



## PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN  
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10<sup>th</sup> June 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 remote Full Council meeting of Peasedown St John Parish Council via MS Teams on **Tuesday 16<sup>th</sup> June 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).

For members of the public wishing to observe the meeting or to raise a question/speak during the public session, you may join the meeting online by clicking [here](#). Please note, you will be prompted to download the MS Teams application and you will be temporarily held in a virtual 'lobby' before accessing the meeting.

**\*\*PLEASE ENSURE THAT YOU MUTE YOUR MICROPHONE WHEN NOT SPEAKING\*\***

**Please be aware that this Parish Council meeting will be recorded, in accordance with the Openness of Local Government Bodies Regulations 2014.**

<b>C367 – 16/06/2020</b>	<b>Attendance Roll Call and Declarations of Interest</b>	<b>5 min</b>
To action the attendance register and to receive any declarations of Members' Interests in any item on the agenda, which have not already been disclosed to the Monitoring Officer.		<b>7.15pm</b>

<p><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>C368 – 16/06/2020 Apologies for Absence</b> To receive an update on councillor absenteeism, to receive and note any apologies for absence for this meeting.</p>	<p><b>2 min</b> 7.17pm</p>
<p><b>C369 – 16/06/2020 Minutes</b></p> <ol style="list-style-type: none"> <li>i. To consider and approve the minutes of the Full Council meeting held on 12<sup>th</sup> May 2020 [click <a href="#">here</a> to view a copy of the minutes]. These minutes will be accepted as read, in accordance with Standing Order 12a.</li> <li>ii. To sign the minutes of the Full Council meeting held on 12<sup>th</sup> May 2020.</li> <li>iii. Any outstanding actions from the last meeting are located on Planner* under the 'Outstanding' bucket. Any councillors questions in relation to these items should be raised directly on Planner for response.</li> </ol>	<p><b>2 min</b> 7.19pm</p>
<p><b>C370 – 16/06/2020 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> 7.21pm</p>
<p><b>C371 – 16/06/2020 Council Committee Updates</b> To receive updates from the following Committees which have met since the last Full Council meeting:</p> <ol style="list-style-type: none"> <li>i. Executive Committee – Meeting held on 2<sup>nd</sup> June 2020 [click here to view a copy of the minutes]. Recommendations from this meeting will be covered under agenda item C379 – 16/06/2020.</li> <li>ii. Finance &amp; Amenities – Meeting held on 30<sup>th</sup> April 2020. To include consideration of the recommendation for changes to irregular operational expenditure budget items to be incorporated for the 2021/22 financial year.</li> <li>iii. Personnel Committee – Meeting held on 9<sup>th</sup> June 2020. To include consideration of the recommendation of changes to the use/maintaining of the Parish Council Facebook page.</li> </ol>	<p><b>10 min</b> 7.31pm</p>
<p><b>C372 – 16/06/2020 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: *All the below-listed Advisory Panels (with the exception of CLP) has their own channel under the Full Council team and their own bucket on the Full Council plan.</p> <ol style="list-style-type: none"> <li>i. <b>Clerk Liaison Panel</b> – To receive the notes from the meeting held on 3<sup>rd</sup> June 2020 at 4.00pm.</li> <li>ii. <b>Digital Transformation Strategy Advisory Panel</b> – To receive the notes from the meeting held on 26<sup>th</sup> May 2020 at 6.30pm. To review and formalise the revised Terms of Reference.</li> <li>iii. <b>Streetlighting Maintenance Advisory Panel</b> – To receive the notes from the meeting held on Wednesday 27<sup>th</sup> May 2020 at 6.30pm.</li> <li>iv. <b>VE-Day 75<sup>th</sup> Year Anniversary Event Advisory Panel</b> – To receive an update from the meeting held on 16<sup>th</sup> June 2020 at 6.00pm. To formalise the re-naming and membership of this Advisory Panel.</li> <li>v. <b>Signage Advisory Panel</b> – To receive an update on progress. To formalise the re-naming and membership of this Advisory Panel. To review and formalise the revised Terms of Reference.</li> </ol> <p>B. To acknowledge the forthcoming meetings for the following Advisory Panels:</p> <ol style="list-style-type: none"> <li>i. <b>Clerk Liaison Panel</b> – Meeting scheduled for Wednesday 1<sup>st</sup> July 2020.</li> <li>ii. <b>Digital Transformation Strategy Advisory Panel</b> – Date to be determined (agreed to meet every 2-3 months).</li> </ol>	<p><b>15 min</b> 7.49pm</p>

