



## 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 16<sup>th</sup> April 2019 at 7.00pm at Beacon Hall, French Close, Peasedown St John

#### **Present:**

**Councillors:** Barbara Bailey; Mandy Clarke; Richard Clarke; Tom Clifford; Jo Davis; 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 four members of the public present.

- Ian Souter advised that it was planned to start a new “Repair Café” in the village in the near future. It was planned that this would take place once a month and would provide an opportunity for village residents to bring items for repair which they might otherwise have thrown away.
- A resident asked what was being done to reduce overhead costs in the coming year and asked what the Parish Council’s overall revenue would be following the recent precept increase. The Clerk responded to say that both of these issues were addressed in the Spring 2019 Newsletter, which is available on the Parish Council website.

<b>C356 – 16/04/2019</b>	<b>Apologies for Absence</b>
Apologies for absence were received from Cllr Audrey Gillard-Sprake due to illness; Cllr April James due to moving house and Cllr Ray Love due to illness. These apologies were duly noted.	
<b>C357 – 16/04/2019</b>	<b>Declarations of Interest</b>
Cllr Tom Clifford declared an interest in item C375, due to his wife working for one of the solicitors being considered for the work. As a result of this he would not take part in the discussion or any vote on this issue.	
<b>C358 – 16/04/2019</b>	<b>Minutes</b>
i. The minutes of the Full Council meeting held on 19 <sup>th</sup> March 2019 had been circulated in advance of the meeting; it was <b>resolved</b> that they be accepted as a true and correct record of the meeting. ii. The minutes of the Personnel Committee meeting held on 19 <sup>th</sup> March 2019 would be available shortly. iii. The minutes of the Annual Village Meeting held on 2 <sup>nd</sup> April 2019 would be available shortly.	
<b>C359 – 16/04/2019</b>	<b>SharePoint and Actions Register</b>
i. Councillors received an update on SharePoint. It was noted that Cllr Simon Kidd was in the process of adding some new features to enable councillors to find things more easily. ii. The Clerk had not had time to complete the updating of the actions register, however, it was noted that she would be making appointments with committee chairs over the coming weeks, to sign off minutes and any remaining actions. The Clerk advised that with fewer meetings between now and the end of May, she hoped to have more time to update the actions.	
<b>C360 – 16/04/2019</b>	<b>Items for Urgent Report</b>
There were no items for urgent report.	

**C361 – 16/04/2019****Council Committee Updates**

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

- i. Executive Committee – councillors received the notes from the Advisory Panel meeting held on 9<sup>th</sup> April 2019 as part of their pre-reading (appendix C261i refers). The bulk of the recommendations from this meeting would be considered under various items later on the agenda.

**C362 – 16/04/2019****Standing Committees and Delegations**

Councillors received the final a draft of the amended Council Committee Structure and Terms of Reference and Delegations in readiness for adoption at the Annual Meeting of the Full Council in May 2019. There had been one further amendment on page 4, under Clerk Liaison Panel: “It will be Chaired by the Chair of the Personnel Committee [or in their absence the Vice-Chair of the Personnel Committee]”.

**C363 – 16/04/2019****Calendar of Meetings for the 2019-20 Council Year**

Councillors reviewed the proposed calendar of council meetings in preparation for adoption at the Annual Meeting of the Full Council in May 2019. Following the recommendations from the Executive Committee Advisory Panel the dates for the Senior Residents Christmas Tea Party and December Full Council had been revised. This was received and agreed, and it was further noted that:

- The date of the Christmas Tea Party needed to be up-dated in the text;
- The Clerks Liaison Panel would meet monthly, but dates may be subject to change (without the need for a confirmatory vote).

**C364 – 16/04/2019****Outside Bodies**

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

**Parishes Liaison Group** – Attended by Cllr. Thomas and the Clerk

Last meeting – Wednesday 6<sup>th</sup> March 2019 – the minutes had been circulated as pre-reading.

Next meeting – Wednesday 24<sup>th</sup> July 2019.

Councillors **resolved** in principle to sign the Parish Charter (between B&NES Council and the Parish Council), but as the Clerk had been unable to obtain a printed copy for the meeting, the actual signing would have to take place on another occasion.

