



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
Tel: 01761 433686 E-mail: clerk@peasedownstjohnparishcouncil.gov.uk
www.peasedownstjohnparishcouncil.gov.uk

Minutes of the Annual Full Council Meeting held on Tuesday 14th May 2019 at 7.00pm at Beacon Hall, French Close, Peasedown St John

Present:

Councillors:

Barbara Bailey; John Bailey; Mandy Clarke; Richard Clarke; Jo Davis; Audrey Gillard-Sprake; Gemma Gotts; Gavin Heathcote; Samantha Heathcote; Simon Kidd; Andrew Larcombe; Ray Love; Conor Ogilvie-Davidson; Claire Parfitt; Les Sprake; Kathy Thomas.

In attendance:

Tanya West – Parish Clerk
Debbie Parish – Administration Officer

Public Session

There was one member of the public present at the meeting – Stephen Goodwin - who offered his congratulations to the councillors on being elected/re-elected.

C001 – 14/05/2019

Election of Chair and Vice-Chair

One written and signed nomination for the position of Chair had been received; no further nominations were forthcoming at the meeting and so it was **resolved** to elect Cllr. Kathy Thomas as Chair.

One written and signed nomination for the position of Vice-Chair had been received; no further nominations were forthcoming at the meeting and so it was **resolved** to elect Cllr. Jonathan Rich as Vice-Chair.

C002 – 14/05/2019

Apologies for Absence

Apologies for absence were received from Cllr Jonathan Rich due to being away on holiday. This apology was duly noted.

C003 – 14/05/2019

Declarations of Interest

Councillors were reminded of the need to ensure that their entry in the Register of Interests is kept up-to-date. No further interests to those already disclosed to the Monitoring Officer were declared

C004 – 14/05/2019

Minutes

- i. The minutes of the Full Council meeting held on 16th April 2019 had been circulated in advance of the meeting; it was **resolved** that they be accepted as a true and correct record of that meeting.
- ii. The minutes of the Annual Village Meeting held on 2nd April 2019 would be considered at the next Full Council meeting in June.

C005 – 14/05/2019

SharePoint, Email and Meeting Documents

Councillors received an update on SharePoint, including access to email, meeting documents and Planner. Cllr Simon Kidd advised that he would be providing some training for councillors on data protection in the near future. He also mentioned that the Personnel Committee would be exploring ways to improve communications between the Parish Office and councillors/members of the public. For the next three months, the Clerk had undertaken to e-mail councillors every time she makes an up-date to the meeting records/pre-reading on SharePoint.

C006 – 14/05/2019

Items for Urgent Report

There were no items for urgent report.

C007 – 14/05/2019 Council Committee Updates

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

- i. Finance & Amenities - it was **resolved** to approve the amended minutes of the Finance & Amenities Committee meeting held on 30th April 2019 (as circulated with the pre-reading).

Council Committees & Delegations

- i. It was **resolved** to adopt 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.
- ii. Members were appointed, and Chairs were elected, to the Standing Committees as follows:
 - **Burial Committee** – Eight Councillors indicated that they would like to serve on this committee and, as a result of a vote, the following six councillors were appointed:
 - Audrey Gillard-Sprake
 - Sam Heathcote
 - Andrew Larcombe
 - Conor Ogilvie-Davidson
 - Claire Parfitt – Elected as **Chair**
 - Les Sprake
 - **Finance & Amenities Committee** – Eight councillors indicated that they would like to serve on this Committee and, as a result of a vote, the following six councillors were appointed:
 - Jo Davis
 - Gavin Heathcote
 - Simon Kidd
 - Andrew Larcombe – Elected as **Chair**
 - Conor Ogilvie-Davidson
 - Claire Parfitt
 - **Personnel Committee** – Seven councillors indicated that they would like to serve on this Committee and, as a result of a vote, the following six councillors were appointed:
 - Barbara Bailey
 - Simon Kidd – Elected as **Chair**
 - Ray Love
 - Conor Ogilvie-Davidson
 - Claire Parfitt
 - Les Sprake

It was acknowledged that Cllr Kathy Thomas and Cllr Jonathan Rich are ex-officio members of all Committees and Sub-Committees in their capacity as Chair and Vice-Chair of Full Council.

C009 – 14/05/2019 Councillor Training

The Clerk provided an update on councillor training, including Good Councillor and Chairs training sessions:

- Deborah White from Avon Local Councils' Association would be attending to provide a Good Councillor training session at **7pm on Tuesday 21st May 2019** in Beacon Hall. All councillors would be expected to attend.
- The Clerk would be obtaining information on forthcoming courses on Chairing Effective Meetings and Planning and would circulate possible dates for any councillors who may wish to attend.

