

# PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN Tel: 01761 433686 E-mail: clerk@peasedownstjohnparishcouncil.gov.uk <a href="https://www.peasedownstjohnparishcouncil.gov.uk">www.peasedownstjohnparishcouncil.gov.uk</a>

# Minutes of the Full Council Meeting held on Tuesday 24<sup>th</sup> 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 –<br>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 –<br>24/04/2018 | Declarations of Interest No further interests, to those already disclosed to the Monitoring Officer, were declared.   |        |
| C278 –<br>24/04/2018 | <ul> <li>Minutes</li> <li>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.</li> <li>ii. The Clerk advised that the minutes of the Annual Village Meeting held on 10<sup>th</sup> April 2018 would be circulated by e-mail and approved at the Full Council meeting in May.</li> <li>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.</li> </ul> | Clerk  |
| C279 –<br>24/04/2018 | Information Governance Councillors received a presentation on Information Governance, including data protection and security, by Robert Long from Audit West.   |        |
| C280 –<br>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.  |        |

| C281 –<br>24/04/2018 | Items for Urgent Report The Chair reported that following the resignation of Rod Hisug-Bridges no by- election had been called by the electorate and so the casual vacancy was able to be filled by co-option. The Clerk to generate adverts accordingly.   | Clerk         |
|----------------------|---|---------------|
| 0000                 |   | Ololik        |
| C282 –<br>24/04/2018 | Council Committee Updates Following Cllr. Tom Clifford resigning from the Planning & Environment Committee Councillors were invited to submit nominations for a new Chair of this Committee. Being a Standing Committee, the Chair must be appointed by Full Council. A nomination form was received and it was resolved to appoint Cllr Claire Parfitt as Chair of the Planning & Environment Committee. Proposed by: Cllr Stephen Goodwin Seconded by: Cllr Kathy Thomas Agreed by the majority of those present.                 | Clerk         |
|                      |   |               |
| C283 –<br>24/04/2018 | <ul> <li>Outside Bodies</li> <li>i. Councillors received an update on any forthcoming meetings or feedback from meetings attended since the last Full Council meeting, as follows:</li> </ul>   |               |
|                      | Parishes Liaison Group – Representatives: Chair and Clerk Last meeting – Wednesday 28 <sup>th</sup> February 2018. Attended by Cllr. Kathy Thomas. Minutes of this meeting had been circulated as pre-reading. Next meeting – Wednesday 30 <sup>th</sup> May 2018.  |               |
|                      | Avon Local Councils Association (B&NES ALCA Area Group and County Meetings) - Representatives: Chair and Clerk Last meeting (B&NES Area Group) – Not met since last Full Council meeting. Next meeting (B&NES Area Group) – Wednesday 9 <sup>th</sup> May 2018.   | KT &<br>Clerk |
|                      | Somer Valley Forum – Representatives: Cllrs Jonathan Rich and David Walker (any other councillor as reserve) Last meeting – Wednesday 20 <sup>th</sup> March 2018 at the small hall of the Somer Centre, Gullock Tying, Midsomer Norton. Notes from this meeting along with the Police crime statistics had been circulated as pre-reading. Cllr Rich advised he had been unable to attend as the date clashed with the last Full Council meeting. Next meeting – Tuesday 24 <sup>th</sup> July 2018 at 6pm location to be advised. |               |
|                      | Local Flood Representative – Representatives: Cllr. Jonathan Rich Last meeting – Not met since last Full Council meeting. Although an email had been received from the Wessex Flood Resilience Team on flood alert updates which had been circulated as pre-reading.  Next meeting – To be confirmed.   |               |
|                      | Community Centre Network – Representatives: Cllr. Richard Clarke Last meeting – Not met since last Full Council meeting. Next meeting – Thursday 26 <sup>th</sup> April 2018 12 noon until 2pm at the Conygre Hall, Timsbury. Cllr Richard Clarke confirmed that he would be attending the meeting.   | RC            |
|                      | ii. Councillors received, for information, a list of Police updates and recent incidents reported in the area since the last meeting. It was noted that the next Police Beat Surgery is on Wednesday 9 <sup>th</sup> May 2018, from10.00-11.00am at The Circle Hospital Café.   |               |
|                      | Councillors expressed concern that the Beat Surgeries are always held during daytime working hours, making it difficult for the majority of Councillors to attend. The Clerk was requested to ask if it would be possible to provide some evening Beat Surgeries in Peasedown St John, given the size of the population and the fact that councillors and residents who work during the day would then be able to attend.   | Clerk         |

