



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 24th April 2018 at 7.00pm
at Beacon Hall, French Close, Peasedown St John**

Present:

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

In attendance:

Tanya West – Parish Clerk
Debbie Parish – Administration Officer

Also in attendance was Robert Long from Audit West

Meeting commenced at 7.04pm.

Public Session

There were no members of the public present.

Minute Ref.	Agenda Item	Action
C276 – 24/04/2018	Apologies for Absence Apologies for absence had been received from Cllr Audrey Gillard-Sprake due to holiday and Cllr Edward Jones due to work commitments. These apologies were duly noted. Cllrs Nathan Hartley; David Walker and Karen Walker were absent with no apologies received.	
C277 – 24/04/2018	Declarations of Interest No further interests, to those already disclosed to the Monitoring Officer, were declared.	
C278 – 24/04/2018	Minutes i. Councillors considered the minutes of the Full Council meeting held on 20th March 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 Simon Kidd Agreed by the majority of those present. ii. The Clerk advised that the minutes of the Annual Village Meeting held on 10 th April 2018 would be circulated by e-mail and approved at the Full Council meeting in May. iii. Councillors reviewed the list of actions from the last meeting. It was requested that going forward, this list include all actions from the last meeting and any other outstanding actions from Full Council meetings.	Clerk
C279 – 24/04/2018	Information Governance Councillors received a presentation on Information Governance, including data protection and security, by Robert Long from Audit West.	
C280 – 24/04/2018	Implementation of SharePoint Cllr Kidd reported that progress was being made on up-loading the Asset Register to SharePoint and this work would continue on this in the coming weeks.	

