



PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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**Minutes of the Annual Full Council Meeting held on Tuesday 15th May 2018 at 7.00pm
 at the Beacon Hall, French Close, Peasedown St John**

Present:

Councillors: Mandy Clarke; Richard Clarke; Tom Clifford; Jo Davis; Audrey Gillard-Sprake; Stephen Goodwin; Edward Jones; Simon Kidd; Andrew Larcombe; Claire Parfitt; Kathy Thomas (Chair).

In attendance:

Tanya West – Parish Clerk
 Debbie Parish – Administration Officer

Public Session

There were no members of the public present at the meeting.

Minute Ref.	Agenda Item	Action												
C001 – 15/05/2018	<p>Election of Chair and Vice-Chair The Clerk advised she had received one written and signed nomination for the position of Chair, as follows:</p> <table border="1"> <tr> <td>Nominee</td> <td>Proposer</td> <td>Seconder</td> </tr> <tr> <td>Kathy Thomas</td> <td>Simon Kidd</td> <td>Tom Clifford</td> </tr> </table> <p>A vote was taken resulting in Cllr Kathy Thomas being duly elected as Chair.</p> <p>The Clerk advised she had received one written and signed nomination for the position of Vice-Chair, as follows:</p> <table border="1"> <tr> <td>Nominee</td> <td>Proposer</td> <td>Seconder</td> </tr> <tr> <td>Jonathan Rich</td> <td>Claire Parfitt</td> <td>Andrew Larcombe</td> </tr> </table> <p>A vote was taken resulting in Cllr Jonathan Rich being duly elected as Vice-Chair.</p>	Nominee	Proposer	Seconder	Kathy Thomas	Simon Kidd	Tom Clifford	Nominee	Proposer	Seconder	Jonathan Rich	Claire Parfitt	Andrew Larcombe	<p>Clerk</p> <p>Clerk</p>
Nominee	Proposer	Seconder												
Kathy Thomas	Simon Kidd	Tom Clifford												
Nominee	Proposer	Seconder												
Jonathan Rich	Claire Parfitt	Andrew Larcombe												
C002 – 15/05/2018	<p>Apologies for Absence & Casual Vacancy Apologies were received from Cllr Jonathan Rich due to being away on holiday. These were duly noted. Cllrs Nathan Hartley; Ray Love; David Walker and Karen Walker were absent with no apologies received. The recent casual vacancy will be advertised shortly.</p>													
C003 – 15/05/2018	<p>Declarations of Interest Councillors Amanda Clarke and Richard Clarke declared an interest in item CO16, due to their connection with one of the grant applicants. As their interest was not pecuniary, they were still able to take part in discussions and to vote.</p>													
C004 – 15/05/2018	<p>Minutes</p> <p>i. Councillors considered the minutes of the Full Council meeting held on 24th April 2018 (pre-reading appendix B). It was proposed that these minutes should be approved. Proposed by: Cllr Tom Clifford Seconded by: Cllr Simon Kidd Agreed by the majority of those present.</p> <p>ii. The minutes of the Annual Village Meeting held on 10th April 2018 had been completed and would be circulated for approval at the Full Council meeting in June.</p> <p>iii. The Clerk reported that due to a problem with SharePoint she had been unable to add comments giving up-dates on the actions from the last meeting. She provided a verbal up-date at the meeting.</p>	<p>Clerk</p>												
C005 – 15/05/2018	<p>Items for Urgent Report There were no Items for Urgent Report.</p>													
C006 – 15/05/2018	<p>Council Committee Updates Councillors received updates from the following Committees:</p> <p>i. Burial Sub-Committee (no meeting since the last Full Council meeting).</p> <p>ii. Finance & Amenities – the minutes of the Finance & Amenities Committee meeting held on 01/05/2018 had been included in pre-reading (appendix E) and would be approved at the next meeting of the Finance & Amenities Committee.</p>													

- iii. Personnel Sub-Committee (no meeting since the last Full Council meeting).
- iv. Planning & Environment (no meeting since the last Full Council meeting).
- v. Policy & Personnel (no meeting since last Full Council meeting).

