



PEASEDOWN ST JOHN PARISH COUNCIL

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Minutes of the Full Council held on Tuesday 19th February 2019 at 7.00pm at Beacon Hall, French Close, Peasedown St John

Present:

Councillors: Barbara Bailey; Richard Clarke; Tom Clifford; Jo Davis; Audrey Gillard-Sprake; Stephen Goodwin; Simon Kidd; Andrew Larcombe; Linda Morgan; Conor Ogilvie-Davidson; Claire Parfitt; 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.

C288 – 19/02/2019 Apologies for Absence

Apologies were received from:

Cllr Mandy Clarke due to illness; Cllr April James due to work commitments and Cllr Ray Love with no reason given. It was resolved to accept the apologies from Cllr Mandy Clarke.

It was noted that Cllrs Jo Davis and Conor Ogilvie-Davidson would arrive late for the meeting.

A list showing councillor attendance at meetings had been circulated for information.

C289 – 19/02/2019 Declarations of Interest

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

C290 – 19/02/2019 Minutes

It was **resolved** to approve the minutes of the Full Council meeting held on 22nd January 2019 subject to the addition of the following statement under item C267(iv):

“Councillors received an update on the report generated regarding the interim internal audit for the 2018/19 financial year and concerns were raised that the Asset Register had not been published. Cllr Kidd confirmed he had volunteered to work with the Clerk on this matter. It was noted that the items raised would be discussed at the next Finance & Amenities Committee”.

C291 – 19/02/2019 SharePoint and Actions Register

- i. There had been no new up-dates on SharePoint since the last Full Council meeting.
- ii. Councillors reviewed the list of actions and it was noted that there are no actions that are not expected to meet their target completion date.
The Clerk highlighted the following points:
 - The defibrillator at the Co-op would be handed-over to the Parish Council in the coming week and the Clerk invited any councillors wishing to have a photo at the hand-over to let her know;
 - The precept leaflet would be published the following day and councillors were requested to let the Clerk have any suggested amendments at the end of the meeting;
 - PCSO Tony McIntosh would be attending the next Finance & Amenities Committee meeting to suggest possible solutions to the problem of shed break-ins at the allotments site.

C292 – 19/02/2019 Items for Urgent Report

There were no items for urgent report.

C293 – 19/02/2019 Extending the Length of the Meeting

Due to the number of agenda items for discussion, it was **resolved** to extend the length of the meeting for a period of up to 30 minutes (in anticipation of it taking longer than 2½ hours), thereby suspending Standing Order 3r.

C294 – 19/02/2019 Council Committee Updates

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

- i. Personnel Committee - meeting held on 5th February 2019.
- ii. Executive Committee - Councillors considered the recommendations from the Advisory Panel meeting held on 12th February 2019, which were circulated as pre-reading.
The Clerk provided up-dates on a few issues, as follows:
 - A few queries had been raised in connection with the grant application to secure funding for new goal posts on the Recreation Ground. The Clerk had responded to these and had requested an estimated decision date. She hoped to be able to provide an up-date at the Finance & Amenities Committee in March.
 - Cllr Jonathan Rich was preparing lists of parish-owned lighting with a view to councillors reporting back progress on the upgrade to LED lights around the village. He would send these lists to councillors in the next few days.
 - The Caretaker had installed two more mobility access gates at the entrances to public open spaces. There were four remaining to install at Ecewiche Green, one to be moved, and two to install on the Recreation Ground.

C295 – 19/02/2019 Personnel Related Policies

Councillors considered the recommendations of the Personnel Committee and made decisions:

- i. For existing policies:
 - It was **resolved** to agree the proposed changes and adopt the Bereavement Policy;
 - It was **resolved** to agree the proposed changes and adopt the Local Government Pension Scheme Employers' Discretions Policy.
- ii. For new policies:
 - It was **resolved** to adopt the Travel Policy;
 - It was **resolved** to adopt the Protocol on New Councillor Induction. It was suggested that this document should also include a statement to the effect that the if a councillor is unable to attend a meeting, they can request that a paper copy of the pre-reading documents be kept for them to collect.