	<p>Weblink to planning documents: http://www.bathnes.gov.uk/planningdocuments=18/01384/FUL</p> <p>It was thought that there was plenty of room for the extension and it was in keeping with other properties in the immediate area. It was therefore resolved that the application should be supported. Proposed by: Cllr Claire Parfitt Seconded by: Cllr Richard Clarke Agreed unanimously.</p> <p>ii. Ref. 18/01357/FUL – 156 Faulkland View, Peasedown St. John, Bath, BA2 8TQ – Erection of single storey rear extension – Mr Simon Jones. Weblink to planning documents: http://www.bathnes.gov.uk/planningdocuments=18/01357/FUL</p> <p>It was thought that, despite the extension being fairly close to the neighbouring property, there had been no objections from neighbours or highways, and there would be no loss of parking. It was therefore resolved that the application should be supported. Proposed by: Cllr Claire Parfitt Seconded by: Cllr Ray Love Agreed unanimously.</p> <p>iii. Ref. 18/01202/FUL – Tommy Stables, Wellow Lane, Peasedown St John, Bath, BA2 8HY – Erection of replacement double garage – Mr & Mrs Sinclair. Weblink to planning documents: http://www.bathnes.gov.uk/planningdocuments=18/01202/FUL</p> <p>It was noted that, although the garage would occupy the same footprint as the original, it would have a pitched roof and windows installed. It was therefore resolved that the application should be supported, subject to the building being used as a garage only, and not as a dwelling. Proposed by: Cllr Claire Parfitt Seconded by: Cllr Mandy Clarke Agreed unanimously.</p> <p>iv. Ref. 18/01122/FUL – 40 Pippin Close, Peasedown St. John, Bath, BA2 8SP – Erection of a single storey rear extension – Mrs Sandra Bessell. Weblink to planning documents: http://www.bathnes.gov.uk/planningdocuments=18/01122/FUL</p> <p>It was noted that the Planning Department had already issued a decision on this application so no discussion was required.</p> <p>B. Councillors received a report on the following (appendix C288i refers): 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> <p>C. Councillors received an update regarding the draft Housing and Economic Land Availability Assessment (HELAA) which forms part of the B&NES Council Local Plan. Pre-reading provided a copy of a map identifying all the sites submitted for the parish. It was noted that one of the sites (PEA11) straddles both the parishes of Peasedown and Camerton. The Clerk from Camerton had been in contact regarding the surveying of this site potentially being undertaken as a joint venture.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>KT & Clerk</p>
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	The Chair and the Clerk were booked in to attend a briefing session on 3 rd May to undertake Site Assessment Training for the surveying of these sites. A report from this session will be provided at the next Full Council meeting.	
The meeting was adjourned for a comfort break. Break start time: 8.19pm Break end time: 8.31pm		
C289 – 24/04/2018	<p>Greenlands Road Car Park</p> <p>Councillors received an update regarding the proposal from B&NES Council to grant a leasehold interest to the Parish Council for Greenlands Road Car Park.</p> <p>A response to the Clerk’s initial queries had been received from Andrew Dunn (Team Manager – Parking Services), which made the following point: <i>“... we also need to be aware that this car park has a Traffic Regulation Order in place. In order for the PC to manage this site themselves on the event of a transfer, the TRO would need to be revoked. If the TRO remains in place then enforcement of the site could only be undertaken by the Council with appropriate authorisation and management agreements in place. The revocation of the TRO can cost approx £4K and take up to 6 months, subject to objections, as this process involves public consultation.”</i></p> <p>The Clerk had subsequently requested information on what would be involved with obtaining the appropriate authorisation and management agreements if the Parish Council was interested in enforcing the TRO. Also, if this would be a more beneficial option and perhaps cheaper than revoking the TRO.</p> <p>It was thought that there was little point in discussing this issue in depth until the exact terms of the lease were available. The Clerk would include it as an item on the agenda for the next Full Council, so that any further responses from B&NES Council could be considered.</p>	Clerk
C290 – 24/04/2018	<p>Annual Village Meeting</p> <p>Councillors reviewed the suggested feedback questionnaire for circulating to attendees of the Annual Village Meeting 2018, to help determine the event for future years. A further question was suggested: “How would you like the question and answer session to be carried out?”</p> <p>It was also thought that the advertisement (poster) for the meeting needs to be clearer, and it was suggested that this should be changed for next year.</p>	Clerk Clerk
C291 – 24/04/2018	<p>Dog Waste and Litter Bins</p> <p>Councillors considered requests for waste bins to be supplied and erected in various locations within the village (Orchard Way, Firgrove Lane, Withyditch Lane, Cinder Path).</p> <p>It was resolved to allocate a sum of up to £900+VAT for additional dog waste bins, and two existing green litter/dog waste bins, to be installed in the locations identified in the pre-reading.</p> <p>Proposed by: Cllr Jonathan Rich Seconded by: Cllr Richard Clarke Agreed unanimously.</p> <ul style="list-style-type: none"> ➤ Regarding the bin on Orchard Way where fly-tipping has been a problem, it was thought there should be signage on the bin to point out that fly-tipping of domestic waste in the bin is illegal, together with a trial period of emptying the bin twice weekly. ➤ It was also suggested that residents should be made aware that if they have a particular need for a larger wheelie bin for their domestic waste (due to having a large family or baby, for example) they can request one from B&NES Council. This could be included in a forthcoming newsletter. ➤ B&NES Council could be encouraged to bring some further information about the new waste collection arrangements for their stand at Party in the Park, or to provide some for the Parish Council to display on their stand. 	Clerk Clerk Clerk