**C007 –
15/05/2018**

Council Committees & Delegations

- i. Councillors adopted the amended Terms of Reference and Delegations to the Standing Committees, Sub-Committees, employees and other local authorities. Including the Council's Committee structure and member numbers (pre-reading appendix F).

Proposed by: Cllr Kathy Thomas

Seconded by: Cllr Claire Parfitt

Agreed unanimously.

- i. Nominations were received for Parish Council Committees, as follows:

- Finance & Amenities Committee – the following 5 Councillors indicated that they would like to serve on this Committee:

- Jo Davis
- Stephen Goodwin
- Edward Jones
- Simon Kidd
- Andrew Larcombe

It was proposed to accept these nominations.

Proposed by: Cllr Kathy Thomas

Seconded by: Cllr Andrew Larcombe

Agreed unanimously.

(Cllrs Kathy Thomas and Jonathan Rich had expressed an interest, but would already be ex-officio members of all sub-committees as Chair/Vice-Chair of Full Council).

- Personnel Committee – the following 5 Councillors indicated that they would like to serve on this Committee:

- Tom Clifford
- Audrey Gillard-Sprake
- Simon Kidd
- Ray Love
- Claire Parfitt

It was proposed to accept these nominations.

Proposed by: Cllr Kathy Thomas

Seconded by: Cllr Andrew Larcombe

Agreed unanimously.

- Planning & Environment Committee – the following 5 Councillors indicated that they would like to serve on this Committee:

- Amanda Clarke
- Richard Clarke
- Claire Parfitt

It was proposed to accept these nominations.

Proposed by: Cllr Kathy Thomas

Seconded by: Cllr Tom Clifford

Agreed unanimously.

The Chairs of each committee were elected as follows:

Personnel – Cllr Tom Clifford

Proposed by: Cllr Simon Kidd

Seconded by: Cllr Andrew Larcombe

Agreed by the majority of those present

Finance & Amenities – Cllr Andrew Larcombe

Proposed by: Cllr Jo Davis

Seconded by: Cllr Claire Parfitt

Agreed by the majority of those present.

Planning & Environment – Cllr Claire Parfitt

Proposed by: Cllr Kathy Thomas

Seconded by: Cllr Jo Davis

Agreed by the majority of those present.

It was further proposed that an **Executive Committee** is established consisting of the Chair and Vice-Chair or Full Council and Chairs and Vice-Chairs of Standing Committees.

Clerk

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Clerk

Proposed by: Cllr Kathy Thomas
 Seconded by: Cllr Simon Kidd
Agreed by the majority of those present.

**C008 –
 15/05/2018**

Advisory Panels

The following is a list of Advisory Panels currently appointed by the Parish Council and their commissioning committee.

Advisory Panel	Commissioning Body	Associated Minute
Braysdown Allotments	F&A	F&A007 – 11/07/2017
Finance & Amenities	F&A	F&A007 – 11/07/2017
Football Club Liaison	F&A	F&A007 – 11/07/2017
Chairs	Full Council	C008 – 16/05/2017
Christmas Lights Advisory Panel	Full Council	C212 – 23/01/2018
Flag-Raising Ceremonies	Full Council	C008 – 16/05/2017
Persimmon Land Transfer	Full Council	C072 – 18/07/2017
Play Equipment Upgrade Advisory Panel	Full Council	C216 – 23/01/2018
Policy & Governance	Full Council	C008 – 16/05/2017
Planning & Environment	P&E	P&E010 – 06/06/2017
Personnel	Personnel	PC006 – 27/06/2017

All these Advisory Panels will be reaffirmed/disbanded at the next meeting of their relevant commissioning body.

- i. It was proposed to disband the Advisory Panel of Chairs and the Policy & Governance Advisory Panel.
 Proposed by: Cllr Kathy Thomas
 Seconded by: Cllr Andrew Larcombe
Agreed unanimously.
- ii. It was proposed to reappoint the Christmas Lights Advisory Panel, Flag-Raising Ceremonies Advisory Panel, Persimmon Land Transfer Advisory Panel, Play Equipment Upgrade Advisory Panel in line with their Terms of Reference documents.
 Proposed by: Cllr Kathy Thomas
 Seconded by: Cllr Richard Clarke
Agreed unanimously.