C010 – 14/05/2019 Advisory Panels

Councillors received the schedule of appointed Advisory Panels as follows:

| Advisory Panel | Commissioning Body | Associated Minute |
|---------------------------------|--------------------|---------------------|
| Braysdown Allotments | F&A | F&A007 – 10/07/2018 |
| Finance & Amenities | F&A | F&A007 – 10/07/2018 |
| Football Club Liaison | F&A | F&A007 – 10/07/2018 |
| Christmas Lights Advisory Panel | Full Council | C008 – 15/05/2018 |
| Flag-Raising Ceremonies | Full Council | C008 – 15/05/2018 |

| | | |
|---------------------------------------|--------------|---------------------|
| Persimmon Land Transfer | Full Council | C008 – 15/05/2018 |
| Play Equipment Upgrade Advisory Panel | Full Council | C116 – 14/08/2018 |
| Signage Advisory Panel | Full Council | C115 – 14/08/2018 |
| Planning & Environment | P&E | P&E011 – 05/06/2018 |
| Personnel | Personnel | PC006 – 26/06/2018 |

It was noted that the Advisory Panels commissioned at Full Council would either need to be reaffirmed or disbanded at the meeting. All other Advisory Panels would be reaffirmed/disbanded at the next meeting of their relevant commissioning body.

- It was **resolved** to disband the following Advisory Panels:
 - Flag-Raising Ceremonies;
 - Play Equipment Upgrade.
- It was **resolved** to reappoint the following Advisory Panels in line with their Terms of Reference documents:
 - Christmas Lights Advisory Panel;
 - Persimmon Land Transfer Advisory Panel;
 - Signage Advisory Panel.
- It was **resolved** to change the Planning Advisory Panel (to review plans and carry out any site visits if required) to an Advisory Panel of Full Council.

C011 – 14/05/2019 Outside Bodies

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

Community Centre Network
Last meeting – Thursday 2nd May 2019 at 12 noon at Conygre Hall, Timsbury. This meeting was not attended by a representative of the Parish Council; however, the minutes will be circulated to all councillors once they are published.
Next meeting – Tuesday 16th July 2019 at 12 noon, location TBC
- 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 Surgery is Saturday 1st June 2019, from 9.30am to 10.30am at The Meeting Place, 16a Bath Road, Peasedown St John.
- iii. It was **resolved** that the representatives on external bodies should be as follows:
 - **Avon Local Councils Association (ALCA Group Meetings)** – Clerk and Chair
 - **Somer Valley Forum** (including voting rights) – Cllrs Mandy Clarke and Jonathan Rich
 - **Parish Liaison Group** – Clerk and Chair
 - **Local Flood Representative** – Cllr Jonathan Rich
 - **B&NES Community Centre Network** – Cllr Audrey Gillard-Sprake

C012 – 14/05/2019 Invitations and Representations

- i. There were no invitations requesting representation from the Parish Council.
- ii. Cllr Claire Parfitt provided a brief report on Radstock's Annual Town Meeting, which she had attended on 25th April 2019.

C013 – 14/05/2019 Local Authority Agency Agreements

- Councillors reviewed the arrangements, including any charters, with other local authorities and reviewed contributions made to expenditure incurred by other local authorities. Following discussion:
- i. It was **resolved** that the Standing Agency Agreement between B&NES Council and the Parish Council for Public Rights of Way vegetation clearance should continue for the 2019-20 council year.
 - ii. It was **resolved** that the Standing Agency Agreement between B&NES Council and the Parish Council for the School Crossing Patrol Service should continue for the 2019-20 council year in accordance with minute C302-19/02/2019.

C014 – 14/05/2019 Parish Snow Wardens

To review arrangements and support of the local Snow Wardens scheme.

Due to shortage of time, it was agreed to defer this item until the Full Council meeting in June.

C015 – 14/05/2019 Subscriptions and Memberships

To review and approve the Council's and/or employees' memberships of other bodies.

Due to shortage of time, it was agreed to defer this item until the Full Council meeting in June.

C016 – 14/05/2019 Calendar of Meetings for the 2019-20 Council Year

It was **resolved** to adopt the proposed calendar of meetings for the forthcoming council year, with the addition of two more Finance & Amenities Advisory Panel meetings [in accordance with Terms of Reference & Delegations document]; dates to be agreed at the Finance & Amenities Committee.