| C284 -     | Invitations and Representations   |           |
|------------|---|-----------|
| 24/04/2018 | Community House of Prayer: An invitation had been received from Ruth Reeve  |           |
|            | regarding a monthly Community House of Prayer meeting, which was launched in  |           |
|            | Peasedown St John on 10 <sup>th</sup> April 2018. They would be praying for the leaders of the  |           |
|            | community including members of the Parish Council.  |           |
|            | They invited Councillors to contact them with any prayer requests that they have for  |           |
|            | their work, or regarding particular areas of need within the community. Councillors   | All Clirs |
|            | with any requests for the group were asked to let the Clerk know.   | & Clerk   |
| C285 -     | Chair's Report  |           |
| 24/04/2018 | There was no report from the Chair.   |           |
| C286 -     | Memorials & Interments at Ashgrove Cemetery   |           |
| 24/04/2018 | There were no applications for new memorials for Ashgrove Cemetery.   |           |
| C287 -     | Financial Matters   |           |
| 24/04/2018 | <ul> <li>i. Councillors reviewed the schedule of payments raised since the last Full Council meeting on 20<sup>th</sup> March 2018 (appendix C287i refers).</li> <li>It was resolved that all the payments on this schedule, totalling £32,372.04, be ratified.</li> <li>Proposed by: Cllr Kathy Thomas</li> </ul>  |           |
|            | Seconded by: Cllr Andrew Larcombe   |           |
|            | Agreed unanimously.   |           |
|            | <b>3</b>  |           |
|            | ii. Councillors considered annual membership subscriptions for the 2018-19 council year for Bath Community Transport and the Institute of Cemetery and Crematorium Management, totalling £100. It was resolved that payments of these subscriptions should be approved.  Proposed by: Cllr Kathy Thomas   | Clerk     |
|            | Seconded by: Tom Clifford  Agreed unanimously.  |           |
|            | <ul> <li>iii. It was resolved to approve the payment to B&amp;NES Council for the School         Crossing Patrol Service in Peasedown St John from April 2018 to March 2019 for         the sum of £3,307.77+VAT.         Proposed by: Cllr Kathy Thomas         Seconded by: Cllr Andrew Larcombe         Agreed unanimously.</li> </ul>                     | Clerk     |
|            | iv. It was resolved to ratify the payments raised since the last Full Council meeting<br>for the Financial Year from 1 <sup>st</sup> April 2018 (with the exception of the above-<br>mentioned annual membership subscriptions and the School Crossing Patrol).<br>Proposed by: Cllr Kathy Thomas<br>Seconded by: Cllr Andrew Larcombe<br>Agreed unanimously. | Clerk     |
|            | v. An update on the Community Empowerment Fund would be provided at the Finance & Amenities Committee on 1 <sup>st</sup> May 2018.  | Clerk     |
|            | vi. Recommendations regarding the carrying forward of specific budget balances from the 2017-18 to the 2018-19 financial years for items already agreed would be considered at the Finance & Amenities Committee on 1st May 2018.   | Clerk     |
| C288 -     | Planning Related Matters  |           |
| 24/04/2018 | A. Councillors reviewed the plans, alongside any feedback provided by members, and decided on the Parish Council's official response regarding the following  |           |
|            | planning applications.  |           |
|            | <ol> <li>Ref. 18/01384/FUL – 4 Bloomfield Terrace, Peasedown St. John, Bath, BA2<br/>8DU – Erection of a two-storey rear extension following demolition of the existing<br/>utility room, a single storey front porch and a detached garage at the rear and<br/>replacement of all windows – Mr James &amp; Mrs Erica Cusick.</li> </ol>                      |           |

Weblink to planning documents:

http://www.bathnes.gov.uk/planningdocuments=18/01384/FUL

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.

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

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.

 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

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.

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

It was noted that the Planning Department had already issued a decision on this application so no discussion was required.

- 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.
- 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.