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24/04/2018	Councillors received the proposed calendar of council meetings in preparation for adoption at the Annual Meeting of the Full Council in May 2018. Councillors were asked to advise the Clerk if they identified any issues with the proposed dates.	All Cllrs & Clerk
C301 – 24/04/2018	Centenary Armistice Beacon Lighting Event Councillors considered appointing an Advisory Panel to plan the centenary armistice beacon lighting event to be held on Sunday 11 th November 2018 at Beacon Hall. It was resolved to task the Advisory Panel of Chairs with planning this event. Proposed by: Cllr Kathy Thomas Seconded by: Cllr Jonathan Rich Agreed unanimously.	Clerk & Chairs
C302 – 24/04/2018	Consultation on Street Trading Policy Councillors received, for information, the Street Trading Policy Review document as published by B&NES Council. Councillors were asked to consider this document in case there were any aspects of it that might impact on Peasedown St John. It would be included as an item on the agenda for the next Full Council to determine whether the Parish Council wished to make an official response prior to the consultation deadline of 6 th June 2018.	All Cllrs & Clerk
C303 – 24/04/2018	Order of Known Business Document Councillors reviewed progress on the Order of Known Business document for the 2017-18 council year and considered the proposed Order of Known Business document for the 2018-19 council year. The Clerk to update the document in readiness for adoption at the Annual Meeting of the Full Council in May 2018.	Clerk
C304 – 24/04/2018	Clerk Updates and Priorities Councillors received an update from the Clerk regarding actions since the last meeting and items to be focused on over the next few weeks.	
C305 – 24/04/2018	Advisory Panel of Chairs Councillors received a report from the Advisory Panel of Chairs following their meeting on 17 th April, including their recommendations for works/project priorities. These were: i. Suggested changes to the draft agenda – The Chair discussed these with the Clerk. The final decision lies with the Clerk as the owner of the document. ii. Prioritising the Order of Known Business document for 2018/19 and recommending that all projects were accepted apart from the purchase and installation of additional defibrillators in the parish (see minute C294-24/04/2018). This document was updated accordingly prior to the meeting. iii. Bringing forward the investigation of the informal entrance to the Recreation Ground from Bath Road and checking the Council's liability with the insurance broker. It was noted that this is now a priority level 1 on the project list.	
C306 – 24/04/2018	Future Agenda Items & Cllr Questions Councillors had the opportunity to provide the Clerk with requests for possible future agenda items and to raise questions on items not otherwise covered on the agenda.	
C307– 24/04/2018	Review of New Actions Councillors reviewed that the actions generated from the meeting had been correctly captured on the Actions Register.	
C308– 24/04/2018	Date and Time of Next Meeting The next meeting is the Annual Meeting of the Full Council and is scheduled to be held on Tuesday 15 th May 2018 at 7pm at the Beacon Hall.	