**C009 –
 15/05/2018**

Outside Bodies

- i. Councillors received an update on forthcoming meetings and feedback from meetings attended since the last Full Council meeting (pre-reading appendix I, refers).
- ii. Councillors noted the list of Police updates (pre-reading appendix J, refers).
- iii. Councillors considered the list of outside bodies and representatives.

Representation on, or work with, external bodies and arrangements for reporting back were reviewed, and the following representatives agreed:

Avon Local Councils Association (ALCA Group Meetings) –

Representatives: Clerk and Chair

Somer Valley Forum (including voting rights) –

Representatives: Cllr David Walker (subject to his approval) and Cllr Jonathan Rich present.

Parish Liaison Group –

Representatives: Clerk and Chair

Local Flood Representative –

Representative: Cllr Jonathan Rich

B&NES Community Centre Network –

Cllr Richard Clarke

It was proposed that councillor representatives on outside bodies should be appointed as suggested.

	Proposed by: Cllr Kathy Thomas Seconded by: Cllr Richard Clarke Agreed by all of those present.													
C010 – 15/05/2018	<p>Invitations and Representations</p> <p>i. An invitation had been received from Radstock Town Council to their Annual Town Meeting addressed to Cllr. Kathy Thomas as the Chair of the Council. Cllr Thomas has confirmed she is available and wishes to attend.</p> <p>It was resolved that Cllr. Kathy Thomas should attend the Radstock Annual Town Meeting on 21st May 2018 representing Peasedown St John Parish Council. Proposed by: Cllr Andrew Larcombe Seconded by: Cllr Tom Clifford Agreed by all of those present.</p>													
C011 – 15/05/2018	<p>Memorials and Interments at Ashgrove Cemetery</p> <p>There were no requests for memorials at Ashgrove Cemetery.</p>													
C012 – 15/05/2018	<p>Local Authority Agency Agreements</p> <p>Councillors reviewed the arrangements, including any charters, with other local authorities and any associated income/expenditure. These included:</p> <p>ii. Agency agreement with B&NES Council for the Public Rights of Way Vegetation Clearance. It was proposed that this arrangement should continue Proposed by: Cllr Kathy Thomas Seconded by: Cllr Amanda Clarke Agreed by the majority of those present.</p> <p>iii. Agency agreement with B&NES Council for the sponsorship of the School Crossing Patrol. It was proposed that this arrangement should continue. Proposed by: Cllr Kathy Thomas Seconded by: Cllr Richard Clarke Agreed by all of those present.</p> <p>It was noted that the school are currently advertising for a new crossing patrol person to provide maternity cover for the existing employee.</p> <p>iv. Supporting of the Parish Snow Wardens in conjunction with B&NES Council and local volunteers. It was proposed that this arrangement should continue. Proposed by: Cllr Kathy Thomas Seconded by: Cllr Audrey Gillard-Sprake Agreed by all of those present.</p> <p>v. In connection with the above, it was resolved to carry forward £1,000 from the 2017/18 financial year operational budget to cover the cost of rock salt, as agreed under minute C260-20/03/2018. Proposed by: Cllr Kathy Thomas Seconded by: Cllr Richard Clarke Agreed by all of those present.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>												
C013 – 15/05/2018	<p>Subscriptions & Memberships</p> <p>Councillors considered the following regular subscriptions for Peasedown St John Parish Council and whether they should be approved for the council year commencing May 2016. It was noted that total operational budget for 'subscriptions and publications' is £1,140 for the 2017-18 financial year.