Clerk

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|                      | The Chair and the Clerk were booked in to attend a briefing session on 3rd 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 v        | vas adjourned for a comfort break.  |       |  |  |  |  |  |
| Break start tir      | ne: 8.19pm  |       |  |  |  |  |  |
| Break end tim        |   |       |  |  |  |  |  |
| C289 -               | Greenlands Road Car Park  |       |  |  |  |  |  |
| 24/04/2018           | 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.  |       |  |  |  |  |  |
|                      | A response to the Clerk's initial queries had been received from Andrew Dunn (Team Manager – Parking Services), which made the following point:  " 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." |       |  |  |  |  |  |
|                      | 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.   |       |  |  |  |  |  |
|                      | 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.  | Clerk |  |  |  |  |  |
| C290 -               | Annual Village Meeting  |       |  |  |  |  |  |
| 24/04/2018           | Councillors reviewed the suggested feedback questionnaire for circulating to attendees of the Annual Village Meeting 2018, to help determine the event for future   | Clerk |  |  |  |  |  |
|                      | years. A further question was suggested: "How would you like the question and   | Oleik |  |  |  |  |  |
|                      | answer session to be carried out?"  |       |  |  |  |  |  |
|                      | It was also thought that the advertisement (poster) for the meeting needs to be   | Clerk |  |  |  |  |  |
|                      | clearer, and it was suggested that this should be changed for next year.  |       |  |  |  |  |  |
| C291 –<br>24/04/2018 | Dog Waste and Litter Bins 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).  It was resolved to allocate a sum of up to £900+VAT for additional dog waste bins,   | Clerk |  |  |  |  |  |
|                      | and two existing green litter/dog waste bins, to be installed in the locations identified in the pre-reading.  Proposed by: Cllr Jonathan Rich Seconded by: Cllr Richard Clarke  Agreed unanimously.  |       |  |  |  |  |  |
|                      | 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.  | Clerk |  |  |  |  |  |
|                      | 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.  | Clerk |  |  |  |  |  |
|                      | B&NES Council could be encouraged to bring some further information about the<br>new waste collection arrangements for their stand at Party in the Park, or to<br>provide some for the Parish Council to display on their stand.  | Clerk |  |  |  |  |  |

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| C292 –<br>24/04/2018 | Braysdown Allotments Advisory Panel Councillors received, for information, an update from the Braysdown Allotments Advisory Panel following their meeting on 5 <sup>th</sup> April 2018 (appendix C292i refers). Members of the Advisory Panel and Debbie Parish were thanked for the work they had undertaken during the year.  |                      |
| C293 –<br>24/04/2018 | General Data Protection Regulation Councillors received, for information, a copy of the letter confirming the appointment of the Data Protection Officer and GDPR audit. It was reported that the schedule of works relating to the implementation of GDPR would be reviewed by the Clerk and Cllrs Clifford, Kidd and Thomas at their monthly Business Continuity meetings.   |                      |
| C294 –<br>24/04/2018 | Defibrillators Councillors received an update on the defibrillator at Beacon Hall and considered requests for additional defibrillators at other locations in the parish. It was thought that there was good justification for having a defibrillator at Beacon Hall, due to it being a venue where activities take place which is run by the Parish Council. However, there was some concern at the additional workload involved in carrying out the necessary weekly checks on any defibrillators installed in different locations around the village, and it was thought that there would not be the available budget to install further defibrillators in the coming year. It was therefore resolved that the Parish Council should not facilitate any more defibrillators in the village at the present time. Proposed by: Cllr Andrew Larcombe Seconded by: Cllr Jo Davis Agreed by the majority of those present.   | Clerk                |
| C295 –<br>24/04/2018 | Future of Peasedown St John Youth Hub Councillors received, for information, an update following a meeting on 19th April 2018, regarding the current consultation run by B&NES Council's Youth Connect Team regarding the future of the Youth Hub.  Sally Churchyard from B&NES Council Youth Connect Team would be attending the Parish Council Advisory Panel of Chairs meeting on Tuesday 8th May 2018 at 7.30pm to discuss with the Chairs and Vice-Chairs the options/conditions relating to the future of the Youth Hub. It was suggested that a list of questions should be prepared in advance of this meeting, and the Clerk undertook to e-mail a suggested list of questions to Councillors for their comments.  It was noted that a public meeting was planned, to be held at the Youth Hub, on Monday 18th June 2018. This would give the electorate the opportunity to express their opinions and hear the proposals for the building.  It had been suggested that the Parish Council should provide the refreshments for this event and it was agreed that this should be included as an item on the agenda | Clerk                |
| C296 -<br>24/04/2018 | for the next Full Council meeting in May.  Persimmon Land Transfer Advisory Panel Councillors received, for information, an update from the Persimmon Land Transfer Advisory Panel following their meeting on 17 <sup>th</sup> April 2018 (appendix C296i refers).   |                      |
| C297-<br>24/04/2018  | Terms of Reference & Delegations Councillors received the final draft of the amended Terms of Reference and Delegations in readiness for adoption at the Annual Meeting of the Full Council in May 2018.   |                      |
| C298 –<br>24/04/2018 | Standing Orders  The final draft of the amended Standing Orders would be circulated by email, in readiness for adoption at the Annual Meeting of the Full Council in May 2018.   | Clerk                |
| C299 –<br>24/04/2018 | Financial Regulations Councillors received the draft of the amended Financial Regulations and were invited to provide feedback and any further suggested amendments prior to the next Finance & Amenities Committee meeting on 1 <sup>st</sup> May, in readiness for adoption at the Annual Meeting of the Full Council in May 2018.   | All Clirs<br>& Clerk |
| C300 -               | Calendar of Meetings for the 2018-19 Council Year  |                      |
|                      |  |                      |

