

**PEASEDOWN ST JOHN PARISH COUNCIL**

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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**Minutes of the Full Council Meeting held on Tuesday 20th February 2018 at 7.00pm
 at Beacon Hall, French Close, Peasedown St John**

Present:

Councillors: Mandy Clarke; Richard Clarke; Tom Clifford; Jo Davis; Audrey Gillard-Sprake; Stephen Goodwin; Simon Kidd; Andrew Larcombe; Ray Love; Jonathan Rich (Vice-Chair); Kathy Thomas (Chair).

In attendance:

Tanya West – Parish Clerk
 Debbie Parish – Administration Officer

Also in attendance was Andy Marshall from Audit West.

Public Session

There were no members of the public present.

Minute Ref.	Agenda Item	Action
C223 – 20/02/2018	<p>Apologies for Absence Apologies for absence had been received from Cllr Nathan Hartley due to work commitments; Cllr Claire Parfitt due to personal issues and Cllr Karen Walker due to illness. These apologies were duly noted.</p> <p>Cllrs Rod Bridges; Edward Jones and David Walker were absent with no apologies received.</p>	
C224 – 20/02/2018	<p>Declarations of Interest No further interests, to those already disclosed to the Monitoring Officer, were declared.</p>	
C225 – 20/02/2018	<p>Minutes</p> <p>i. Councillors considered the minutes of the Full Council meeting held on 23rd January 2018. It was resolved that they should be approved as a true and correct record of that meeting. Proposed by: Cllr Jonathan Rich Seconded by: Cllr Tom Clifford Agreed by the majority of those present.</p> <p>ii. Councillors reviewed the updated list of actions from the last meeting.</p>	
C226 – 20/02/2018	<p>Information Governance Councillors received a presentation on Information Governance, covering transparency and freedom of information, by Andrew Marshall from Audit West. A query was raised regarding the transparency regulations for Parish Councils with a turnover of over £25,000, Mr Marshall said he would provide the relevant information to the Clerk for circulation as soon as possible.</p>	
C227 – 20/02/2018	<p>Implementation of SharePoint Cllr Kidd gave an update on recent changes to SharePoint relating to overdue items on the Actions Register now being automatically highlighted and that the first phase of the new Asset Register is now up and running. Some councillors have been assigned to verify the notice boards to ensure it is working correctly before the next phase is uploaded.</p>	Clerk & Cllrs.
C228 – 20/02/2018	<p>Items for Urgent Report There were no items for urgent report.</p>	

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C229 – 20/02/2018	Council Committee Updates Updates were received from the following Committees: i. Burial Sub-Committee (no meeting since the last Full Council). ii. Finance & Amenities (no meeting since the last Full Council). iii. Personnel Committee (meeting held on 6 th Feb. 2018 – minutes will be circulated shortly). iv. Planning & Environment (no meeting since the last Full Council). v. Policy & Governance (Advisory Panel meeting held on 30 th Jan. 2018 – notes from the meeting will be circulated shortly).	Clerk Clerk
C230 – 20/02/2018	Outside Bodies i. Councillors received an update on any forthcoming meetings and feedback from meetings attended since the last Full Council meeting, as follows: Parishes Liaison Group – Representatives: Chair and Clerk Last meeting – Not met since last Full Council meeting. Next meeting – Wednesday 28 th February 2018. Avon Local Councils Association (B&NES ALCA Area Group and County Meetings) - Representatives: Chair and Clerk Last meeting (B&NES Area Group) – Wednesday 24 th January 2018 – attended by Cllrs. Goodwin and Thomas. Notes from the meeting were circulated as pre-reading. Next meeting (B&NES Area Group) – Wednesday 9 th May 2018. Somer Valley Forum – Representatives: Cllrs Jonathan Rich and David Walker (any other councillor as reserve) Last meeting – Not met since last Full Council meeting. Next meeting – Wednesday 21 st February 2018 at the Centurion Hotel at 6pm. This meeting is the AGM and all associated papers were circulated to councillors. Local Flood Representative – Representatives: Cllr. Jonathan Rich Last meeting – Not met since last Full Council meeting. Next meeting – To be confirmed. Cllr Rich confirmed he had now registered to receive regular updates. Community Centre Network – Representatives: Cllr. Richard Clarke Last meeting – Thursday 25 th January 2018 at Compton Dando Hall – attended by Cllr. Kathy Thomas. Notes from meeting to be circulated in due course. Next meeting – To be confirmed. ii. Councillors received, for information, a list of Police updates and recent incidents reported in the area since the last meeting, which included some minor vandalism at Beacon Hall during the last Personnel Committee meeting. It was noted that the next Beat Surgery would be at Circle Hospital on Wednesday 7 th March 2018 at 10.30am.	JR & DW
C231 – 20/02/2018	Invitations and Representations An email has been received from B&NES Council Planning Policy department inviting attendance by two representatives of the Parish Council to attend a briefing session on the West of England Joint Spatial Plan (JSP), B&NES Local Plan and Housing & Employment Land Availability Assessment on 6 th March at the Somer Centre in Midsomer Norton between 6.00 - 8.00 p.m. The session will update Parish Councils on these projects and will outline the proposed approach for involving them in this work. As the Chair of the Planning & Environment Committee was unable to attend, it was resolved that Cllr. Kathy Thomas and Cllr. Claire Parfitt (as Chair of Full Council and Vice-Chair of Planning & Environment Committee respectively) should attend this briefing session.	KT & CP