</p> <table border="1" data-bbox="229 1632 1422 2116"> <tr> <td>Avon Local Councils' Association (support, training and provider of information from central government for council/clerk)</td> <td>£790.67</td> <td>Already Agreed Minute C259 - 20/03/2018 Refers</td> </tr> <tr> <td>Information Commissioner's Office (data protection registration renewal)</td> <td>£40.00</td> <td></td> </tr> <tr> <td>Society of Local Council Clerks (training, support and provider of information for Clerk)</td> <td>£185.00</td> <td>Already Agreed Minute C259 - 20/03/2018 Refers</td> </tr> <tr> <td>Bath Community Transport (utilise for Christmas Party transport)</td> <td>£10.00</td> <td>Already Agreed Minute C287 - 24/04/2018 Refers</td> </tr> </table>	Avon Local Councils' Association (support, training and provider of information from central government for council/clerk)	£790.67	Already Agreed Minute C259 - 20/03/2018 Refers	Information Commissioner's Office (data protection registration renewal)	£40.00		Society of Local Council Clerks (training, support and provider of information for Clerk)	£185.00	Already Agreed Minute C259 - 20/03/2018 Refers	Bath Community Transport (utilise for Christmas Party transport)	£10.00	Already Agreed Minute C287 - 24/04/2018 Refers	
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	<p>Institute of Cemetery and Crematorium Management (training, advice and information regarding cemetery matters)</p>	<p>£90.00</p>	<p>Already Agreed Minute C287 - 24/04/2018 Refers</p>	
<p style="text-align: right;">£1,115.67</p> <p>The total operational budget for 'subscriptions and publications' is £1,200 for the 2018-19 financial year.</p> <p>It was proposed to approve the above listed membership subscriptions for the 2018-19 council year. Proposed by: Cllr Andrew Larcombe Seconded by: Cllr Claire Parfitt Agreed by all of those present</p>				
<p>C014 – 15/05/2018</p>	<p>Calendar of Meetings Consideration was given to the draft Calendar of Meetings circulated in advance of the meeting (appendix C014i refers). It was proposed that the Calendar of Meetings should be adopted as circulated, subject to the following changes (to allow for 2019 being an election year): Finance & Amenities Committee meeting to be moved from 7th May 2019 to 30th April 2019, the Full Council meeting to be moved from 21st May 2019 to 14th May 2019, no Executive Committee meeting on 14th May 2019.</p> <p>Proposed by: Cllr Kathy Thomas Seconded by: Cllr Tom Clifford Agreed by all of those present.</p>			<p>Clerk</p>
<p>C015– 15/05/2018</p>	<p>Standing Orders & Financial Regulations</p> <p>i. It was resolved that for the council year 2018-19 councillors agree to receive summonses by email in accordance with Standing Order 15.b. Proposed by: Cllr Kathy Thomas Seconded by: Cllr Simon Kidd Agreed unanimously.</p> <p>ii. The recently amended Standing Orders would be adopted at the next Full Council meeting in June 2018.</p> <p>iii. Councillors considered suspending Standing Order 3r to extend the meeting longer than 2½ hours, but it was thought that this would not be required.</p> <p>iv. It was proposed to adopt the Financial Regulations (pre-reading appendix S). Proposed by: Cllr Kathy Thomas Seconded by: Cllr Richard Clarke Agreed unanimously.</p>			<p>Clerk</p> <p>Clerk</p>
<p>C016 – 15/05/2018</p>	<p>Community Grants & Village Events</p> <p>i. Councillors considered the recommendations from the Finance & Amenities Committee with regards to making awards under the Parish Council's Community Grant and Village Event scheme (pre-reading appendix C016i refers).</p> <p>It was noted that there were a very large number of grant applications this year, totalling around £11,000, and it was recommended that all the available grant money should be allocated.</p> <p>It was proposed to accept the recommendations from the Finance & Amenities Committee to award grants totalling £1,500 on village events and £2,500 on other community grants.</p> <p>Proposed by: Cllr Kathy Thomas Seconded by: Cllr Andrew Larcombe Agreed by all of those present.</p> <p>ii. Councillors considered the following items in connection with the sponsorship package for "Party in the Park":</p> <p>a) A stall at the event is included as part of the sponsorship package and it was noted that this would have to be manned. The following councillors offered to man the stall: Cllr Simon Kidd (12 noon to 1pm or later), Cllr Audrey Gillard-Sprake (1pm to 2pm or later), Cllr Stephen Goodwin (2pm to 3pm). Cllrs Claire Parfitt and Edward Jones may have some availability – to be confirmed. It was suggested that the stall should be set up under the Parish Council gazebo, and should include:</p> <p style="padding-left: 20px;">➤ A table with a Parish Council banner (or similar);</p>			

