



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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Minutes of the Full Council held on Tuesday 22nd January 2019 at 7.00pm at Beacon Hall, French Close, Peasedown St John

Present:

Councillors: Tom Clifford; Jo Davis; Audrey Gillard-Sprake; Stephen Goodwin; April James; Simon Kidd; Andrew Larcombe; Linda Morgan; Conor Ogilvie-Davidson; Jonathan Rich (Vice-Chair); Kathy Thomas (Chair).

In attendance:

Debbie Parish – Administration Officer
Tanya West – Parish Clerk.

Public Session

There were no members of the public present.

C257 – 22/01/2019 Apologies for Absence

Apologies for absence had been received from Cllr. Barbara Bailey due to holiday; Cllrs. Mandy and Richard Clarke due to illness; Cllr. Ray Love due to illness; and from Cllr. Claire Parfitt due to holiday. These apologies were duly noted.

A list showing councillor attendance at meetings had been circulated for information. It was noted that because the Chair and Vice-Chair are summoned to attend all council committee meetings, their overall percentage attendance may appear to be lower, because of the number of meetings involved. The Clerk reported that she had made enquiries about booking 'Being a Good Councillor' training session for a Tuesday evening after 2nd May 2019, when the election of new councillors will have taken place.

C258 – 22/01/2019 Declarations of Interest

No further interests to those already disclosed to the Monitoring Officer were declared.

C259 – 22/01/2019 Minutes

The minutes of the Full Council meeting held on 11th December 2018 had been circulated in advance of the meeting; it was **resolved** that they be accepted as a true and correct record of the meeting.

C260 – 22/01/2019 SharePoint and Actions Register

- i. Councillors confirmed they were able to use SharePoint to locate the pre-reading. Work on the Asset Register and process documents are still being worked on.
- ii. The actions outstanding from the last meeting were reviewed. The Clerk advised there were further updates to the Actions Register to make and hoped to get these completed by the end of the month.

C261 – 22/01/2019 Items for Urgent Report

The Chair reported that there had been some further thefts from sheds at Braysdown Allotments. Information in connection with these thefts was being shared with the Police.

C262 – 22/01/2019 Council Committee Updates

Updates were received from the following Committees which have met since the last Full Council meeting:

- i. Finance & Amenities Committee - meeting held on 8th January 2019 – the Clerk advised that the minutes would be available shortly.
- ii. Executive Committee – Councillors received the notes from the Advisory Panel meeting held on 15th January 2019, with their recommendations. It was noted that:
 - The Clerk is putting together a paper for councillors containing advice on procedures regarding attendance at meetings and the role of the Chair;
 - Training for new councillors requires improvement and an experienced councillor should be assigned as a 'buddy' to support new councillors;

- Communications with Persimmon regarding the land transfer were ongoing and would be discussed later on the agenda;
- The upgrade of the Parish Council's street lights to LEDs was ongoing with 30% of the work complete. The contractor is allocating two days each week for these works;
- The application for grant funding for goal posts on the Recreation Ground had been submitted using information supplied by Andy Boyce.

C263 – 22/01/2019 Outside Bodies

- i. Councillors received an update from meetings attended since the last Full Council meeting, as follows:
- Avon Local Councils Association (B&NES ALCA Area Group)** – Attended by Cllr. Thomas and the Clerk. Last meeting – Wednesday 16th January 2019 at Saltford Hall. The minutes from this meeting had not yet been issued but topics discussed included:
- a. Rural transport issues and the plan to set up a community transport scheme.
 - b. Devolution of services/assets from B&NES Council and their Capital Asset Transfer Policy consultation.
 - c. Suggestions of topics for training – with reference to new councillors after the election.
 - d. Elections – B&NES Council will pay for the ordinary local election in May and any Parish Council by-election created from the death of a councillor. Any other Parish Council by-elections will need to be funded by the Parish Council.
 - e. Clarification on recent correspondence received from Somerset Miners' Welfare organisations regarding land held by Parish Councils and how sole or custodian trustees can affect matters.
- Next meeting (B&NES Area Group) – To be confirmed.
- ii. Councillors received, for information, a list of Police updates and incidents reported in the area since the last meeting. The date of the next Police Beat Surgeries are:
- a. TBC – The Circle Hospital Café.
 - b. Tuesday 22nd January 2019, 19:00 - 19:45 - The Apple Tree, Shoscombe, BA2 8LS