**Community Centre Network** – Representatives: Cllr. Richard Clarke

Last meeting – Not met since last Full Council meeting.

Next meeting – Thursday 2<sup>nd</sup> May 2019 at 12 noon at Conygre Hall, Timsbury. Cllr Clarke confirmed he would be attending.

- ii. Councillors received, for information, a list of Police updates and incidents reported in the area since the last meeting. Dates of forthcoming Police Beat Surgeries were noted, as follows:

- Friday 10<sup>th</sup> May 2019 from 10am to 11am at the Circle Hospital Café;
- Tuesday 14<sup>th</sup> May 2019, 7pm to 7.45pm at The Apple Tree, Shoscombe;
- Saturday 1<sup>st</sup> June 2019 from 9am to 10am at The Meeting Place Café, Bath Road.

**C365 – 16/04/2019****Invitations and Representations**

An invitation had been received from Cllr Rupert Bevan, Mayor of Radstock, to attend the Radstock Annual Town Meeting on Thursday 25<sup>th</sup> April 2019. The Chair and Vice-Chair advised that they were unable to attend, and it was **resolved** that Cllr Claire Parfitt would represent the Parish Council at this event.

**C366 – 16/04/2019****Chair’s Report**

Councillors received a report from the Chair which was tabled and which the Chair read at the meeting. As the existing Council was nearing the end of its four-year term of office, the Chair highlighted all that had been achieved during the last four years and thanked councillors and staff for their hard work on behalf of the electorate.

**C367 – 16/04/2019****Financial Matters**

Cllr Andrew Larcombe began by offering a vote of thanks to Cllr Kathy Thomas for all her work as Chair of the Parish Council over the last four years.

- i. Councillors reviewed the schedule of payments raised since the last Full Council meeting on 19<sup>th</sup> March 2019 to 31<sup>st</sup> March 2019 (appendix C367i refers). It was **resolved** that these payments should be ratified.

- ii. Councillors also reviewed the schedule of payments raised from the 1<sup>st</sup> to 16<sup>th</sup> April 2019 (appendix C367ii refers). It was **resolved** that these payments should be ratified.
- iii. Councillors received, for information, a report on General and Ear Marked Reserves and Committed Expenditure.
- iv. It was resolved to delegate responsibility for the carrying forward/allocation of budgets from the 2018/19 to the 2019/20 financial year for specific activities to the Finance & Amenities Committee.
- v. Councillors received an update on moving to monthly payroll and considered the agreement document and set-up costs. It was **resolved** to authorise B&NES Council to proceed with the one-off set up of their payroll systems to accommodate Peasedown St John Parish Council being on a separate payroll. To also authorise them to pay Parish Council staff wages directly from the Parish Council Unity Trust Bank current account, and for the Clerk to complete the necessary paperwork to enable this change to process. The cost for these works to be deducted from the nominal code budget '502013 – Professional Fees' and to be no more than £1,200 net.  
The regular monthly fees for this to be deducted from the staff salaries operational budgets.
- vi. Councillors considered subscription payments for various professional supporting bodies and it was **resolved** to approve the sum of £95.00 membership subscription for the Institute of Cemetery and Crematorium Management for the 2019-20 council year

**C368 – 16/04/2019 Financial Regulations**

Councillors received the final draft of the amended Financial Regulations in readiness for adoption at the Annual Meeting of the Full Council in May 2019. No further amendments had been made since the last meeting.

**C369 – 16/04/2019 Youth Hub & Youth Work Provision**

Councillors reviewed information received regarding the work undertaken by St John's Church regarding the Youth Hub and towards youth work provision in the village and considered the formal letter of application for funding from Peasedown Youth Partnership.

It was noted that the Parish Council had ear-marked a sum of £5,000 for this purpose and councillors discussed whether the entire amount should be allocated and at what point this payment should be made.

Following significant discussion, it was unanimously **resolved** to ringfence and pledge the sum of £5,000 for Peasedown Youth Partnership, to be paid when they were in a position to proceed with youth work.