The meeting closed at 9.34pm

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

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Supplier Name	Date of Invoice	Cheque Number	Details	Net	VAT	Associated Min./Reg.
Swalec/SSE	21/03/2018	301227	Electricity - Beacon Hall	£ 486.19	£ 73.93	C015 - 16/05/2017
Swalec/SSE	14/03/2018	301228	Chq. Cancelled and replaced with 301235 - as revised bill issued	£ -	£ -	C015 - 16/05/2017
Swalec/SSE	14/03/2018	301229	Electricity - Ashgrove Cemetery	£ 91.30	£ 3.98	C015 - 16/05/2017
SLCC	20/03/2018	301230	Membership subscription for 2018-19	£ 185.00	£ -	C259 - 20/03/2018
A. Withey Industrial Packaging	28/03/2018	301231	Heavy duty refuse sacks	£ 180.80	£ 36.16	Fin. Regs. 4.1
The Consortium	23/03/2018	301232	Postage stamps, envelopes, zip bags	£ 95.04	£ 4.69	C018 - 16/05/2017
Ebuyer.com	21/03/2018	301233	Toners for printer	£ 370.78	£ 74.17	C018 - 16/05/2017
Unique Signs & Graphics	12/03/2018	301234	Grit bin signs	£ 200.00	£ 40.00	Fin. Regs. 4.1
Unique Signs & Graphics	27/03/2018	301234	Grit bin signs	£ 20.00	£ 4.00	Fin. Regs. 4.1
Unique Signs & Graphics	27/03/2018	301234	Grit bin signs	£ 80.00	£ 16.00	Fin. Regs. 4.1
Swalec/SSE	21/03/2018	301235	Gas - Beacon Hall	£ 246.85	£ 73.59	C015 - 16/05/2017
Gompels Healthcare Ltd.	28/03/2018	301236	Hand towels, Soap, toilet rolls	£ 97.24	£ 19.46	Fin. Regs. 4.1
Mr J. Murtagh	28/03/2018	301237	Hire of chipper	£ 70.00	£ -	Fin. Regs. 4.1
Wildwood	24/03/2018	301238	Tree survey for Persimmon land	£ 375.00	£ -	C205 - 23/01/2018
Toplink Envelopes Ltd.	16/03/2018	301239	Printing of Spring 2018 newsletter	£ 365.50	£ -	C018 - 16/05/2017
Apollo Technology Solutions Ltd.	16/03/2018	301240	ICT Technical Support Mar-Apr 2018	£ 53.08	£ 10.62	C234 – 20/02/2018
Apollo Technology Solutions Ltd.	29/03/2018	301240	New PCs and Monitors for Parish Office	£ 1,993.26	£ 398.64	C154 – 14/11/2017
Centrewire Ltd.	21/03/2018	301241	11x Equality Act compliant gates for open spaces	£ 3,748.58	£ 749.72	C238 – 20/02/2018
The Design Print Distribution Group Ltd.	29/03/2018	301242	Delivery of Spring 2018 newsletter	£ 270.00	£ 54.00	C018 - 16/05/2017
Bristol City Council	12/03/2018	301243	Bedding plants for pergolas at Ashgrove Cemetery	£ 243.00	£ 48.60	F&A049 - 07/11/2017
B&NES Council	29/03/2018	301244	Staff Salaries - Qtr. 4 - Jan - Mar 2018	£ 21,362.42	£ 20.40	C018 - 16/05/2017
SSE Contracting Ltd.	21/03/2018	301245	Street lighting maintenance contract Jan. to Mar. 2018	£ 672.73	£ 134.55	C018 - 16/05/2017
Greensward Sports Consultancy Ltd.	19/03/2018	301246	Spike/harrow football pitch at Recreation Ground	£ 105.00	£ 21.00	Fin. Regs. 4.1
Screwfix	20/03/2018	301247	Flexi connector valve for Beacon Hall toilet	£ 3.08	£ 0.61	Fin. Regs. 4.1
Screwfix	28/03/2018	301247	Safety boots for Caretaker	£ 59.99	£ -	Fin. Regs. 4.1
BK & A Garrett & Son	14/03/2018	301248	Hedge cutting & Christmas trees	£ 539.62	£ 107.92	Fin. Regs. 4.1
Brand Electrical Services Ltd.	29/03/2018	301249	PAT testing and wiring of defib light	£ 200.00	£ 40.00	Fin. Regs. 4.1

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R. Gosman	31/03/2018	301250	Electrical works relating to installation of audio system	£ 195.00	£ -	Fin. Regs. 4.1
Allstar Business Solutions Ltd.	31/03/2018	Direct Debit	Fuel Card - March 2018	£ 62.58	£ 12.52	C018 - 16/05/2017
				£ 32,372.04	£ 1,944.56	

Appendix C287 – Schedule of payments raised since the last Full Council meeting on 20th March 2018 – Financial Year April 2018 to March 2019