C264 – 22/01/2019 Invitations and Representations

- i. An invitation had been received for the Chair to attend a Holocaust Memorial Day event on Thursday, 24 January 2019 at the Guildhall, Bath. The Chair advised that she would be attending.
- ii. An invitation had been received to attend Western Power Distribution's Annual Stakeholder Workshop (with lunch) which would be held at Bristol Pavilion (Gloucestershire Cricket Ground) on 6th February 2019. Any councillors wishing to attend were asked to let the Clerk know in advance. The Chair advised that she would be attending.

C265 – 22/01/2019 Chair's Report

There was no report from the Chair.

C266 – 22/01/2019 Ashgrove Cemetery

- i. There were no requests for new memorials at Ashgrove Cemetery.
- ii. It was noted that the recently-donated shrubs were being planted in the Garden of Remembrance and a new section for un-consecrated burials had been started.

C267 – 22/01/2019 Financial Matters

- i. Councillors reviewed the schedule of payments raised since the last Full Council meeting on 11th December 2018 (appendix C267i refers). It was **resolved** that all the payments on this schedule be ratified.
- ii. It was noted that the report on General and Ear Marked Reserves would be covered under the budget presentation.
- iii. In accordance with Standing Order 17c, a report on financial spend against budget for the third quarter of the 2018/19 financial year was presented and reviewed at the meeting (appendix C267ii refers). It was **resolved** to accept the report as a true reflection of the Council's finances.
- iv. Councillors were reminded of their collective responsibility for the financial management of the Council. Councillors received an update on the report generated from the interim internal audit for the 2018/19 financial year. It was noted that the items raised would be discussed at the next Finance & Amenities Committee.
- v. Councillors considered the Avon Pension Fund's consultation on the proposed changes to their Committee membership. It was agreed not to comment on this consultation.

C268 – 22/01/2019 School Crossing Patrol Service

Councillors received an update on the School Crossing Patrol service and considered the Contract for Services for the agreement with B&NES Council.

It was agreed that this item should be discussed further, later on the agenda, after the budgets for the next financial year had been considered.

C269 – 22/01/2019 Operational Budget for 2019/20

Councillors received a presentation by Cllr. Andrew Larcombe on works undertaken by the Finance & Amenities Committee regarding the operational budget for the forthcoming financial year (appendix C269i refers). Following discussion of these recommendations, it was unanimously **resolved** to set the Operational Budget for the 2019/20 financial year, at **£223,312**.

C270 – 22/01/2019 Project Budget Setting and Ear Marked Reserves

Councillors reviewed the potential projects list for the 2019/20 financial year budget and beyond and considered recommendations for these projects and associated earmarked reserves. It was noted that this list and the figures allocated would remain flexible pending exact quotations and Council decision.

C271 – 22/01/2019 Precept for 2019/20

Councillors received an update regarding the Local Council Tax Support Scheme and associated B&NES Council Grant (presented by Cllr. Andrew Larcombe). After discussions under the previous agenda items on budget and finance related items, they then considered, and unanimously agreed, the following motion raised at the Finance & Amenities Committee:

*To **resolve** that the precept for 2019/20 is set at £247,736.00 to take into account the increase required in the operational budget, the increase to Contingency Reserves and some Ear-Marked Reserves for a number of planned projects.*

8.42pm – Cllr. Simon Kidd left the meeting.

C272 – 22/01/2019 Precept Demand Leaflet

Councillors reviewed the draft leaflet prepared in anticipation of the precept demand; for eventual distribution by B&NES Council and in the Parish Council newsletter. Councillors were asked to contact the Clerk with any amendments by 31st January 2019.

The Clerk to also issue a press release regarding the budget and precept setting for the new financial year.

