading of the remaining lights and to make a decision on whether to proceed with those. iii. To also receive update regarding maintenance contract and charges and make any associated decisions if necessary. 	<p>10 min 8.56pm</p>
<p>C190 – 12/11/2019 Winter Support</p> <p>To receive update on the Snow Warden scheme and the Parish Council grit bins and to consider the purchase of rock salt to replenish reserves.</p>	<p>2 min 8.58pm</p>
<p>C191 – 12/11/2019 Resolution Relating to Six Month Rule</p> <p>To pass a resolution that in accordance with Standing Order 10a.xv, Standing Order 7a and 7b (six-month rule) is temporarily suspended, to allow the following items to be discussed:</p>	<p>1 min 8.59pm</p>
<p>C192 – 12/11/2019 Extension of Recreation Ground Pathway</p> <p>To receive a report on the extension of the Recreation Ground pathway to link up to the pedestrian entrance on Whitebrook Lane. To consider the quotations and make a decision on which contractor to award the project or otherwise.</p>	<p>10 min 9.09pm</p>
<p>C193 – 12/11/2019 Resolution to Reinstate Six Month Rule</p> <p>To pass a resolution to reinstate Standing Order 7a and 7b.</p>	<p>1 min 9.10pm</p>
<p>C194 – 12/11/2019 Remembrance Day Event</p> <p>To receive feedback on the Remembrance Day Event held on Sunday 10th November 2019 at Beacon Hall.</p>	<p>3 min 9.13pm</p>
<p>C195 – 12/11/2019 Future Project List</p> <p>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 3rd December.</p>	<p>5 min 9.18pm</p>
<p>C196 – 12/11/2019 Correspondence, Complaints & Issues</p> <p>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:</p> <ul style="list-style-type: none"> ➤ a letter from a resident regarding road traffic accidents on Dunkerton Hill; ➤ a letter from a resident regarding a request to B&NES Council to reduce the speed limit on the A367 through Peasedown St John. ➤ Tree Charter Day and associated updates. 	<p>6 min 9.24pm</p>
<p>C197 – 12/11/2019 Future Agenda Items & Cllr Questions</p> <p>Opportunity to provide the Clerk with requests for possible future agenda items and to raise questions on items not otherwise covered on the agenda. The following items to be included:</p> <ul style="list-style-type: none"> ➤ CCTV at Beacon Hall; ➤ Risk Register. 	<p>1 min 9.25pm</p>
<p>C198 – 12/11/2019 Review of New Actions</p> <p>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>C199 – 12/11/2019 Date and Time of Next Meeting</p> <p>The next meeting of the Full Council is scheduled to be held on Tuesday 17th December 2019 at 7pm at the Beacon Hall.</p>	<p>1 min 9.27pm</p>