Supplier Name	Date of Invoice	Cheque Number	Details	Net	VAT	Associated Min./Reg.
ICCM	01/04/2018	301251	Annual membership 2018/19	£ 90.00	£ -	C287 - 24/04/2018
Bath Community Transport	03/04/2018	301252	Annual membership 2018/19	£ 10.00	£ -	C287 - 24/04/2018
Blachere	03/04/2018	301253	1 years hire of motifs	£ 1,161.25	£ 232.25	C212 – 23/01/2018
e.on	03/04/2018	301254	Electricity - Rec Ground Changing Rooms	£ 96.20	£ 4.81	C018 - 16/05/2017
Screwfix	03/04/2018	301255	Assorted cable ties pk1000	£ 12.08	£ 2.41	Fin. Regs. 4.1
SSE/Swalec	04/04/2018	301256	Electricity - Beacon Hall	£ 540.77	£ 108.15	C018 - 16/05/2017
The Journal	05/04/2018	301257	Beacon Hall Lineage Adverts - April 2018	£ 16.56	£ 3.31	C018 - 16/05/2017
Avon Door & Lock	11/04/2018	301258	Mortice key & 9-cylinder keys (allotment)	£ 40.80	£ 8.15	Fin. Regs. 4.1
Gompels	12/04/2018	301259	1st aid refills and 2 mop heads	£ 23.94	£ 4.78	Fin. Regs. 4.1
B&NES Council	16/04/2018	301260	waste collection Beacon hall - Apr. to Sept Inclusive	£ 457.60	£ -	C018 - 16/05/2017
B&NES Council	16/04/2018	301261	waste collection Ashgrove Cemetery - Apr. to Sept Inclusive	£ 338.00	£ -	C018 - 16/05/2017
Apollo Technology Solutions Ltd.	16/04/2018	301262	ICT Technical Support 16/04/18 to 15/05/18	£ 53.08	£ 10.62	C234 – 20/02/2018
B&NES Council	17/04/2018	301263	School Crossing Patrol Service Apr 2018 to Mar 2019 inclusive	£ 3,307.77	£ 10.00	C287 - 24/04/2018
Screwfix	19/04/2018	301264	Strap for securing audio system unit	£ 6.66	£ 1.33	Fin. Regs. 4.1
B&NES Council	01/04/2018	Direct Debit	Business Rates - Beacon Hall - April 2018	£ 276.00	£ -	C018 - 16/05/2017
B&NES Council	01/04/2018	Direct Debit	Business Rates - Ashgrove Cemetery - April 2018	£ 148.88	£ -	C018 - 16/05/2017
Sage UK	01/04/2018	Direct Debit	Monthly subscription to Sage 50 Accounts software	£ 41.00	£ 8.20	C240 - 21/02/2017
Lloyds Bank Plc	17/04/2018	Direct Debit	Credit Card - March 2018 - Statement Reconciled as per Fin. Regs. 5.5	£ 608.93	£ -	Fin. Regs. 6.20
				£ 7,229.52	£ 394.01	

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Appendix C288i – Planning Related Matters

Purpose

To receive a report and make any associated decisions on the following planning related matters:

Planning Decisions Issued by B&NES Council (for information only)

Since the last Full Council meeting on 20th March 2018, decisions have been received from B&NES Council on the following applications:

- i. **17/03660/FUL** – White Wicket Farm, Gassons, Peasedown St. John, Bath, BA2 8LL - Erection of horsewalker and amendments to parking layout – Mr & Mrs Alan Weeks. **Permitted** subject to the standard conditions plus those relating to parking, infiltration testing, archaeology, soft landscaping and external lighting.
- ii. **17/03662/FUL** – White Wicket Farm, Gassons, Peasedown St. John, Bath, BA2 8LL – Siting of mobile home for a temporary period of three years to support equestrian business – Mr & Mrs Alan Weeks. **Permitted** subject to the standard conditions plus those relating to parking, infiltration testing, archaeology, soft landscaping, external lighting, occupation and temporary building permission.
- iii. **18/00843/FUL** – 12 Wellow Tynning, Peasedown St. John, Bath, BA2 8LJ – Erection of single storey side extension – Mr & Mrs B. Cox. **Permit** subject to the standard conditions.
- iv. **18/01021/HPD** – 35 Under Knoll, Peasedown St. John, Bath, BA2 8TY – Prior approval request for single storey rear extension that would 1) extend beyond the rear wall of the original house by 4.6 metres, 2) have a maximum height of 3.3 metres and 3) have eaves that are 2.4 metres in height – Mrs Elaine Williams. **Approved.**
- v. **18/01122/FUL** – 40 Pippin Close, Peasedown St. John, Bath, BA2 8SP – Erection of a single storey rear extension – Mrs Sandra Bessell. **Permit** subject to the standard conditions.

Planning Enforcement

Since the last Full Council meeting on 20th March 2018, the following enforcement matters are still in progress:

- i. The Coffee Hut on Bath Road – Possible breach of planning conditions reported due to non-commercial use.

Planning Applications Not Invited to Comment (for information only)

Since the last Full Council meeting on 20th March 2018, applications validated by B&NES Council upon which the Parish Council is not invited to comment are as follows:

- i. None.