**C370 – 16/04/2019 Ashgrove Cemetery**

- i. There were no requests for new memorials at Ashgrove Cemetery.
- ii. Under the 2019/20 project budget, £500 had been ear-marked for the installation of an extra external tap at Ashgrove Cemetery as a temporary, cheaper alternative, for increasing the water pressure to improve the irrigation (following advice from the engineer from Bristol Water). In the future a new stand pipe will be fitted, but this will have to wait as it requires significant construction work which will be expensive, so until funds are available, this is a temporary alternative.

It was noted that these works need to be actioned within the next few weeks, so the tap is in place for when the new plants are planted in May.

It was therefore **resolved** to allocate up to £500 for the installation of a new external tap at Ashgrove Cemetery to provide increased water pressure for irrigation purposes. The works to be undertaken by the Caretaker and funds to be released from Earmarked Reserves.

**C371 – 16/04/2019 Street Lighting Upgrade**

Councillors received an update regarding the upgrading of Parish Council street lighting to LED and to considered possible part payment of the invoice for these works. In view of the fact that there were still some lights (from those originally quoted for) that had not yet been up-graded, it was **resolved** to pay the full amount of the invoice less the sum of £15,000 plus VAT.

The Clerk would obtain a quotation for the five additional lights not included on the original list and this would be presented for consideration at a future meeting.

**C372 – 16/04/2019 Ride on Mower**

Councillors considered the various options for the replacement of the ride-on-mower and reviewed the quotations for both hire-purchase and purchase of a new machine. It was noted that the Caretaker's preferred model was the Kubota GR2120, and consideration was given as to which would be the most cost-effective option, bearing in mind that the current mower was purchased from new and has lasted 10 years.

It was suggested that, in order to avoid problems, it might be better to replace the existing mower sooner rather than later. There was general agreement that purchasing a mower outright would be the least expensive option in the longer term, but would require the transfer of a sum of money from reserves in order to purchase a replacement mower in the current financial year.

Following discussion, it was **resolved** to look to buy a Kubota GR2120 mower outright from Highwood Agricultural Machinery. The Clerk to request a final figure, after the reduction for trade-in of the existing mower, up to a total value of £7,500 plus VAT. Funds to be taken from Earmarked Reserves (£4,500) plus up to £3,000 from General Reserves, with a final decision to be taken at the Finance & Amenities Committee on 30<sup>th</sup> April 2019.

**C373 – 16/04/2019 Tree Surveys**

Councillors received an update on the recent tree surveys undertaken on all the areas of Parish Council maintained land. The Clerk advised that she had now received the full survey report and would be circulating it to councillors by e-mail shortly.

**C374 – 16/04/2019 Support for HR Related Matters**

Quotations for the provision of independent support for human resource related matters would be considered at a future meeting, when all requested quotations had been received.

**C375 – 16/04/2019 Persimmon Land Transfer Advisory Panel**

Councillors received an update regarding the Persimmon land transfer to the Parish Council. It was noted that the 19 Title Plans and Registers supplied by Persimmon for the areas of land had been sent to three solicitors to provide a quotation for the legal work required.

Due to the complexity of the situation, the solicitors approached were reluctant to provide precise quotations. However, from the estimates provided, the work was expected to cost in the region of £20,000. In the event of serious complications with the transfer, this figure may be exceeded.

After discussion, the following resolutions were made:

1. It was **resolved** that £20,000 from the £70,000 commuted sum due from Persimmon should be allocated to the legal fees for the land transfer.
2. It was **resolved** to appoint Thatcher and Hallam to do the legal work for the transfer of the Persimmon land.
3. It was **resolved** for the Clerk to liaise with the solicitors detailing how the Parish Council would like the work to be structured, i.e.:
  - a) For them to commence the preliminary investigations, so they can provide a more accurate quotation;
  - b) The quotation to be structured so that the titles with simple transfers are dealt with using a standard template and the titles with more complex transfers are listed on an individual basis;
  - c) For works to be invoiced monthly;
  - d) For the solicitor to provide a target completion date;
  - e) If litigation proves necessary, to indicate whether they can act on behalf of the Parish Council.