	<p>Peasedown Primary School had advised that their summer school fayre will be held on Saturday 7th July from 11am until 2pm and parish councillors were invited. Councillors should advise the Clerk, closer to the date, if they wish to attend.</p>	<p>All Cllrs</p>
<p>C232 – 20/02/2018</p>	<p>Report from the Chair The main points from the Chair’s report is below: <i>Three parish councillors wrote to the editor of the Midsomer Norton, Radstock and District Journal, complaining that parish councillors had voted that SEC Enterprise Lighting be awarded £87,732.42p to replace Peasedown’s street lighting without going through the formal legal tendering process.</i></p> <p><i>As councillors there is nothing in law to stop anyone of us signing off as a parish councillor but we should be careful to make sure that we do not bring the council into disrepute and that we make it quite clear that we are writing/speaking in a personal capacity and not writing on behalf of the council.</i></p> <p><i>Finally but importantly your clerk and staff in consultation with the members of the Chairs Advisory Panel spent a considerable length of time in the preparation of the response, most of that work was at the weekend.</i></p> <p><i>In no way is this to stifle debate but please take care that what you write is accurate and not designed to mislead.</i></p>	
<p>C233 – 20/02/2018</p>	<p>Memorials & Interments at Ashgrove Cemetery It was resolved to approve the application for an additional inscription to the existing headstone for Pulsford with the suggestion that “reunited” is written as one word. Proposed by: Cllr Kathy Thomas Seconded by: Cllr Jonathan Rich Agreed unanimously.</p>	<p>Clerk</p>
<p>C234 – 20/02/2018</p>	<p>Financial Matters</p> <p>i. Councillors reviewed the schedule of payments raised since the last Full Council meeting on 23rd January 2018 (appendix C204i refers). It was resolved that all the payments on this schedule be ratified. Proposed by: Cllr Kathy Thomas Seconded by: Cllr Andrew Larcombe Agreed unanimously.</p> <p>ii. It was resolved that water services invoices for Beacon Hall, Ashgrove Cemetery and the Recreation Ground Changing Rooms can be paid by variable direct debit going forward. Proposed by: Cllr Kathy Thomas Seconded by: Cllr Andrew Larcombe Agreed unanimously.</p> <p>iii. It was resolved to engage Apollo Technology Solutions Ltd.as the Parish Council’s IT Services Support Provider on a standing basis, at a cost of £53.08/month to be paid by direct debit. Proposed by: Cllr Simon Kidd Seconded by: Cllr Jonathan Rich Agreed unanimously.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>The meeting was adjourned for a 10-minute comfort break. Break start time: 8:23pm [Cllr Ray Love left the meeting] Break end time: 8:33pm This was followed by a short <u>Public Session</u> during which members of the public had the opportunity to express their views on the below listed planning applications. No members of the public were present.</p>		
<p>C235 – 20/02/2018</p>	<p>Planning Related Matters A. Councillors reviewed the plans, alongside feedback provided by the Planning & Environment Advisory Panel and decided on the Parish Council’s official</p>	