C017 – 14/05/2019 Standing Orders & Financial Regulations

i. It was **resolved** that for the council year 2019-20 councillors agree to receive summonses by email in accordance with Standing Order 15.b.i, except for Cllr Sam Heathcote, who requested to also receive a paper agenda by post.

ii. *To adopt the recently amended Standing Orders.*

It was agreed to defer this item until the Full Council meeting in June, as some councillors had not received the document in time to give it full consideration.

iii. It was **resolved** to adopt the recently amended Financial Regulations.

C018 – 14/05/2019 Community Grants & Village Events

i. Councillors received an update regarding the Parish Council Community Grant Scheme and after review, considered the following motion raised at the Finance & Amenities Committee:

To resolve to award community grants as discussed at the Finance & Amenities Committee, totalling £3,500 (including £1,000 for Village Events).

Proposed by: Cllr. Stephen Goodwin and Seconded by: Cllr. Claire Parfitt.

It was **resolved** to approve the above motion from the Finance & Amenities Committee. A summary of the grant applications and subsequent awards can be found as appendix C018i attached to these minutes.

ii. Councillors received an update regarding the sponsorship package for Party in the Park. It was noted that as part of the "Gold" sponsorship package, the Parish Council would be provided with a stand at the event, which would need to be set up and taken down and manned on the day, on a rota (similar to the previous year). The following councillors offered to help: Richard Clarke (setting-up), Simon Kidd, Claire Parfitt (if available), Audrey Gillard-Sprake, Les Sprake and Kathy Thomas.

It was suggested that these councillors should meet, with the Clerk, the following week to discuss other ideas for the Parish Council stand.

C019 – 14/05/2019 Assets & Insurance

i. *To approve the disposal of any end of life other assets, in accordance with Financial Regulations.*

ii. *To receive the inventory of land and assets including buildings and office equipment.*

iii. *To confirm arrangements for insurance cover in respect of all insured risks.*

Due to shortage of time, it was agreed to defer this item until the Full Council meeting in June.

C020 – 14/05/2019 Annual Governance Statement for 2018-19

To consider and approve the Annual Governance Statement in relation to the end of 2018-19 financial year accounts.

Due to shortage of time, it was agreed to defer this item until the Full Council meeting in June.

C021 – 14/05/2019 End of Year Accounts for 2018-19

To consider and approve the accounts for year ending 31st March 2019. To include review of the Council's expenditure incurred under s.137 of the Local Government Act 1972, Reserves and the carrying forward of some remaining budgets to 2019-20.

Due to shortage of time, it was agreed to defer this item until the Full Council meeting in June.

C022 – 14/05/2019 Financial Matters & Schedule of Payments

In accordance with the Financial Regulations:

i. Councillors reviewed the schedule of payments raised since 16th April 2019 (appendix C022i refers).

a. It was **resolved** to approve a payment of £805 to A. Davis for additional labour in connection with tree works and the installation of EAC gates.

- b. It was further **resolved** to approve the schedule of payments and ratify those already made in relation to the accounts for year ending 31st March 2020.
- ii. Councillors reviewed those operational-related payments which arise on a regular basis throughout the year (appendix C022ii refers). It was **resolved** 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 5.8.
- iii. Councillors reviewed the regular payments which have previously been agreed to be paid by direct debit (appendix C022iii refers).
 - a. It was **resolved** to reaffirm that payments for utility supplies, Business Rates, fuel and the credit card continue to be paid by variable direct debit in accordance with the Financial Regulations.
 - b. It was **resolved** that the Information Commissioners Office data protection fee be paid by variable direct debit going forward in accordance with the Financial Regulations.

9.12pm – Cllr Sam Heathcote left the meeting.

C023 – 14/05/2019 Order of Known Business Document

To review progress on the Order of Known Business document for the 2018-19 council year and to consider the adoption of the proposed Order of Known Business document for the 2019-20 council year.

To include approval for the Parish Office to obtain the necessary quotations for:

- *Asset Signage and the extension of the Recreation Ground tarmac footpath for consideration at a future Full Council meeting.*
- *Beacon Hall improvements (lighting, CCTV, cameras) and additional seating for Beacon Field for consideration at a future Finance & Amenities Committee meeting.*

Due to shortage of time, it was agreed to defer this item until the Full Council meeting in June.