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|------------|--|-----------|
| 24/04/2018 | Councillors received the proposed calendar of council meetings in preparation for                | All Clirs |
|            | adoption at the Annual Meeting of the Full Council in May 2018. Councillors were                 | & Clerk   |
| 0004       | asked to advise the Clerk if they identified any issues with the proposed dates.                 |           |
| C301 -     | Centenary Armistice Beacon Lighting Event  |           |
| 24/04/2018 | Councillors considered appointing an Advisory Panel to plan the centenary armistice              | <b>.</b>  |
|            | beacon lighting event to be held on Sunday 11 <sup>th</sup> November 2018 at Beacon Hall.        | Clerk &   |
|            | It was resolved to task the Advisory Panel of Chairs with planning this event.                   | Chairs    |
|            | Proposed by: Cllr Kathy Thomas   |           |
|            | Seconded by: Cllr Jonathan Rich  |           |
|            | Agreed unanimously.  |           |
| C302 -     | Consultation on Street Trading Policy  |           |
| 24/04/2018 | 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               | All Cllrs |
|            | it that might impact on Peasedown St John. It would be included as an item on the                | & Clerk   |
|            | 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 <sup>th</sup> June 2018.       |           |
| C303 -     | Order of Known Business Document   |           |
| 24/04/2018 | 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                       | Clerk     |
|            | readiness for adoption at the Annual Meeting of the Full Council in May 2018.                    |           |
| C304 -     | Clerk Updates and Priorities   |           |
| 24/04/2018 | 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 -     | Advisory Panel of Chairs   |           |
| 24/04/2018 | Councillors received a report from the Advisory Panel of Chairs following their                  |           |
|            | meeting on 17 <sup>th</sup> 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 -     | Future Agenda Items & CIIr Questions   |           |
| 24/04/2018 | 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-      | Review of New Actions  |           |
| 24/04/2018 | Councillors reviewed that the actions generated from the meeting had been correctly              |           |
|            | captured on the Actions Register.  |           |
| C308-      | Date and Time of Next Meeting  |           |
| 24/04/2018 | The next meeting is the Annual Meeting of the Full Council and is scheduled to be                |           |
|            | held on Tuesday 15 <sup>th</sup> May 2018 at 7pm at the Beacon Hall.                             |           |

| The meeting closed at 9.34pm |
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# Appendix C287 – Schedule of payments raised since the last Full Council meeting on 20th March 2018 – Financial Year April 2017 to March 2018

| Supplier Name                            | Date of<br>Invoice | Cheque<br>Number | Details  |   | Net       |   | VAT    | Associated<br>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          |

| 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<br>Invoice | Cheque<br>Number | Details   |   | Net      |   | VAT    | Associated<br>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

### Appendix C288i – Planning Related Matters

## **Purpose**

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

# <u>Planning Decisions Issued by B&NES Council</u> (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:

- 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 Tyning, 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:

 The Coffee Hut on Bath Road – Possible breach of planning conditions reported due to noncommercial use.

# <u>Planning Applications Not Invited to Comment</u> (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:

 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.

# **<u>Planning Appeals</u>** (for information only)

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

i. None.

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.

# <u>Planning Applications Pending Decision</u> (for information only)

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

- 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.

### 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 <a href="https://www.peasedownstjohnparishcouncil.gov.uk">www.peasedownstjohnparishcouncil.gov.uk</a>

# 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  | DP             |
| following plots were identified as "ones to watch" for the next inspection because  | Di             |
| they were in a particularly poor state: 5 C/D; 10D; 32B; 31C.                       |                |
| 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      | N/A            |
| weeds cleared so that it doesn't cause a problem for surrounding plots.             |                |
| 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*.

### 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 <a href="www.peasedownstjohnparishcouncil.gov.uk">www.peasedownstjohnparishcouncil.gov.uk</a>

# 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,              | Clerk & All    |
| including updating the figures to show interest over 20 years and reference to legal   | Members of     |
| costs. To circulate the updated document to all members of the Advisory Panel for      | Advisory Panel |
| sign-off before it is submitted to Persimmon by Cllr. Kidd.                            |                |
| Check the wording of the previous minutes to ensure that the Advisory Panel            | Clerk          |
| 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.   |                |
| Cllr. Kidd to submit the signed off Executive Summary document along with all the      | Cllr. Kidd     |
| relevant reports to Persimmon.   |                |
| Any relevant background information be included in a document, to be published at a    | Clerk & Cllr.  |
| later date, to demonstrate how this project came about and the what was undertaken     | Thomas         |
| by the Parish Council. This will need to be published either way if the land is        |                |
| transferred or not.  |                |

**Follow-up meeting required:** Y – Scheduled for Tuesday 8<sup>th</sup> 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<sup>th</sup> 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.