



## PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN  
Tel: 01761 433686 E-mail: clerk@peasedownstjohnparishcouncil.gov.uk  
www.peasedownstjohnparishcouncil.gov.uk

11<sup>th</sup> December 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 (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 17<sup>th</sup> December 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 include a report from resident/s of the parish regarding their proposals for the telephone kiosk on Bath Road.

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.**

**C212 – 17/12/2019**

#### **Apologies for Absence**

To receive and approve, if necessary, any apologies for absence. To include an update on councillor absenteeism.

**2 min**  
**7.12pm**

<p><b>C213 – 17/12/2019</b>                      <b>Declarations of Interest</b>  To receive any declarations of Members' Interests in any item on the agenda, which have not already been disclosed to the Monitoring Officer.  <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></p>	<p><b>2 min</b> 7.14pm</p>
<p><b>C214 – 17/12/2019</b>                      <b>Minutes</b>  To consider and approve the minutes of the Full Council meeting held on 12<sup>th</sup> November 2019.</p>	<p><b>2 min</b> 7.16pm</p>
<p><b>C215 – 17/12/2019</b>                      <b>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.</p>	<p><b>2 min</b> 7.18pm</p>
<p><b>C216 – 17/12/2019</b>                      <b>Items for Urgent Report</b>  Items which, in the opinion of the Chair, should be reported on as a matter of urgency.</p>	<p><b>2 min</b> 7.20pm</p>
<p><b>C217 – 17/12/2019</b>                      <b>Chair's Report</b>  To receive a verbal report from the Chair.</p>	<p><b>2 min</b> 7.22pm</p>
<p><b>C218 – 17/12/2019</b>                      <b>Outside Bodies</b></p> <ol style="list-style-type: none"> <li>i. To receive an update on any forthcoming meetings or feedback from meetings attended since the last Full Council meeting.</li> <li>ii. To receive an update on the B&amp;NES Ward Councillors' Empowerment Fund including response received regarding joint project funding.</li> <li>iii. To receive Police updates. The date of the next Police Beat Surgery is Thursday 9<sup>th</sup> January 2020 from 10:00am to 11:00am the Circle Hospital Café, Foxcote Avenue, Peasedown St John.</li> </ol>	<p><b>3 min</b> 7.25pm</p>
<p><b>C219 – 17/12/2019</b>                      <b>Invitations and Representations</b></p> <ol style="list-style-type: none"> <li>i. To review any invitations requesting representation from the Parish Council and determine attendance.</li> <li>ii. To receive a verbal report on any events attended since the last meeting.</li> </ol>	<p><b>2 min</b> 7.27pm</p>
<p><b>C220 – 17/12/2019</b>                      <b>Memorials at Ashgrove Cemetery</b>  To consider requests for new/amended memorials at Ashgrove Cemetery.</p>	<p><b>3 min</b> 7.30pm</p>
<p><b>C221 – 17/12/2019</b>                      <b>Financial Matters</b></p> <ol 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 consider quotations for MS365 licence renewals and make associated decisions.</li> <li>iii. To receive a report on General and Ear Marked Reserves and Committed Expenditure and make any associated decisions.</li> </ol>	<p><b>2 min</b> 7.32pm</p>
<p><b>C222 – 17/12/2019</b>                      <b>Advisory Panel Updates</b></p> <p>A. To receive updates and consider recommendations from the following Advisory Panels which have met since the last Full Council meeting:</p> <ol style="list-style-type: none"> <li>i. <b>Clerk Liaison Panel</b> – Meeting held on 5<sup>th</sup> December 2019.</li> <li>ii. <b>Council Structure Review Advisory Panel</b> – Meeting held on 10<sup>th</sup> December 2019.</li> <li>iii. <b>Digital Transformation Strategy Advisory Panel</b> – Meeting held on 19<sup>th</sup> November 2019 at 8.00pm at which the following was raised: <ul style="list-style-type: none"> <li>➤ <b>Recommendation</b> – That councillors Simon Kidd; Conor-Ogilvie-Davidson; Jonathan Rich; Les Sprake and Kathy Thomas take forward the Digital Transformation Project for the Parish Council, subject to any other councillors wishing to be involved.</li> <li>➤ <b>Motion</b> – <i>That the Parish Council adopts psjpc.gov.uk as a domain name for all email and websites for staff and councillors.</i>  Proposed by: Cllr Simon Kidd  Seconded by: Cllr Conor Ogilvie-Davidson</li> </ul> </li> <li>iv. <b>Finance &amp; Amenities Committee Advisory Panel</b> – Meeting held on 3<sup>rd</sup> December 2019 at 7.00pm.</li> <li>v. <b>Operation London Bridge Advisory Panel</b> - Meeting held on Tuesday 19<sup>th</sup> November 2019 at 6.30pm which the following was raised: <ul style="list-style-type: none"> <li>➤ <b>Recommendation</b> - To adopt the proposed Protocol on the Death of a Senior National or Local Figure.</li> </ul> </li> </ol>	<p><b>20 min</b> 7.52pm</p>