C024 – 14/05/2019 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. **19/01934/FUL** - 4 Heritage Close, Peasedown St. John, Bath, BA2 8TJ - Erection of new South East boundary fence - Mr & Mrs Mark Rosevere.
It was **resolved** to object to this application on the basis that the fence breaches the original planning regulations and because a neighbouring property was issued with an Enforcement Notice for carrying out similar works.
 - ii. Ref. **19/01885/FUL** - 20 Jubilee Road, Peasedown St. John, Bath, BA2 8FB - Erection of single storey ground floor extension and addition of window to front elevation - Mr R Turrell.
It was **resolved** to support the application on the condition that sufficient parking for two cars remains within the boundary of the property.
 - iii. Ref. **19/01892/FUL** - 49 Old England Way, Peasedown St. John, Bath, BA2 8SW - Erection of 1st floor side extension above existing garage and installation of car port to front elevation - Mr Dean Wheatley.
It was **resolved** to support the application providing the applicant abides by the requirement set by Highways, in that they provide an extra off-street parking space due to the increase in the number of bedrooms.
 - iv. Ref. **19/01421/FUL** - The Beehive, 52 Carlingcott, Peasedown St. John, Bath, BA2 8AP - Erection of single storey greenhouse extension to existing outbuilding - Mrs Sarah Swords King.
It was **resolved** to make no comment on this application.
- B. Councillors received a report on the following (appendix C024i refers):
 - i. Planning decisions issued by B&NES Council.
 - ii. Planning enforcement matters.
The Clerk provided an up-date regarding the following:

- **19/00082/UNDEV** - 25 Bramley Close, Peasedown St. John, Bath – The Unauthorised Outbuilding to Front of Property has now been removed.
- The Clerk had queried the apparent inconsistencies within B&NES in response to removal of garden walls to the front of properties in order to use the garden for car parking, and whether this is acceptable or would require planning permission. A response had now been received from B&NES Council indicating that it is unlikely that planning permission would be required for the creation of a vehicle access involving the demolition of a front boundary wall, unless the access was onto a classified A, B or C road.

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

It was **resolved** to suspend Standing Order 3.q; to extend the meeting longer than 2½ hours, by a period of 10 minutes.

C025 – 14/05/2019 Recreation Ground Football Facilities & Scout Storage
 Councillors received an update on the planning permission for a new Club House and Scout Storage. It was noted that an e-mail had been received from Group Scout Leader, Karl Kilburn, requesting assistance from the Parish Council to proceed with a separate planning application for their garage storage building, as it seemed likely that works on the Football Clubhouse would be delayed. It was noted that if the planning application is submitted through the Parish Council, the Scouts would benefit from the preferential fee available to Parish Councils.
 There was some concern at this, given that the Football Clubhouse application had generated a great deal of additional work for the Parish Office. However, it was felt that because the plans had already been submitted, and the Planning Department had advised that a garage in the location indicated on the previous plans would be acceptable, it would seem fair to offer the same support that the Football Club had received.
 It was therefore **resolved** to proceed with supporting the Scouts by submitting the planning application for the Scout Garage on their behalf.

C026 – 14/05/2019 Greenlands Road Car Park
To receive update and make any associated decisions regarding the proposal from B&NES Council to grant a leasehold interest to the Parish Council for Greenlands Road Car Park.

Due to shortage of time, it was agreed to defer this item until the Full Council meeting in June.

C027 – 14/05/2019 Persimmon Land Transfer Advisory Panel
To receive update regarding the Persimmon land transfer to the Parish Council and make any necessary associated decisions.

Due to shortage of time, it was agreed to defer this item until the Full Council meeting in June.

C028 – 14/05/2019 Tree Survey & Works
To receive update on tree surveys and the associated works identified from the surveys.

Due to shortage of time, it was agreed to defer this item until the Full Council meeting in June.

C029 – 14/05/2019 Street Lighting Upgrade
To receive update regarding the upgrading of Parish Council street lighting to LED and to make any associated decisions and consideration of upgrading those lights not included on the original list.

Due to shortage of time, it was agreed to defer this item until the Full Council meeting in June.

C030 – 14/05/2019 Policies & Strategic Documentation
To affirm the Council's policies through receiving the Council's Policy and Strategic Document Register.

Due to shortage of time, it was agreed to defer this item until the Full Council meeting in June.

C031 – 14/05/2019 General Power of Competence
To consider eligibility and working towards being able to exercise the General Power of Competence in the future.

Due to shortage of time, it was agreed to defer this item until the Full Council meeting in June.

C032 – 14/05/2019

Correspondence, Complaints & Issues

To review, 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 and possible future action.

Due to shortage of time, it was agreed to defer this item until the Full Council meeting in June.

C033 – 14/05/2019

Future Agenda Items & Cllr Questions

No future agenda items were requested.

C034 – 14/05/2019

Review of New Actions

Due to the shortage of time, the Clerk confirmed she would ensure that any actions generated from the meeting have been correctly captured on the Actions Register.

C035 – 14/05/2019

Date and Time of Next Meeting

The next meeting of the Full Council is scheduled to be held on Tuesday 18th June 2019 at 7pm at the Beacon Hall.

The meeting closed at 9.38pm

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

DRAFT