- Copies of newsletters;
- Copies of the precept leaflet;
- A display regarding community grants;
- Information about Ashgrove Cemetery memorial options (such as roses and benches);
- An opportunity for residents to raise any issues they may have, similar to a "street surgery";
- Recycled pens printed with the Parish Council crest and contact information, to hand out at the event.

b) Councillors had noticed comments on social media from local residents regarding the issue of charging for entry to Beacon Field, which is a Public Open Space. It was agreed to minute that Party in the Park should be asked to ensure that their signs on the entrances to Beacon Field make it clear that the charge for entry is a suggested donation, rather than an admission fee which people might feel pressurised into paying.

Proposed by: Cllr Andrew Larcombe
 Seconded by: Cllr Tom Clifford
Agreed by the majority of those present.

c) The Clerk had been asked to provide a quote for a press release and it was suggested that this should be from "The Parish Council" rather than from an individual councillor.

The meeting was adjourned for a comfort break.

Break start time: 8:25pm

Break end time: 8:33pm

**C017 –
15/05/2018**

Annual Governance Statement for 2017-18

Cllr. Kathy Thomas read through the points listed on the 2016-17 financial year accounts Annual Governance Statement (listed below) and the Council considered and voted on each one individually, as follows:

- i. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
 Proposed by: Cllr Andrew Larcombe
 Seconded by: Cllr Stephen Goodwin
Agreed by all of those present.
- ii. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
 Proposed by: Cllr Andrew Larcombe
 Seconded by: Cllr Stephen Goodwin
Agreed by all of those present
- iii. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.
 Proposed by: Cllr Andrew Larcombe
 Seconded by: Cllr Stephen Goodwin
Agreed by all of those present
- iv. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
 Proposed by: Cllr Andrew Larcombe
 Seconded by: Cllr Stephen Goodwin
Agreed by all of those present
- v. We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
 Proposed by: Cllr Andrew Larcombe
 Seconded by: Cllr Amanda Clarke
Agreed by all of those present
- vi. We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.
 Proposed by: Cllr Andrew Larcombe
 Seconded by: Cllr Simon Kidd
Agreed by all of those present
- vii. We took appropriate action on all matters raised in reports from internal and external audit.
 Proposed by: Cllr Andrew Larcombe
 Seconded by: Cllr Edward Jones
Agreed by all of those present.
- viii. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this council and, where appropriate have included them in the accounting statements.

Proposed by: Cllr Andrew Larcombe
 Seconded by: Cllr Richard Clarke
Agreed by all of those present

ix. Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our accountability responsibilities for the funds(s)/assets, including financial reporting and, if required, independent examination or audit.

Proposed by: Cllr Andrew Larcombe
 Seconded by: Cllr Jo Davis
Agreed by all of those present

**C018 –
 15/05/2018**

End of Year Accounts for 2017-18
 Copies of the accounting statement, bank reconciliation and explanation of variances and balance sheet had been circulated as pre-reading (copies of which can be seen attached to this document as appendix C018i).
 It was resolved to accept the accounts for the year ending 31st March 2018.

Proposed by: Cllr Andrew Larcombe
 Seconded by: Cllr Amanda Clarke
Agreed by all of those present

Clerk

**C019 –
 15/05/2018**

Schedule of Payments
 In accordance with the new Financial Regulations:

i. Councillors reviewed the schedule of payments in relation to the accounts for year ending 31st March 2018 (appendix C019i) It was resolved they be approved/ratified as specified.

