



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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11th March 2020

To Councillors:

Barbara Bailey; John Bailey; Mandy Clarke; Richard Clarke; Jo Davis; Audrey Gillard-Sprake; 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 17th March 2020 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.

C298 – 17/03/2020	Apologies for Absence & Casual Vacancy	2 min
To receive and approve, if necessary, any apologies for absence. To include an update on councillor absenteeism and on Casual Vacancy with possible consideration of deferring the filling of this position.		7.12pm

<p>C299 – 17/03/2020 Declarations of Interest</p> <p>To receive any declarations of Members' Interests in any item on the agenda, which have not already been disclosed to the Monitoring Officer.</p> <p>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.</p>	<p>2 min 7.14pm</p>
<p>C300 – 17/03/2020 Minutes</p> <p>i. To consider and approve the minutes of the Full Council meeting held on 18th February 2020 [click here to view a copy of the minutes].</p> <p>ii. To sign the minutes of the Full Council meeting held on 18th February 2020.</p>	<p>2 min 7.16pm</p>
<p>C301 – 17/03/2020 Update on Planner</p> <p>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>2 min 7.18pm</p>
<p>C302 – 17/03/2020 Items for Urgent Report</p> <p>Items which, in the opinion of the Chair, should be reported on as a matter of urgency.</p>	<p>2 min 7.20pm</p>
<p>C303 – 17/03/2020 Chair's Report</p> <p>To receive a verbal report from the Chair.</p>	<p>2 min 7.22pm</p>
<p>C304 – 17/03/2020 Advisory Panel Updates</p> <p>A. To receive updates and consider recommendations from the following Advisory Panels which have met since the last Full Council meeting:</p> <p>i. Council Structure Review Advisory Panel (10 mins) – Meeting scheduled for Thursday 30th January 2020 at 6pm at Beacon Hall. Cllr. Bailey to provide a presentation.</p> <p>ii. Clerk Liaison Panel (2 mins) – Meeting held on 10th March 2020 at 5.30pm.</p> <p>iii. Digital Transformation Strategy Advisory Panel (10 mins) – Meeting held on 21st February 2020 at 6.00pm at Beacon Hall. Cllrs. Kidd and Ogilvie-Davidson to provide a presentation.</p> <p>iv. Executive Committee Advisory Panel (2 mins) – Meeting held on 12th March 2020 at 7.30pm.</p> <p>v. Finance & Amenities Committee Advisory Panel (2 mins) – Meeting held on 12th March 2020 at 6.30pm at Beacon Hall.</p> <p>vi. Personnel Committee Advisory Panel (2 mins) – Meeting held on 10th March 2020 at 7.00pm at Beacon Hall.</p> <p>vii. Signage Advisory Panel (2 mins) – Updated via email.</p> <p>viii. VE-Day 75th Year Anniversary Event Advisory Panel (5 mins) – Meeting scheduled for Tuesday 17th March 2020 at 6.00pm at Beacon Hall.</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. Clerk Liaison Panel – Meeting scheduled for Thursday 2nd April 2020.</p> <p>ii. Executive Committee Advisory Panel – Meeting scheduled for Tuesday 7th April 2020 at 7.00pm.</p> <p>iii. Football Club Liaison Advisory Panel – Meeting held on 24th March 2020 at 7.00pm.</p>	<p>35 min 7.57pm</p>
<p>C305 – 17/03/2020 Protocol on the Death of a Senior National or Local Figure</p> <p>To receive an update on the actions undertaken to date on the Protocol on the Death of a Senior National or Local Figure document. Also, to decide whether to adopt the suggested amendments to this document in view of recent decisions from members of the Royal Family.</p>	<p>2 min 7.59pm</p>
<p>C306 – 17/03/2020 Youth Hub & Youth Work Provision</p> <p>To receive update on the Youth Hub/Hive and to consider the formal request from Peasedown Youth Partnership to release the earmarked donation of £5,000 for youth work</p>	<p>5 min 8.04pm</p>