It was noted that the Councillor/Officer protocol document was currently being reviewed and was likely to be split into two separate documents.

7.43pm - Cllr. Jo Davis joined the meeting.**C296 – 19/02/2019 Outside Bodies**

- i. Councillors received an update on meetings attended since the last Full Council meeting, as follows:

Somer Valley Forum – Attended by Cllrs. Clarke, Clarke & Rich.

Last meeting – Wednesday 30th January 2019 at 6pm at Swallow Community Café, Radstock.

The minutes of this meeting were circulated with pre-reading (appendix C296i refers).

Next meeting – To be confirmed but will be after election on 2nd May 2019.

Local Flood Representative – Representatives: Cllr. Jonathan Rich

Last meeting – Not met since last Full Council meeting. However, the Wessex Flood Warden Newsletter was circulated with pre-reading.

Community Centre Network – Representatives: Cllr. Richard Clarke

Last meeting – Thursday 24th January 2019 at 12 noon at Corston Hall (not attended by a representative of Peasedown St John Parish Council). The minutes of this meeting were circulated with pre-reading.

Next meeting – Thursday 2nd May 2019 at 12 noon at Conygre Hall, Timsbury.

- ii. Councillors received the list of Police updates and considered if any incidents required further discussion as a future agenda item.

It was noted that the next Police Beat Surgeries are as follows:

- Thursday 14th March 2019, 10:00 – 11:00 – The Circle Hospital Café.
- Thursday 7th March 2019, 19:00 - 19:45 - The Apple Tree, Shoscombe, BA2 8LS

It was further noted that because Braysdown Allotments have been targeted by thieves twice in the last four weeks, the allotments site had been made a policing priority. The Neighbourhood Policing team would be working together with the parish council to reduce the risk of further incidents and identify the offenders.

PCSO Tony McIntosh would be attending the next Finance & Amenities Committee meeting to offer advice on possible measures to prevent problems in future. It was suggested that members of the Allotments Committee should be invited to attend the meeting as well, to give their view on any proposals.

C297 – 19/02/2019 Invitations and Representations

The following invitations had been received:

- An invitation to Avon & Somerset Neighbourhood Watch Association's AGM to be held on Saturday 2nd March 2019 at Avon & Somerset Police HQ in Portishead. The event will take place from 10am to 3pm with a buffet lunch provided. There were limited places, so councillors were advised to book in advance if they wished to attend.
- An invitation from the Chair of B&NES Council to an Evening of Music in aid of charity to be held at the Guildhall in Bath on Saturday 16th March 2019 from 7.30pm. Tickets can be purchased in advance - £20.
- An invitation from the Chair of B&NES Council to a Fashion Show in aid of charity to be held in the Banqueting Room at the Guildhall, Bath, on Saturday 13th April from 2.30pm – 5.30pm. Tickets can be purchased in advance - £30.

C298 – 19/02/2019 Chair's Report

There was no report from the Chair.

C299 – 19/02/2019 Ashgrove Cemetery

- It was **resolved** to approve the application for a new memorial for Jerram in Section F of Ashgrove Cemetery.
- Councillors received an update on recent activity at Ashgrove Cemetery:
 - There are now two occupied plots in the new section;
 - The new shrubs have been planted and the pergola has been extended using the donation from Peter Provest;
 - The planting of clematis and winter jasmine to climb over the new section of the pergola will be actioned before the end of February 2019;It was suggested that the scattering meadow should be re-sprayed with weed killer, prior to planting this year's seed.