	<p>response regarding the following planning applications as detailed below.</p> <p>i. Ref. 17/05978/FUL - Firgrove House, Firgrove Lane, Peasedown St. John, Bath, BA2 8AH - Demolition of existing garage and erection of timber framed double car port and lockable garden store. Installation of a sedum living green roof over the whole structure - Mrs Christine Moorshead. Weblink to planning documents: http://www.bathnes.gov.uk/planningdocuments=17/05978/FUL</p> <p>It was noted the application is on the same footprint as the existing garage and Highways have not raised any concerns, so it was resolved to support the application. Proposed by: Cllr Tom Clifford Seconded by: Cllr Richard Clarke Agreed unanimously.</p> <p>ii. Ref. 16/03829/RES – Land between Hillside View and Bath Road, Greenlands Road, Peasedown St John, Bath – Revised plans/information relating to approval of reserved matters with regard to outline application 12/05477/OUT allowed on appeal 3rd June 2014 for the erection of 89 dwellings (72 houses, 17 flats); provision of public open space and landscaping; 1 vehicular access from Greenlands Road; undergrounding of overhead lines – Curo Enterprises Ltd. Weblink to planning documents: http://www.bathnes.gov.uk/planningdocuments=16/03829/RES</p> <p>It was resolved to continue to object to the application on the basis that there are no fundamental changes which resolve the issues we have raised and as such our comments as previously submitted (letter dated 1st September 2016 and online comment submission dated 24th October 2016) still apply. Proposed by: Cllr Jonathan Rich Seconded by: Cllr Richard Clarke Agreed by the majority of those present.</p> <p>B. Councillors received a report on the following (pre-reading C235i refers):</p> <p>i. Planning decisions issued by B&NES Council.</p> <p>ii. Planning enforcement matters. Planning applications not invited to comment / appeals / pending applications / applications from neighbouring parishes. It was resolved that Cllr Claire Parfitt or another representative of the Parish Council attends the Development Management Committee meeting regarding the Greenlands Road planning application (16/03829/RES). Proposed by: Cllr Tom Clifford Seconded by: Cllr Mandy Clarke Agreed unanimously.</p>	<p>Clerk</p> <p>Clerk</p> <p>CP & Clerk</p>
<p>C236 – 20/02/2018</p>	<p>Football Club Liaison Advisory Panel & Grass Cutting</p> <p>Councillors received an update following a site meeting held on 14th February regarding revised plans for the proposed football club house building and Scout storage on the Recreation Ground. Cllrs Jo Davis and Kathy Thomas met with representatives of Peasedown Miners Welfare Football Club together with the architect responsible for the club house plans and a surveyor. New plans will now need to be produced, based on the feedback on the pre-application received from B&NES Planning Department.</p> <p>At the meeting, several issues were raised regarding the current use of the Recreation Ground facilities. The Clerk was requested to invite one representative from each of the football clubs to a meeting, to ensure that all users are happy with the current arrangements and are aware of the agreed procedures.</p> <p>Councillors went on to consider a request from Peasedown Albion Football Club to utilise the Recreation Ground for a football tournament on Sunday 9th September</p>	<p>Clerk</p>

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	<p>2018. In discussion, councillors were concerned at the possible safety implications of using part of the Recreation Ground for parking next to the skate park and were also mindful of the fact that requests to have parking on the Recreation Ground for other events had been turned down, due to conditions of the Charity Deed. It was therefore resolved to refuse the request for Peasedown Albion Football Club to utilise the Recreation Ground for parking at the Whitebrook Lane entrance, but any playing on the pitch will be considered under the usual User Agreement cycle. Proposed by: Cllr Kathy Thomas Seconded by: Cllr Jonathan Rich Agreed unanimously.</p> <p>Contracts for grass cutting on the Recreation Ground (including the football pitch) would be considered by the Football Club Liaison Advisory Panel, prior to a decision being made at the Finance & Amenities Committee on 6th March 2018.</p>	<p>Clerk</p> <p>Clerk</p>
C237 – 20/02/2018	<p>Persimmon Land Transfer Advisory Panel Councillors received an update from the recent meeting of the Persimmon Land Transfer Advisory Panel held on 13th February 2018 and considered their recommendations regarding the progressing of this work. It was noted that the survey of additional pieces of land is not yet available but the report is expected by the 20th March 2018. A summary of the main issues will be prepared for forwarding to Persimmon Homes. It was resolved that councillors should authorise members of the Advisory Panel, led by Cllr Kidd, to negotiate with Persimmon Homes on behalf of the Parish Council and to obtain the best deal/outcome for consideration by Full Council at the earliest date. Proposed by: Cllr Kathy Thomas Seconded by: Cllr Jonathan Rich Agreed unanimously.</p>	Clerk & Ad.Pnl.
C238 – 20/02/2018	<p>Equality Act Compliant Gates Councillors considered options and recommendations regarding the installation of Equality Act compliant gates to all areas of Parish Council maintained areas of open space, pre-reading provided full details. It was resolved to purchase 11 galvanised Equality Act compliant gates to be installed by the Caretaker and Assistant Caretaker (or casual labour, if required) on entrances to Ecewiche Green, Beacon Field and the Recreation Ground, at a total cost of up to £7,000, to be taken from the Community Empowerment Fund grant and Community Infrastructure Levy payments. Proposed by: Cllr Kathy Thomas Seconded by: Cllr Richard Clarke Agreed unanimously.</p>	Clerk
C239 – 20/02/2018	<p>Commonwealth Flag Raising Day Councillors received a progress update on the Commonwealth Flag raising event to be held on Monday 12th March 2018. It was noted that the Parish Council will be taking part and the event will be run along similar lines to last year. Cllr Kathy Thomas had contacted the school and hoped that they would agree to take part. She encouraged Councillors to attend, if possible.</p>	Clerk & All Cllrs
C240 – 20/02/2018	<p>Annual Village Meeting Councillors received a progress update on the format and preparations for the Annual Village Meeting to be held on 10th April 2018. This year, those who had received a Community Grant from the Parish Council would be invited to attend and would be asked to give a short presentation about how the money had been spent.</p>	Clerk
C241 – 20/02/2018	<p>Requests from Party in the Park Councillors considered a number of requests from Party in the Park in relation to their event to be held in Beacon Hall/Field on 9th June, 2018. These were: i. A request to book Beacon Hall for an evening event from 8pm to 11pm. It was noted that a “Country & Western” style evening had been proposed, with line dancing, and permission had also been requested to erect a marquee on the</p>	