C273 – 22/01/2019 Christmas Lights Display 2019

Councillors considered renewing the Christmas lights for 2019 with the same format as for 2018.

It was **resolved** to re-hire the 14-existing festive light motifs from Blachere at a cost of £2,788.25+VAT, and for the Advisory Panel (appointed at the Annual Meeting in May) to meet in June/July 2019, to discuss the display for 2020.

8.47pm – It was resolved to adjourn the meeting for a comfort break.

8.55pm – It was resolved to reconvene the meeting.

C274 – 22/01/2019 Planning Related Matters

A. Councillors reviewed the plans, alongside any feedback provided by members, and determined the Parish Council's official response regarding the following planning applications:

- i. Ref. **18/05645/HPD** – 54 Westbury View, Peasedown St John, Bath, BA2 8TZ – Prior approval request for single storey rear extension that would 1) extend beyond the rear wall of the original house by 4 metres, 2) have a maximum height of 3.3 metres and 3) have eaves that are 2.1 metres in height – Lisa Swift.

It was noted that there was little point in commenting on this application because it was already permitted development.

- ii. Ref. **19/00091/FUL** – 24 Old England Way, Peasedown St John, Bath, BA2 8TL – Erection of lean-to garage extension – Mr Alex Hussey.

No concerns were raised regarding this application and so it was **resolved** it be supported.

- iii. Ref. **19/00130/TPO** - Woodridge, Bath Road, Peasedown St. John, Bath, BA2 8LG - Horse Chestnut (T5679) - Fell. Sycamore (T5680) - Remove dead wood. Crown reduction of 2-3m on north and south sides to balance crown Horse chestnut (T5681) - Remove crossing branches. 20% crown thin. Sycamore (T5682) - Up to 3m crown reduction on south side to balance crown. Horse chestnut (T5683) - fell. Sycamore (T5685) - Remove dead wood to reduce risk of dead wood falling Sycamore (T5686) - Fell Sycamore (T5690) - Up to 3m crown reduction on east side to balance crown. Sycamore (T5691) - Up to 3m crown reduction on east side to balance crown. Sycamore (T5692) - Up to 4m reduction on east side of lower crown to balance crown. Sycamore (T5693) - Up to 3m crown reduction on west side over road to balance crown. Remove dead wood. Sycamore (T5694) -

Remove crossing branches in upper canopy. Remove dead wood. 2-3m crown reduction on south and east sides to balance crown – Mr & Mrs Wells.

It was noted that a tree survey had been carried out and these were necessary works. The Parish Caretaker had read through the survey report and not raised any areas of concern; it was therefore **resolved** to support the application.

B. Councillors received a report on the following (appendix C274i refers):

- i. Planning decisions issued by B&NES Council.
- ii. Planning enforcement matters – The Clerk was requested to submit a further enforcement enquiry regarding the Old Bakery on Bath Road regarding a potential new entrance and removal of the existing wall.
- iii. Planning applications not invited to comment / appeals / pending applications / applications from neighbouring parishes.

The Parish Council had been invited to comment on the following application in a neighbouring parish:

Ref. **19/00025/FUL** - Old Hayhurst House, Stoneage Lane, Tunley, Bath, BA2 8AS - Erection of bespoke timber and double-glazed garden room following demolition of existing – Mrs Bramwell-Pearson.

No concerns were raised regarding this application and so it was **resolved** it be supported.

C. To ratify the site reviews of the Housing and Economic Land Availability Assessment (HELAA) for Peasedown St John as the formal response to B&NES Council for inclusion as part of the Local Plan. It was noted that The Clerk would circulate a link providing further information by e-mail.

C275 – 22/01/2019 Play Equipment Upgrade

Councillors received an update regarding the upgrade of play equipment on the Recreation Ground and MUGA on Beacon Field.

It was noted that these works were due to commence early February and, weather permitting, should be completed by the end of March. A site meeting was being arranged for the last week in January. In accordance with the lease on Beacon Field, B&NES Council had been informed of the project and associated timescales and an urgent response had been requested regarding any necessary permissions.