C300 – 19/02/2019 Financial Matters

- Councillors reviewed the schedule of payments raised since the last Full Council meeting on 22nd January 2019 (appendix C300i refers).
 - It was **resolved** to approve the payment of £574 plus VAT to Brand Electrical Ltd. for replacement external lights at Beacon Hall;
 - It was **resolved** that all other payments on the schedule be ratified.
- Councillors received a report on General and Ear Marked Reserves and Committed Expenditure. It was **resolved** that the payments for Acoustic panels and the Auto-flush for the gents' toilets at Beacon Hall should be funded from "Beacon Hall Maintenance Operational Budget" rather than Ear Marked Reserves.
- It was noted that the amendments to the Financial Regulations would be considered at the forthcoming Finance & Amenities Committee.
- To receive update on moving to monthly payroll and to make any associated decisions. The Clerk reported that payroll will be monthly from 1st April 2019. B&NES Council are revising their original service level agreement document, and this will be presented prior to the March 2019 Full Council meeting for sign-off.

Going forward, B&NES will act as a bureau, and will have restricted access to the Parish Council's bank account, solely for the purpose of paying staff wages. Further proposals regarding their access to the bank should be available for the Finance & Amenities Committee meeting, ready for recommendations and any associated changes to the Financial Regulations to be presented to Full Council in March.

v. Further to recommendations from the Internal Audit Report, the draft new Anti-Fraud, Corruption and Theft Policy was circulated for information and would be considered in more detail at the forthcoming Finance & Amenities Committee meeting in March.

8.03pm - Cllr Conor Ogilvie-Davidson joined the meeting.

C301 – 19/02/2019 Ride on Mower

Councillors considered options for the replacement of the ride-on-mower and the proposed change from owning a ride-on mower to leasing one. The Clerk advised that she did not have definitive figures for leasing at the moment, but one company had offered a reduced price for trade-in of the existing mower. The matter would be considered in more detail at the Finance & Amenities Committee in March.

In the meantime, it was **resolved** to authorise the release of earmarked reserves to the sum of £4,500 together with the part-exchange of the existing ride-on mower, if financially viable to do so.

C302 – 19/02/2019 School Crossing Patrol Service

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

The Clerk advised that the position had been advertised since July 2018 and B&NES Council would be interviewing to fill the position on Thursday 21st February. They have had two candidates come forward as temporary patrols.

It was noted that there has been no crossing patrol in place since September 2018, and if a new person is appointed now, the Parish Council will have a long-term commitment to pay throughout the length of the employment contract, not just the next budgetary year. With a new councillors to be elected in May 2019, it was suggested that it might be better to request to put a temporary contract in place for this position, and for the new councillors to give the matter further consideration later in the year.

With this in mind, it was **resolved** that the Parish Council agrees to B&NES Council going ahead with interviewing for a school crossing patrol at Peasedown St John and if a suitable candidate is found, to appoint them on a temporary contract until the end of the school year in 2019.

C303 – 19/02/2019 Persimmon Land Transfer Advisory Panel

Councillors received an update from the Persimmon Land Transfer Advisory Panel and considered their recommendations regarding Persimmon's proposals for the land transfer to the Parish Council.

1. It was **resolved** that the Parish Council accepts the offer from Persimmon and that when the money is deposited into the operational bank account, it is the intension to transfer the money to another account, after the legal expenses have been deducted, and for that account to be earmarked for future land maintenance.
Persimmon to be advised that they will be notified once the Parish Council has appointed a solicitor.
2. It was noted that there are anomalies regarding pockets of land that have been unofficially 'used' by residents which will need to be investigated by the Parish Council, after the transfer, on a case by case basis. Any solicitor appointed to oversee the transfer should be made aware that they will need to add an appropriate clause to deal with these adverse possession issues.
3. The Clerk had obtained two quotations from solicitors to date (one verbal, one written), one of which was substantially more than the other. [Cllr Tom Clifford declared an interest in this item because his wife was employed by one of these solicitors.]
It was therefore **resolved** that the clerk should obtain three written quotations from solicitors to oversee the transfer of land from Persimmon, including a clause to deal with adverse possession issues, and should report back to the Finance & Amenities Committee or Full Council (whichever happens first) for a decision.

8.40pm – It was resolved to adjourn the meeting for a comfort break. Cllr Audrey Gillard-Sprake left the meeting.

8.52pm – It was resolved to reconvene the meeting.