	<p>lawn in front of Beacon Hall, to maximise numbers. There would be two security staff and two first aiders in attendance during the event, which would also be ticketed to manage numbers for licence capacity purposes.</p> <p>ii. A request for the evening booking to be free of charge, with proceeds from the event going to charity.</p> <p>iii. A request for the Parish Council to light the Beacon outside Beacon Hall, facilitated by Parish Council staff.</p> <p>iv. A request to use the Parish Council flag pole to fly a “Party in the Park” flag on the day.</p> <p>In the subsequent discussion, councillors commented that Party in the Park were already in receipt of a grant of £1,000 towards the cost of the event and there was concern that offering the hall free of charge might set a precedent. There was further concern at the possibility of noise affecting residents living near Beacon Hall, if part of the event is held in a marquee. It was suggested that further information would be helpful on what the marquee would be used for, so as to gauge the potential impact on residents living nearby.</p> <p>Regarding the Beacon lighting, councillors felt that there would be significant costs involved due to the amount of staff time this would entail, and expressed concern that the Parish Council would be liable in the event of an accident.</p> <p>Due to the limited time remaining for discussion, it was suggested that items i-iii should be deferred and included on the agenda for the Finance & Amenities Committee on 6th March 2018, by which time further information could be obtained on the proposed use for the marquee.</p> <p>Regarding item iv, it was resolved to allow Party in the Park to fly a flag from the Parish Council’s flagpole on the day of the event. Proposed by: Cllr Andrew Larcombe Seconded by: Cllr Simon Kidd Agreed by the majority of those present (Cllr Jonathan Rich abstained from the vote).</p>	<p>Clerk</p> <p>Clerk</p>
<p>C242 – 20/02/2018</p>	<p>Future of Peasedown St John Youth Hub Pre-reading provided information regarding the current consultation run by B&NES Council’s Youth Connect Team regarding the future of the Youth Hub, also the minutes of the last meeting held between the interested organisations within the village (held on 5th February 2018). It was noted that at this meeting, consideration was given to forming a Charitable Incorporated Organisation (CIO), which would be able to raise funds from Charitable Trusts towards the costs of keeping the building open and in use by the community including youth work. There was also a letter from B&NES Council stating that they are currently investigating into the the school’s need to accommodate additional pupils from 2020 onwards and so any decision made will need to take full account of this and so they are looking into the best way to achieve this and that they will contact us again once they have more detail.</p>	
<p>C243 – 20/02/2018</p>	<p>Play Equipment Upgrade Advisory Panel <i>To receive an update following the recent meeting of the Play Equipment Upgrade Advisory Panel. This item was not discussed due to time constraints.</i></p>	
<p>C244 – 20/02/2018</p>	<p>Clerk Updates and Priorities <i>To receive an update from the Clerk regarding actions since the last meeting and items to be focused on over the next few weeks. This item was not discussed due to time constraints.</i></p>	
<p>C245 – 20/02/2018</p>	<p>Advisory Panel of Chairs & Order Known Business Councillors received, for information, a report from the Advisory Panel of Chairs following their meeting on 13th February 2018. The recommendations from this meeting were relating to the Actions Register, cemetery plots and Beacon Hall booking policy were all already in hand.</p>	<p>Clerk</p>

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C246 – 20/02/2018	Future Agenda Items & Cllr Questions Due to time constraints councillors were requested to provide the Clerk with requests for possible future agenda items after the meeting.	Clerk
C247 – 20/02/2018	Review of New Actions <i>To review that any actions generated from the meeting have been correctly captured on the Actions Register. This item was not discussed due to time constraints.</i>	
C248 – 20/02/2018	Date and Time of Next Meeting The next meeting of the Full Council of the Parish Council is scheduled to be held on Tuesday 20 th March 2018 at 7pm at the Beacon Hall.	

The meeting closed at 9:30pm

Signed..... Date.....