Proposed by: Cllr Andrew Larcombe
 Seconded by: Cllr Stephen Goodwin
Agreed by all of those present.

ii. Councillors reviewed those operational-related payments which arise on a regular basis throughout the year (appendix C019ii refers). It was proposed to accept this list of regular expenditure and for payments to be made without having to bring each invoice back to council/committee for prior approval, in accordance with Financial Regulation 5.7.

Proposed by: Cllr Andrew Larcombe
 Seconded by: Cllr Stephen Goodwin
Agreed by all of those present.

iii. Councillors considered regular direct debit payments, as follows:

Clerk

Clerk

B&NES Council	Business Rates for Ashgrove Cemetery	Monthly	Direct Debit	C018 – 16/05/2017
B&NES Council	Business Rates for Beacon Hall	Monthly	Direct Debit	C018 – 16/05/2017
Sage UK	Online subscription for accounts software	Monthly	Direct Debit	C240 – 21/02/2017
Allstar Business Solutions Ltd.	Fuel Card	Bi-Monthly	Direct Debit	C240 – 21/02/2017
SSE/Swalec	Electricity supply to Beacon Hall	Quarterly	Direct Debit	C240 – 21/02/2017
SSE/Swalec	Electricity supply to Ashgrove Cemetery	Quarterly	Direct Debit	C240 – 21/02/2017
SSE/Swalec	Gas supply to Beacon Hall	Quarterly	Direct Debit	C240 – 21/02/2017
SSE/Swalec	Electricity supply to street lighting	Monthly	Direct Debit	C240 – 21/02/2017
E-On	Electricity Supply to Changing Rooms	Monthly	Direct Debit	C240 – 21/02/2017
BT	Telephone and Broadband	Quarterly	Direct Debit	C240 – 21/02/2017
Apollo Technology Solutions Ltd	IT Services Support Provider	Monthly	Agreed as Direct Debit but needs to be a Standing Order of £53.08+VAT/month	C234 – 20/02/2018
Lloyds Bank Corporate Card	Various – Generally for online purchases	Monthly	Direct Debit	F&A011 – 12/07/2016

Together with the following regular payments which would benefit from being paid by direct debit (to assist staff time efficiencies and reduced postage/bank fees):

Water2Business	Water Services to Changing Rooms	Bi-annual	Direct Debit	C019 – 15/05/2018
Water2Business	Water Services to Beacon Hall	Bi-annual	Direct Debit	C019 – 15/05/2018
Water2Business	Water Services to Ashgrove Cemetery	Bi-annual	Direct Debit	C019 – 15/05/2018

It was resolved to ratify the existing direct debit payments listed above and that £53.08+VAT monthly payment to Apollo Technology Solutions Ltd. for IT Support Services is paid by Standing Order in accordance with the Financial Regulations.

It was further resolved that Water2Business water services payments for Ashgrove Cemetery, Beacon Hall and the Recreation Ground Changing Rooms are paid by variable direct debit going forward in accordance with the Financial Regulations.

Proposed by: Cllr Andrew Larcombe

Seconded by: Cllr Amanda Clarke

Agreed by all of those present.

C020 – 15/05/2018

Planning Related Matters

- A. There were no new planning applications to consider.
- B. Councillors received a report on the following (pre-reading appendix AA):
 - 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 on the Housing and Economic Land Availability Assessment (HELAA) following the briefing session attended by the Chair and Clerk on 3rd May 2018 (appendix AB). It was noted that the majority of work to review the HELAAs would be carried out by B&NES Officers as a desk top survey, the results of which would be forwarded to the Parish Council for comment. B&NES had already been provided with observations on the feedback form, to the effect that it is too simple and does not allow enough space for general comments. It was unlikely the Parish Council would receive anything for several months.
- D. Councillors received, for information, an update on the West of England Joint Spatial Plan (appendix AC).

Clerk

C021 – 15/05/2018

Consultation on Street Trading Policy

Councillors considered the Street Trading Policy Review document as published by B&NES Council and noted its contents.
Further details can be found via the following link:
<http://www.bathnes.gov.uk/consultations/street-trading-policy-review>
Consultation response deadline is 6th June 2018 (appendix AD).