<p>➤ <b>Motion</b> - To propose to move £1k from Reserves to the operational budget under the heading 'Death of a Snr National/Local Figure' to allow the Clerk to prepare and spend as necessary for such local events in conjunction with the Protocol. Proposed by Cllr Jonathan Rich Seconded by Cllr Conor Ogilvie-Davidson.</p> <p>vi. <b>VE-Day 75<sup>th</sup> Year Anniversary Event Advisory Panel</b> – Meeting held on 10<sup>th</sup> December 2019.</p> <p>B. To acknowledge 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:</p> <p>i. <b>Clerk Liaison Panel</b> – Meeting scheduled for 9<sup>th</sup> January 2020.</p> <p>ii. <b>Council Structure Review Advisory Panel</b> – Meeting scheduled for Thursday 30<sup>th</sup> January 2020 at 6pm at Beacon Hall.</p> <p>iii. <b>Executive Committee Advisory Panel</b> – Meeting scheduled for Tuesday 14<sup>th</sup> January 2020 at 7.30pm at Beacon Hall.</p> <p>iv. <b>VE-Day 75<sup>th</sup> Year Anniversary Event Advisory Panel</b> – Meeting scheduled for Tuesday 14<sup>th</sup> January 2020 at 6.30pm at Beacon Hall.</p>	
<p><b>C223 – 17/12/2019 Policies &amp; Strategic Documents</b></p> <p>To consider recommendations from the Personnel Committee following the review of policies at their meetings and to determine the following new and amended policies for adoption:</p> <p>➤ Disciplinary Policy</p> <p>➤ Employee Expenses Policy</p> <p>➤ Grievance Policy</p> <p>➤ Parish Councillors' Expenses Policy.</p>	<p><b>4 min</b> 7.56pm</p>
<p><b>C224 – 17/12/2019 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> <p>i. Ref. <b>19/04945/CONSLT</b> - Street Record, Bath Road, Peasedown St. John, Bath - Removal of public payphone service. (Kiosk at Bath Road, Peasedown St John BA2 8DJ) – BT Payphone. This item may include discussion on the Parish Council potentially requesting to adopt the kiosk.</p> <p>ii. Ref. <b>19/05100/M6A</b> - Land Between Hillside View And Bath Road, Greenlands Road, Peasedown St. John, Bath, - Application to modify a planning obligation contained in the Unilateral Undertaking (as amended) pursuant to Outline Planning Consent 12/05477/OUT – Curo.</p> <p>iii. Ref. <b>19/05224/FUL</b> - 11 Eckweek Lane, Peasedown St. John, Bath, BA2 8PW - Replace existing felt flat roof on detached single garage with new pitched roof – Mr Edgell.</p> <p>iv. Ref. <b>19/05265/FUL</b> - Land Adjacent To Kingswell, Eckweek Lane, Peasedown St. John, Bath, - Erection of detached house and garage on land adjacent to Kingswell. (Resubmission). – Mr &amp; Mrs Connor.</p> <p>v. Ref. <b>19/05299/FUL</b> - 4 Camvale, Peasedown St. John, Bath, BA2 8AG - Loft conversion with rear facing dormer windows - Mrs Tracey Wilmot.</p> <p>B. To receive a report on the following:</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><b>10 min</b> 8.06pm</p>
<p><b>C225 – 17/12/2019 Order of Known Business Document</b></p> <p>To review progress on the Order of Known Business for the 2019-20 council year.</p>	<p><b>2 min</b> 8.08pm</p>
<p><b>C226 – 17/12/2019 Asset Register &amp; Identification</b></p> <p>i. To receive the updated Asset Register and Inventory; to review the revised document and adopt accordingly.</p>	<p><b>5 min</b> 8.13pm</p>

ii. To consider proposals for identification signage for outside assets and to determine design and supplier.	
<b>The meeting will be adjourned for a 10-minute comfort break.</b>	
<b>C227 – 17/12/2019</b> <b>Street Lighting Upgrade</b> 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.	<b>10 min</b> 8.33pm
<b>C228 – 17/12/2019</b> <b>A367 Bypass</b> To review correspondence received regarding road traffic accidents on Dunkerton Hill and the suggested amendments to speed limits on the A367 and to consider any response by the Parish Council.	<b>5 min</b> 8.38pm
<b>C229 – 17/12/2019</b> <b>Communications</b> To receive updates and make any required associated decisions on the following: ➤ Parish Councillor Surgeries for 2020. ➤ Parish Office opening hours (update from the Personnel Committee). ➤ Information emails to Councillors from the Clerk. ➤ Using emails as a mechanism for debate.	<b>12 min</b> 8.50pm
<b>C230 – 17/12/2019</b> <b>Persimmon Land Transfer</b> To receive update (subject to response being received) regarding the Persimmon land transfer to the Parish Council and to make any associated decisions.	<b>10 min</b> 9.00pm
<b>C231 – 17/12/2019</b> <b>Youth Hub &amp; Youth Work Provision</b> 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).	<b>10 min</b> 9.10pm
<b>C232 – 17/12/2019</b> <b>Senior Residents' Christmas Tea Party</b> To receive feedback on the Senior Residents' Christmas Tea Party held on Sunday 8 <sup>th</sup> December 2019 at Beacon Hall.	<b>2 min</b> 9.12pm
<b>C233 – 17/12/2019</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.	<b>5 min</b> 9.17pm
<b>C234 – 17/12/2019</b> <b>Resolution Relating to Confidential Nature</b> To pass a resolution that in accordance with Standing Order 3c in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw.	<b>1 min</b> 9.18pm
<b>C235 – 17/12/2019</b> <b>Staff Appraisals</b> To receive a report on the Clerk's Appraisal in accordance with the Staff Appraisal Policy & Document.	<b>2 min</b> 9.20pm
<b>C236 – 17/12/2019</b> <b>Resolution to Revert to Public Session</b> To pass a resolution that the meeting is put back into public session.	<b>1 min</b> 9.21pm
<b>C237 – 17/12/2019</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. The following items to be included: ➤ CCTV at Beacon Hall; ➤ Risk Register.	<b>2 min</b> 9.23pm
<b>C238 – 17/12/2019</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>2 min</b> 9.25pm
<b>C239 – 17/12/2019</b> <b>Date and Time of Next Meeting</b> The next meeting of the Full Council is scheduled to be held on Tuesday 21 <sup>st</sup> January 2020 at 7pm at Beacon Hall.	<b>1 min</b> 9.26pm