**8.40pm – It was resolved to adjourn the meeting for a comfort break.**

**8.40pm – Cllrs Mandy and Richard Clarke left the meeting.**

**8.55pm – It was resolved to reconvene the meeting.**

**C376 – 16/04/2019 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 [Cllr Connor Ogilvie-Davidson declared an interest in application 19/01338/FUL because the applicant was his neighbour. His interest was not pecuniary, and he was therefore able to take part in the discussion and to vote]:

- i. Ref. 19/01020/FUL - 3 Pippin Close, Peasedown St. John, Bath, BA2 8SP - Moving side garden fence to enclose an additional strip of land that is not within residential curtilage – Mr Lee Graveson.

It was noted that a neighbouring property had already had similar works carried out, so a precedent had been set. It was therefore thought that no comment should be made to either support or object to this application.

- ii. Ref. 19/01137/FUL - 5 Wellow Mead, Peasedown St. John, Bath, BA2 8SA - Erection of first floor extension directly over an existing ground floor extension – Mr Chris Allard.

It was noted that this extension was not offensive and was in keeping with the surrounding area. Also, it appeared to be a redesign of the interior and did not create any new bedrooms. It was therefore **resolved** to support the application.

- iii. Ref. 19/01338/FUL - Sunnyside, Oxney Place, Peasedown St. John, Bath, BA2 8HH - Erection of a garage and carport – Mr Steve Strickland.

It was noted that the proposed garage and carport was away from neighbouring properties and was not likely to impact on the surrounding residents. It was therefore **resolved** to support the application.

- iv. Ref. 19/01339/FUL - 6 Eckweek Lane, Peasedown St. John, Bath, BA2 8PH - Erection of two storey rear extension following demolition of existing conservatory and out building. Part rebuilding of existing side extension incorporating a new raised pitched roof – Mr Knight.

It was noted that the proposed rear extension does change the look of the property, due to it having three gable ends. However, there have not been any complaints or issues raised, so it was **resolved** to support the application.

- v. Ref. 19/01203/FUL - 14 Tynning Road, Peasedown St. John, Bath, BA2 8HU - Erection of conservatory and wet-room to side elevation – Ms Anna Mountford.

It was noted that there is sufficient space for the proposed extension and it was therefore **resolved** to support the application, with the proviso that they should abide by the clause requiring them to contact Wales & West Utilities regarding the position of any pipework.

B. Councillors received a report on the following (appendix C376i refers):

- i. Planning decisions issued by B&NES Council.  
ii. Planning enforcement matters:

The Clerk was requested to contact B&NES Planning department to pass on the Parish Council's comments regarding The Old Bakery, Bath Road, (19/00154/UNDEV). It was noted that the unauthorised access point onto Bath Road had been removed. However, it was also noted that the 6ft high fence that had been put up in place of the original wall along the boundary with Bath Road, had substantially changed the street scene in that area. It was thought possible that if the original planning application had been permitted, it might have had less of an impact on the street scene than the temporary structure and fence which had now been installed, and it was commented that B&NES Planning department should perhaps have considered the wider implications of their refusal to permit the original application.

- iii. Planning applications not invited to comment / appeals / pending applications / applications from neighbouring parishes.

C. The Clerk undertook to circulate the site reviews of the Housing and Economic Land Availability Assessment (HELAA) for Peasedown St John in due course.

**C377 – 16/04/2019 Local Council Elections**

Councillors received an update on the dates and process for the Local Council elections to be held on 2<sup>nd</sup> May 2019. It was noted that the Clerk would be sending a letter to all candidates to advise them of the date of the first Full Council meeting and that a training session had been arranged for 21<sup>st</sup> May. The Clerk was also collating an introduction pack to be issued to all the elected members; it was suggested that the Order of Known Business document be included in this pack.