<p>provision following the resolution at the Full Council meeting in April (minute C369 – 16/04/2019 refers).</p> <p>To also include consider request from Peasedown Youth Partnership regarding the distribution of their information/activities with the Parish Council newsletter.</p>	
<p>C307 – 17/03/2020 Preparations for Coronavirus</p> <p>To receive update on the Public Health and NALC guidelines regarding Coronavirus and works undertaken to date to help contain the spread of this virus. To decide on:</p> <ol style="list-style-type: none"> i. The delegation of decisions in relation to activities required to be undertaken to comply with the published guidelines including possible cancellation of future meetings. ii. Delegation of decision regarding temporary limits on interments at Ashgrove Cemetery. 	<p>10 min 8.14pm</p>
<p>C308 – 17/03/2020 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 consider subscription payments for various professional supporting bodies. iii. To receive a report on General and Ear Marked Reserves and Committed Expenditure and make any associated decisions. iv. To approve payment of £500 from Ear Marked Reserves for the Parish Council’s solicitor for work on the Persimmon land transfer. v. To consider request from the Personnel Committee to release up to £1,000 from Reserves to carry out training identified by recent appraisals to be completed by April 2020. vi. To consider request to release funds from Ear Marked Reserves for a replacement door for the Parish Office and to delegate the decision for the purchasing of the door. vii. To consider request to release funds of up to £5,000 from Reserves to cover emergency works to comply with Covid19 requirements. viii. To consider request to release funds from Reserves for laptops and associated hardware for Parish Office staff and to delegate decision for the purchasing of these items. 	<p>11 min 8.25pm</p>
<p>C309 – 17/03/2020 CCTV at Beacon Hall</p> <p>To receive a report and consider recommendations regarding the installation of CCTV at Beacon Hall and to make associated decisions.</p>	<p>5 min 8.30pm</p>
<p>The meeting will be adjourned for a 10-minute comfort break.</p>	
<p>C310 – 17/03/2020 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. <u>20/00849/FUL</u> - 59 Underleaf Way, Peasedown St. John, Bath, BA2 8SR - Erection of single storey extension to garage and conversion to annex for elderly and disabled relative – Mr & Mrs Parrett. ii. Ref. <u>20/00947/FUL</u> - 79 New Buildings, Peasedown St. John, Bath, BA2 8LB - Erection of two storey extension to the right-hand side of property - Mrs Louise Jones. iii. Ref. <u>20/00996/HPD</u> - 41 Faulkland View, Peasedown St. John, Bath, BA2 8TG - Prior approval request for single storey rear conservatory that would 1) extend beyond the rear wall of the original house by 5.40 metres 2) have a maximum height of 4.00 metres and 3) have eaves that are 3.00 metres high – Mr Leon Swaby. <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>8 min 8.48pm</p>

<p>C311 – 17/03/2020 Policies & Strategic Documents</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> <ul style="list-style-type: none"> ➤ Acceptable Usage Policy ➤ Employee Sickness Policy ➤ Lone Working Policy ➤ New Councillor Induction Protocol ➤ Time Off for Dependents Policy. 	<p>5 min 8.53pm</p>
<p>C312 – 17/03/2020 Persimmon Land Transfer</p> <p>To receive update regarding the Persimmon land transfer to the Parish Council and to make any associated decisions.</p>	<p>5 min 8.58pm</p>
<p>C313 – 17/03/2020 General Power of Competence</p> <p>To receive update and to determine whether to work towards being able to exercise the General Power of Competence in the future.</p>	<p>2 min 9.00pm</p>
<p>C314 – 17/03/2020 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.</p>	<p>5 min 9.05pm</p>
<p>C315 – 17/03/2020 Streetlighting Maintenance</p> <p>To receive a report from the streetlighting maintenance advisory panel regarding progress and next steps regarding the streetlighting maintenance contract.</p>	<p>3 min 9.08pm</p>
<p>C316 – 17/03/2020 Outside Bodies</p> <ul style="list-style-type: none"> 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 including details on the next Police Beat Surgeries. 	<p>4 min 9.12pm</p>
<p>C317 – 17/03/2020 Invitations and Representations</p> <ul style="list-style-type: none"> 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. 	<p>1 min 9.13pm</p>
<p>C318 – 17/03/2020 Risk Register</p> <p>To receive the updated Risk Register; to review the revised document and adopt accordingly.</p>	<p>2 min 9.15pm</p>
<p>C319 – 17/03/2020 Memorials at Ashgrove Cemetery</p> <p>To consider requests for new/amended memorials at Ashgrove Cemetery.</p>	<p>2 min 9.17pm</p>
<p>C320 – 17/03/2020 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.</p>	<p>1 min 9.18pm</p>
<p>C321 – 17/03/2020 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 9.19pm</p>
<p>C322 – 17/03/2020 Date and Time of Next Meeting</p> <p>The next meeting of the Full Council is scheduled to be held on Tuesday 21st April 2020 at 7pm at Beacon Hall.</p>	<p>1 min 9.20pm</p>