<p>iii. <b>Executive Committee Advisory Panel</b> – Meeting scheduled for Tuesday 14<sup>th</sup> July 2020.</p>	
<p><b>C373 – 16/06/2020                      Coronavirus Update</b>  To receive update and make associated decisions following advice from the Government, Public Health and NALC guidelines regarding Coronavirus and to receive a report and review the actions/decisions taken at the last meeting and confirmation of working practice which is a delegated responsibility of the Personnel Committee.  To include a review of the access to the following areas of public open space:  i. Beacon Field and the Recreation Ground;  ii. Ashgrove Cemetery;  iii. Ecewiche Green.</p> <p>To include an update on various groups/organisations within the village and how they are helping to service the community/how Coronavirus is impacting on them.</p> <p>To include an update on the Casual Vacancy and with a view to inviting interested persons to attend the Councillor Surgery in August to find out more about the Council and advise them interviews are likely to be undertaken via remote video sessions.</p>	<p><b>15 min</b> 8.04pm</p>
<p><b>C374 – 16/06/2020                      Bench Seat and Planter</b>  To receive update on the replacement bench seat at Wellow Lane/Mercedes Roundabout and to make associated decisions on street furniture to be installed, funding and location (if details are available).</p>	<p><b>5 min</b> 8.09pm</p>
<p><b>C375 – 16/06/2020                      Risk Register</b>  To receive the updated Risk Register; to review the revised document and adopt accordingly.</p>	<p><b>5 min</b> 8.14pm</p>
<p><b>C376 – 16/06/2020                      Financial Matters</b>  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 2021.  ii. To receive a report on General and Ear Marked Reserves and Committed Expenditure and make any associated decisions.  If any councillor has questions on the above listed documents, they should raise them to the Clerk prior to the meeting.</p>	<p><b>4 min</b> 8.18pm</p>
<p><b>C377 – 16/06/2020                      Annual Governance Statement for 2019-20</b>  To consider and approve the Annual Governance Statement in relation to the Annual Governance and Accountability Return for the financial year ending 31<sup>st</sup> March 2020.</p>	<p><b>10 min</b> 8.28pm</p>
<p><b>C378 – 16/06/2020                      End of Year Accounts for 2019-20</b>  To consider and approve the accounts for year ending 31<sup>st</sup> March 2020. 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.</p>	<p><b>10 min</b> 8.38pm</p>
<p><b>C379 – 16/06/2020                      Order of Known Business Document</b>  To review progress on the Order of Known Business document for the 2019-20 council year and to consider the adoption of the proposed Order of Known Business document for the 2020-21 council year.  To consider recommendations from the Executive Committee and make associated decisions on the following projects (*Full Council or F&amp;A Planner Boards):</p> <ul style="list-style-type: none"> <li>➤ Beacon Hall Improvements – <u>Marking up of 2x disabled parking bays on road</u></li> <li>➤ Beacon Hall Improvements – <u>Internal lighting upgrade</u></li> <li>➤ Beacon Hall Improvements – <u>Replacement fire doors in the main hall</u></li> <li>➤ Beacon Hall Improvements – <u>Replacement door for the Parish Office</u></li> <li>➤ Braysdown Allotments - <u>Accessible Allotment Plot.</u></li> </ul>	<p><b>15 min</b> 8.53pm</p>
<p><b>C380 – 16/06/2020                      Ashgrove Cemetery</b>  To consider requests for new/amended memorials at Ashgrove Cemetery.  *These are located on Planner under the 'Memorials' bucket.</p>	<p><b>2 min</b> 8.55pm</p>

<p><b>C381 – 16/06/2020                      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><u>20/01624/FUL</u></b> - 1 Keel's Hill, Peasedown St. John, Bath, BA2 8EW - Demolition of existing side extension and replacement with two-storey extension - Mr Stuart Seviour.</li> <li>ii. Ref. <b><u>20/01952/FUL</u></b> - 15 Greenlands Road, Peasedown St. John, Bath, BA2 8EZ - Erection of 2 no. 3 bed dwellings - Mr Ash Ghali.</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> <li>iv. Progress on the Greenlands Road development of 89 dwellings.</li> </ul>	<p><b>10 min</b> 9.05pm</p>
<p><b>C382 – 16/06/2020                      Correspondence, Complaints &amp; Issues</b></p> <p>To review 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>*These are located on Planner under the ‘Correspondence, Complaints &amp; Issues’ Plan under the Full Council channel. <a href="#">Click here</a> to access the correct plan.</p>	<p><b>10 min</b> 9.15pm</p>
<p><b>C383 – 16/06/2020                      Outside Bodies</b></p> <ul 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 Police updates. Police Beat Surgeries have been temporarily suspended.</li> </ul>	<p><b>2 min</b> 9.17pm</p>
<p><b>C384 – 16/06/2020                      Future Agenda Items &amp; Cllr Questions</b></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> <ul style="list-style-type: none"> <li>i. Tree Charter and tree surveys.</li> </ul>	<p><b>1 min</b> 9.18pm</p>
<p><b>C385 – 16/06/2020                      Date and Time of Next Meeting</b></p> <p>The next meeting of the Full Council is scheduled to be held on Tuesday 21<sup>st</sup> July 2020 at 7pm.</p>	<p><b>1 min</b> 9.19pm</p>

**Notes for Councillors**

\*Indicates the whereabouts of any associated updates/information held on Planner.

Please be aware that the hyperlinks for items on Planner will only take you to the relevant location when accessing via a PC or laptop. These links will not work on tablets or mobile telephones.