Since the last Full Council meeting on 20th March 2018, applications determined by B&NES Council upon which the Parish Council is not invited to comment are as follows:

- i. **18/00477/CLPU** – 98 Faulkland View, Peasedown St. John, Bath, BA2 8TQ - Erection of a rear conservatory (Certificate of lawfulness for a proposed development) – Mr & Mrs Evenden. **Permitted.**

Since the last Full Council meeting on 20th March 2018, applications pending determination by B&NES Council upon which the Parish Council was not invited to comment are as follows:

- i. None.

Planning Appeals (for information only)

Since the last Full Council meeting on 20th March 2018, the following appeals were logged/determined:

- i. None.

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Since the last Full Council meeting on 20th March 2018, the following appeals are in progress:

- i. Planning Inspectorate Appeal Ref. **APP/F0114/W/17/3188943** (application ref. **17/03773/FUL**) – Dakacha, Lower Church Road, Peasedown St. John, Bath - Erection of new dwelling in garden of Dakacha – Mr Robert Humphries.
- ii. Planning Inspectorate Appeal Ref. **APP/F0114/W/17/3188606** (application ref. **17/02431/FUL**) - Land To Rear Of 4 Bath Road, Peasedown St. John, Bath - Erection of new chalet bungalow – Mr A. Jones.

Planning Applications Pending Decision (for information only)

The following applications are still awaiting a decision by B&NES Council:

- i. **17/03470/FUL** – 15 Greenlands Road, Peasedown St. John, Bath, BA2 8EZ – Demolition of existing dwelling and erection of 10 dwellings with associated landscaping (resubmission) – Mr Ash Ghali.
- ii. **17/03661/FUL** – White Wicket Farm, Gassons, Peasedown St. John, Bath, BA2 8LL - Erection of 6 furling (1200m) all weather gallop to be used in conjunction with a permitted equestrian establishment – Mr & Mrs Alan Weeks.
- iii. **18/00982/CLEU** – 46 Hillside View, Peasedown St. John, Bath, BA2 8ET – Use of building (originally the garage to number 46) as a one bed dwelling (Certificate of lawfulness for an Existing Use) – Mr J. Say.
- iv. **18/00995/FUL** – 16 Naishes Avenue, Peasedown St. John, Bath, BA2 8TW – Erection of first-floor front extension – Mr Patrick Scott.
- v. **18/01017/FUL** – 1 Woodborough Hill Cottages, Woodborough Hill, Peasedown St John, Bath, BA2 8LN – Erection of first floor side extension and front porch – Mrs Sarah Katz.
- vi. **18/01080/FUL** – 55 Church Road, Peasedown St. John, Bath, BA2 8AA – Extension and alterations to dwelling to include replacement of the existing integral flat roofed side and extend into the rear garden. Incorporate the garage and side space into the property as a part of the whole, tied into the eaves and raised ridge. Replacement of rear dormer by raising roof, provision of 2no. pitched roof dormers to front. Erection of double gable rear extension. Provision of cantilevered metal framed balcony to rear – Mr & Mrs S. Mills.

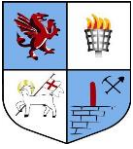
Planning Applications for Neighbouring Parishes

Since the last Full Council meeting on 20th March 2018 the following application from a neighbouring parish has been identified as potentially having an impact on Peasedown St John:

- None yet specified.

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Appendix C292i - Braysdown Allotments Advisory Panel Report



PEASEDOWN ST JOHN PARISH COUNCIL

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

ADVISORY PANEL FOR BRAYSDOWN ALLOTMENTS MEETING NOTES

Thursday 5th April 2018 at 5.30pm at Braysdown Allotments

In attendance (please indicate note taker)

Ken Coles, Dave Jones, Bill Jones, Gill Jones, Debbie Parish (NT), Jill Souter, Jane Whatley

Apologies

Claire Parfitt (Councillor), Andy Larcombe (Councillor).

Papers prepared for the meeting:

- Up-dated plan of the allotments site.

Purpose of the meeting:

To inspect the allotment plots (to ensure that they are being managed in accordance with the allotment rules), and to discuss any other more general issues in need of attention.