C276 – 22/01/2019 Street Lighting Upgrade

The Clerk advised that works to up-grade the Parish Council's street lighting to LED were ongoing and were currently around 30% complete.

C277 – 22/01/2019 Youth Hub & Youth Work Provision

Cllr. Thomas summarised an email update she has received from St John's Church. It was noted the church is still in negotiation with B&NES Council regarding the Youth Hub and youth work provision in the village. As the building will take some time to transfer they are hoping to appoint a youth worker with 'no location' for the meantime. Although some funding had been earmarked in the budget for the next financial year as a contribution towards this project, it was thought that the negotiations would take some time, and it was suggested that the Parish Council should wait until firmer plans were available before releasing any funds.

C278 – 22/01/2019 Community Asset Transfer – 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.

It was noted that despite chasing for an update from the Car Parking Department at B&NES Council, no response has yet been forthcoming regarding the asset transfer of Greenlands Road car park. To assist, the Clerk contacted Dave Dixon, from the Community Engagement Team. His advice was to maintain an interest in the asset but not to undertake anything further until the draft policy for community asset transfers had been finalised.

This draft policy is open for consultation and can be found via the following link:

<https://www.bathnes.gov.uk/consultations/draft-community-asset-transfer-policy-and-guidance>

Since the deadline for responses was at the end of the week, it was suggested that councillors should respond to the consultation on an individual basis.

C279 – 22/01/2019	Persimmon Land Transfer Advisory Panel
Councillors received an update from the Persimmon Land Transfer Advisory Panel regarding progress on the possible land transfer. It was noted that the Clerk had written to Persimmon Homes and had followed-up her letter with an e-mail. Persimmon had responded providing a brief explanation of the situation and promising a more meaningful response by the end of the month.	
C280 – 22/01/2019	Commonwealth Flag Raising Day
Councillors considered suggestions for a Commonwealth Flag raising event to be held on Monday 11th March 2019. Following discussion, it was resolved that the Parish Council should host a flag-raising ceremony at Beacon Hall to celebrate Commonwealth Day on Monday 11 th March 2019. The event to follow a similar format to previous years.	
C281 – 22/01/2019	Annual Village Meeting
The Clerk requested that councillors should e-mail her with their suggestions for the format of the Annual Village Meeting due to take place on 2 nd April 2019. As the meeting would take place during the purdah period leading up to the local council elections, it was commented that it may not be possible to invite the Chair of B&NES Council to receive the annual peppercorn rent for Beacon Hall (as had been the case in previous years), and that this role may instead need to be filled by a B&NES Council Officer.	
C282 – 22/01/2019	General Data Protection Regulation
Councillors received an update on the implementation of GDPR. The Clerk would be circulating an e-mail with a link to access the relevant documents on SharePoint.	
C283 – 22/01/2019	Correspondence, Complaints & Issues
An e-mail had been received regarding the bench seat near the Mercedes roundabout, which had recently been destroyed by a passing vehicle. It was noted that the damaged bench had been removed by the Parish Caretaker and B&NES Council had been informed; they had responded that they were not intending to replace it at this time. It was suggested that The Clerk could write to the nearby Audi and Mercedes garages to ask if they might be willing to sponsor a replacement bench.	
C284 – 22/01/2019	Business Continuity
Councillors received an update from the Business Continuity Meeting held on 10 th January 2019, which had focussed on financial issues.	
C285 – 22/01/2019	Future Agenda Items & Cllr Questions
The following future agenda items were suggested:	
<ul style="list-style-type: none"> ➤ Review of Finance Regulations. ➤ Review of Committee structures and delegations. ➤ To formally agree the change from owning a ride-on mower to leasing one. ➤ Process for the forthcoming elections. 	
C286 – 22/01/2019	Review of New Actions
Councillors reviewed that any actions generated from the meeting had been correctly captured by the Clerk on the Actions Register.	
C287 – 22/01/2019	Date and Time of Next Meeting
The next Full Council meeting is scheduled to be held on Tuesday 19 th February 2019 at 7pm at the Beacon Hall.	

The meeting closed at 9.32pm.

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