C022 – 15/05/2018

Greenlands Road Car Park

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 (appendix AE).
It was noted that the Clerk is still trying to gather all the information necessary for Councillors to make a decision on this matter, so it was agreed to include this as an item on the agenda for the June Full Council meeting.

C023 – 15/05/2018

Future of Peasedown St John Youth Hub

Councillors received an update regarding the current consultation run by B&NES Council's Youth Connect Team regarding the future of the Youth Hub. It was noted that there will be a public meeting regarding the future of the Youth Hub on Monday 18th June 2018. Following discussion, it was proposed that the Parish Council should not be involved with this meeting (in an official capacity) due to inadequate information about the arrangements going forward.

Proposed by: Cllr Andrew Larcombe

Seconded by: Cllr Richard Clarke

Agreed by the majority of those present

It was suggested that the Parish Council could assist with advertising the meeting.

Clerk

C024 – 15/05/2018

Persimmon Land Transfer Advisory Panel

Councillors received an update (tabled) from the recent meeting of the Persimmon Land Transfer Advisory Panel held on 8th May 2018. It was noted that Cllr Kidd would be submitting the signed Executive Summary document and accompanying reports

C025 – 15/05/2018	Clerk Updates and Priorities An update from the Clerk regarding actions since the last meeting and items to be focused on over the next few weeks would be uploaded to SharePoint in the coming week.	
C026 – 15/05/2018	Advisory Panel of Chairs There were no recommendations from the Advisory Panel of Chairs for this month.	
C027 – 15/05/2018	Policies & Strategic Documentation It was proposed to affirm the Council's policies through receiving the Council's Policy and Strategic Document Register (appendix AJ). Proposed by: Cllr Kathy Thomas Seconded by: Cllr Tom Clifford Agreed by all of those present.	Clerk
C028– 15/05/2018	Order of Known Business Document Councillors reviewed progress on the Order of Known Business document for the 2017-18 council year and considered the adoption of the proposed Order of Known Business document for the 2018-19 council year (appendix AK). Following discussion, it was proposed to accept the suggested Order of Known Business document for the 2018-19 council year, with the removal of £2,000 allocated to mowing of St John's Church Yard, which would need to be referred to the Personnel Committee, due to staffing implications. Proposed by: Cllr Kathy Thomas Seconded by: Cllr Simon Kidd Agreed by all of those present.	
C029– 15/05/2018	Assets & Insurance i. To approve the disposal of old office computer equipment and end of life other assets, in accordance with Financial Regulations (appendix AL). a) It was proposed to support the disposal of old office computers/monitors in accordance with Financial Regulations. Proposed by: Cllr Kathy Thomas Seconded by: Cllr Andrew Larcombe Agreed by all of those present. It was noted that disposal of this equipment would have to comply with WEEE Regulations and, to avoid any additional work for office staff, it was suggested that the suppliers of the new equipment should be asked to do this. b) It was therefore proposed to contact Apollo Technology (who supplied the replacement office equipment) to ask them to take the old computers for recycling. Proposed by: Cllr Kathy Thomas Seconded by: Cllr Simon Kidd Agreed by all of those present. ii. It was noted that the updated inventory of land and assets including buildings and office equipment had been seen by the Internal Auditor and would be circulated to Councillors at a future meeting. iii. Councillors viewed and noted the continuing arrangements for insurance cover in respect of all insured risks (appendix AN, refers).	Clerk
C030– 15/05/2018	Future Agenda Items & Cllr Questions The following future agenda items were requested: <ul style="list-style-type: none"> • Football clubhouse progress - update • Parish Council representative to work with B&NES Ward Councillors • Dunkerton Hill planning enforcement issue – update. 	
C031– 15/05/2018	Review of New Actions Councillors reviewed the actions generated from the meeting to ensure that they had been correctly captured on the Actions Register.	
C032– 15/05/2018	Date and Time of Next Meeting The next meeting of the Full Council of the Parish Council is scheduled to be held on Tuesday 19 th June 2018 at 7pm at the Beacon Hall.	

The meeting closed at 9:32 pm

Signed.....

Date.....