**C378 – 16/04/2019 Standing Orders**

Councillors received the final draft of the amended Standing Orders in readiness for adoption at the Annual Meeting of the Full Council in May 2019. It was **resolved** to approve the following minor amendments:

- That the Vice-Chair of Council can be a Chair of a Standing Committee;

<p>➤ That Standing Order 19 references the 'Clerk Liaison Panel' as well as the 'Chair of the Personnel Committee' for notification of absences etc.</p>
<p><b>C379 – 16/04/2019                      Order of Known Business Document</b> Councillors reviewed progress on the Order of Known Business document for the 2018-19 council year, which had been circulated for information.</p> <p>The proposed Order of Known Business document for the 2019-20 council year was also considered. Following resolutions made earlier in the meeting, the following items were now agreed:</p> <ul style="list-style-type: none"> <li>➤ <b>Under item C370</b> Ashgrove Cemetery - Installation of temporary alternative to stand pipe to increase water pressure for improved irrigation. <span style="float: right;">£500</span></li> <li>➤ <b>Under item C372</b> Replacement Ride-on-Mower <span style="float: right;">£4,500</span></li> <li>➤ <b>Under item C369</b> Community Projects - To support organisations within the village to provide services e.g. youth support <span style="float: right;">£5,000</span></li> </ul> <p>It was also <b>resolved</b> to move the sum of £15,000 from earmarked to contingency reserves.</p> <p>This would leave sum of <b>£17,500</b> to be allocated to the remaining suggested projects.</p>
<p><b>C380 – 16/04/2019                      Play Equipment Upgrade</b> Councillors received an update regarding the upgrade of play equipment on the Recreation Ground and the MUGA on Beacon Field. It was noted that the supplier had agreed to return in the coming weeks to resolve a couple of issues identified in the independent post-installation play inspection. Parish Council staff would continue to monitor the situation and would up-date councillors when all issues had been resolved.</p>
<p><b>C381 – 16/04/2019                      Football Facilities on the Recreation Ground</b> Councillors received an update on the planning permission for a new Club House and Scout Storage. Following the receipt of additional information from B&amp;NES Council and CISWO, it was <b>resolved</b> to hold a councillor-only Football Club Liaison Advisory Panel Meeting regarding future arrangements for the Recreation Ground buildings, at 6pm on 30<sup>th</sup> April 2019.</p> <p>It was <b>resolved</b> to suspend Standing Order 3r to extend the meeting longer than 2½ hours, by a period of 10 minutes.</p>
<p><b>C382 – 16/04/2019                      Community Asset Transfer – Greenlands Road Car Park</b> <i>To receive update, and depending on whether information is available, to make any associated decisions regarding the proposal from B&amp;NES Council to grant a leasehold interest to the Parish Council for Greenlands Road Car Park.</i></p> <p>This item was deferred, pending receipt of additional information from B&amp;NES Council.</p>
<p><b>C383 – 16/04/2019                      Annual Village Meeting</b> Councillors reviewed the feedback from attendees of the Annual Village Meeting 2019. It was noted that the feedback had been very positive, the contributions from a variety of different sources were welcomed and the prompt finish was appreciated.</p>
<p><b>C384 – 16/04/2019                      General Data Protection Regulation</b> <i>To receive update on the implementation of GDPR and to review any relevant policies for adoption and make any associated decisions.</i></p> <p>Due to shortage of time and lack of pre-reading this item was deferred until a future meeting.</p>
<p><b>C385 – 16/04/2019                      Correspondence, Complaints &amp; Issues</b> Councillors reviewed items of significant correspondence, complaints and issues received since the last meeting that should be brought to the Council's attention for information and possible future action:</p> <ul style="list-style-type: none"> <li>➤ A local farmer passed on his thanks to the Parish Council for installing a new dog waste bin at the entrance to his field. He also requested an additional dog waste bin on Braysdown Lane, at the entrance to White Wicket Farm, with the offer of a contribution towards the cost of the bin and installation. It was <b>resolved</b> that the Clerk should respond to say that the councillors acknowledge his request and will consider it in due course.</li> </ul>
<p><b>C386 – 16/04/2019                      Future Agenda Items &amp; Cllr Questions</b> ➤ An up-date on the missing grit bin from Church Road was requested.</p>
<p><b>C387 – 16/04/2019                      Review of New Actions</b> Councillors reviewed that the actions generated from the meeting had been correctly captured on the Actions Register.</p>

**C388 – 16/04/2019**

**Date and Time of Next Meeting**

The next Full Council meeting will be the Annual Meeting of Council and is scheduled to be held on Tuesday 14<sup>th</sup> May 2019 at 7pm at the Beacon Hall.

The meeting closed at 9:40pm

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

DRAFT