C304 – 19/02/2019**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. 19/00273/FUL - 59 Braysdown Lane, Peasedown St. John, Bath, BA2 8HS - Erection of two storey rear extension and rear conservatory - Mr Grant Burnell.

It was thought that this was a straightforward application and the extension would not be visible from the road. It was therefore **resolved** to support the application.

- ii. Ref. 19/00206/TPO - Bloomfield House, 3 Braysdown Lane, Peasedown St. John, Bath, BA2 8HQ - T1- Lime tree- Remove stem over highway and in neighbouring garden and crownlift to 15ft and crown thin by 10% deadwood - Mr James Tadman.

Councillors could not see any issues with this application and it was therefore **resolved** to support it.

- iii. Ref. 19/00446/FUL - 51 - 53 New Buildings, Peasedown St. John, Bath, BA2 8LB - Construction of new single storey kitchen extension and alteration of existing disused garage to form new two storey extension - Mr & Mrs Clifford.

Councillors could not see any issues with this application and it was therefore **resolved** to support it.

B. Councillors received a report on the following (appendix C304i refers):

- i. Planning decisions issued by B&NES Council.
 ii. Planning enforcement matters – estate agent boards; front garden conversions to parking areas; temporary buildings; non-adherence to planning permissions.
 iii. Planning applications not invited to comment / appeals / pending applications / applications from neighbouring parishes.

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. The Clerk advised that she would circulate the site review document to councillors shortly.

C305 – 19/02/2019**Local Council Elections**

Councillors received an update on the dates and process for the Local Council elections to be held on 2nd May 2019.

- It was noted that B&NES Electoral Services Officer would be putting together some advice on local council elections and would be sending it, together with nomination papers, by the end of the week.
- The forthcoming elections would need to be publicised on the Parish Council noticeboards and would also be put on Facebook.
- The Chair planned to mention the forthcoming elections in her article for the Newsletter.

C306 – 19/02/2019**Standing Committees and Delegations**

In preparation for adoption at the Annual Meeting of the Council in May, Councillors reviewed the Council Committee Structure and Terms of Reference and Delegations. Some initial ideas were raised, as follows:

- The Planning Advisory Panel to become a committee again or perhaps consider not looking at planning applications at all, because B&NES Council appear to take little notice of the comments made.
- Finance & Amenities struggle to give enough time to amenities.
- Personnel Committee ends up looking after policies as well and there is not enough time to deal with personnel issues. Alternative arrangements could include appointing a small group of two people to line-manage the Clerk.
- Policies could be looked at by the Executive Committee.

It was suggested that the Executive Committee Advisory Panel should look at these ideas in March, so that a firm proposal could be put together in time for the April Full Council meeting.

C307 – 19/02/2019**Community Grants**

Councillors considered suggested changes to the Terms and Conditions for the 2019/20 Community Grants, which were changes to dates only.

It was **resolved** to accept the suggested changes to the Terms and Conditions for the 2019/20 Community Grants application.

C308 – 19/02/2019**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 the disposal of the old tiles from the play area and timber from the wooden play fort were due to incur cost to the Parish Council, the price of which was included in the quotation. The contractor had provided some 'extras' if they did not have to pay for the disposal of these items, which were:

- Area of uneven ground between new MUGA base and cantilever swing to be levelled (including removal of additional soil);
- Additional area of tarmac path to join existing path to MUGA entrance.

On the advice of the Internal Auditor, it was **resolved** that the Clerk should advertise on the Parish Council website for anyone interested in re-using the rubber tile play surface and old timber from the wooden fort to get in touch with the Parish Office.

C309 – 19/02/2019**Street Lighting Upgrade**

Councillors received an update regarding the upgrading of Parish Council street lighting to LED. There were 28 lights left to upgrade. Western Power Distribution would be working all week on the upgrades. During the week commencing 25/02/2019 it was planned to upgrade 11 column lights. The contractors were hoping to have all works completed by the end of February 2019.