Summary of main points raised:

- Inspection of (approx.) 80 allotment plots to identify any that require a letter to be sent to the plot-holder;
- Set a date for the 2018 allotments barbecue

Agreed Action (if any)	Responsibility
Due to the recent very poor weather in early spring, it was thought that there will have been fewer opportunities to dig-over plots following the winter. However, the following plots were identified as "ones to watch" for the next inspection because they were in a particularly poor state: 5 C/D; 10D; 32B; 31C.	DP
Plot 3, had contacted the office to mention that he would be unable to work his plot for a couple of months due to a foot injury, but he would pay to have the weeds cleared so that it doesn't cause a problem for surrounding plots.	N/A
Apply for a community grant for allotments barbecue.	DP/Committee

Follow-up meeting required: Y – Next scheduled inspection June/July 2018.

Recommendations:

No recommendations

Recommendations to be considered at Full Council / Finance & Amenities Committee

No recommendations.

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Appendix C296i - Persimmon Land Transfer Advisory Panel Report



PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
Tel: 01761 433686 E-mail: clerk@peasedownstjohnparishcouncil.gov.uk
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ADVISORY PANEL FOR PERSIMMON LAND TRANSFER MEETING NOTES

Tuesday 17th April 2018 at 7.00pm-7.39pm at Beacon Hall

In attendance (please indicate note taker)

Cllrs. Tom Clifford; Jo Davis; Simon Kidd; Andy Larcombe; Claire Parfitt; Jonathan Rich; Kathy Thomas.
Tanya West (Parish Clerk & NT)

Apologies

None.

Papers prepared for the meeting:

- Copies of both tree survey reports had been made available on SharePoint.
- Report on Bridleway BA19-30 prepared for a Planning & Environment Committee meeting (minute P&E083-01/09/2015 refers).
- Overlap map of Bridleway BA19-30 showing Land Registry title plan boundary for Persimmon land along with potential connection with other Public Rights of Way.
- Copy of amended draft Executive Summary; an updated version of that originally put together by Cllr. Simon Kidd, with additions from Cllr. Kathy Thomas providing a background summary and linking it to the Parish Plan.

Purpose of the meeting:

To continue with the consideration of land owned by Persimmon for possible transfer to Peasedown St John Parish Council and negotiate the transfer and commuted sum and to report back to Full Council meetings.

Summary of main points raised:

All the documents were reviewed and various suggestions were made regarding the wording and content of the Executive Summary. Discussions were held regarding the cost of taking on the land, including compound interest, additional maintenance works (not just those relating to trees), legal costs and what elements of these would put the Parish Council in the best position for negotiation.

Agreed Action (if any)	Responsibility
To update the Executive Summary with amendments suggested at the meeting, including updating the figures to show interest over 20 years and reference to legal costs. To circulate the updated document to all members of the Advisory Panel for sign-off before it is submitted to Persimmon by Cllr. Kidd.	Clerk & All Members of Advisory Panel
Check the wording of the previous minutes to ensure that the Advisory Panel members are authorised to represent the Parish Council for meeting with Persimmon and commencing negotiations. If this is not covered, ensure that it is included on the April Full Council agenda.	Clerk
Cllr. Kidd to submit the signed off Executive Summary document along with all the relevant reports to Persimmon.	Cllr. Kidd
Any relevant background information be included in a document, to be published at a later date, to demonstrate how this project came about and the what was undertaken by the Parish Council. This will need to be published either way if the land is transferred or not.	Clerk & Cllr. Thomas

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Follow-up meeting required: Y – Scheduled for Tuesday 8th May 2018; to receive any progress since the last meeting and make subsequent recommendations to Full Council.

Recommendations:

None, as the below listed minute [recorded at the February Full Council meeting] sufficiently provides the authorisation required for the Advisory Panel to proceed with negotiations with an ultimate decision to be made at a future Full Council meeting.

C237 – 20/02/2018	Persimmon Land Transfer Advisory Panel Councillors received an update from the recent meeting of the Persimmon Land Transfer Advisory Panel held on 13 th 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.
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