C310 – 19/02/2019**Football Facilities on the Recreation Ground**

- i. Councillors received an update regarding the football facilities on the Recreation Ground. Further to issues with mud on the outside of the changing rooms and to reduce the amount of mud being brought into the changing rooms on boots, it was suggested that a boot scraper could be installed (precise location to be determined following feedback with teams and Caretakers).

It was therefore **resolved** to purchase a boot scraper for installation at the Recreation Ground at a cost of up to £300.00+VAT.

As the operational budget for 'Recreation Field Upkeep' is already overspent by approximately £1,000, it was further **resolved** to take the £300 to pay for a boot scraper from Ear Marked Reserves.

Councillors had recently spoken to the football teams, and issues had been raised that the pitch was in a poor state of repair. On the advice of the contractor responsible for pitch maintenance, it was **resolved** to arrange two or three "harrow and spike" treatments (as required) at a cost of £105 per visit, up to a total of £350 to be taken from Ear Marked Reserves.

- ii. Councillors considered a request from Bristol City Community Trust regarding the running of Wildcats girls football sessions at the Recreation Ground. It was noted that this was part of an initiative by the Football Association to improve female participation in football. The Clerk undertook to circulate an e-mail giving more information about the scheme with a view to it being discussed further at the March Full Council when user agreements for the coming year will be considered.
- iii. Finally, to discuss the planning permission for a new Club House and to consider the following proposals from the Charity Trustees meeting:
*It was unanimously **resolved** that the Trustees request the Parish Council undertakes investigation into the work required (including necessary requirements to meet the planning permission condition), any associated guarantees and details on funding of the project, and produces a report, within 90 days, to be presented back to the Trustees to enable them to make a decision.*

<p>It was resolved to accept this recommendation and for the Football Advisory Panel to meet with CISWO and Peasedown Miners Welfare Football Club and report back to Full Council in due course.</p>	
C311 – 19/02/2019	<p>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 the Clerk had left a message requesting an update on B&NES Council’s asset transfer policy but had not yet received a response. It was suggested that a decision should be delayed pending a response from B&NES.</p>
C312 – 19/02/2019	<p>Annual Village Meeting Councillors received an update on preparations for the Annual Village Meeting. It was suggested that the meeting should follow the format of the previous year, with all those who had received grants from the Parish Council giving a two-minute presentation, accompanied by a slide show, which would be prepared by Cllrs Andrew Larcombe and Simon Kidd. It was resolved to keep the format of the Annual Village Meeting the same as it was in 2018, as described above. It was noted that the Chair would attend to Chair the meeting but would just give the introduction due to purdah restrictions.</p>
C313 – 19/02/2019	<p>General Data Protection Regulation <i>To receive update on the implementation of GDPR and to review any relevant policies for adoption and make any associated decisions.</i> It was agreed to defer this item until the next meeting.</p>
C314 – 19/02/2019	<p>Correspondence, Complaints & Issues Councillors reviewed, on Planner, items of significant correspondence, complaints and issues received since the last meeting that should be brought to the Council’s attention for information. Following a complaint regarding the removal of the bench seat near the Mercedes roundabout, it was resolved to delegate Cllr April James to approach businesses on Bath Business Park to seek sponsorship to obtain a replacement bench.</p>
C315 – 19/02/2019	<p>Resolution Relating to Confidential Nature It was resolved that in accordance with Standing Order 3d in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.</p>
C316 – 19/02/2019	<p>Personnel Related Matters Councillors received a report from the Personnel Committee.</p>
C317 – 19/02/2019	<p>Resolution to Revert to Public Session It was resolved that the meeting is put back into public session.</p>
C318 – 19/02/2019	<p>Future Agenda Items & Cllr Questions There were no future agenda items suggested.</p>
C319 – 19/02/2019	<p>Review of New Actions Councillors reviewed that actions generated from the meeting had been correctly captured on the Actions Register.</p>
C320 – 19/02/2019	<p>Date and Time of Next Meeting The next Full Council meeting is scheduled to be held on Tuesday 19th March 2019 at 7pm at the Beacon Hall.</p>