



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 Meeting held on Tuesday 23rd July 2019 at 7.00pm at Beacon Hall, French Close, Peasedown St John

Present:

Councillors:

Barbara Bailey; John Bailey; Mandy Clarke; Richard Clarke; Jo Davis; Gavin Heathcote; Samantha Heathcote; Simon Kidd; Andrew Larcombe; Ray Love; Conor Ogilvie-Davidson; Claire Parfitt; Jonathan Rich (Vice-Chair); Kathy Thomas (Chair).

In attendance:

Tanya West – Parish Clerk
Debbie Parish – Administration Officer

Public Session

There was one member of the public present – Revd. Ian Souter.

Revd. Souter spoke in support of an e-mail that he had sent to councillors, offering some ideas on how the village could combat climate change and help the environment, whilst incurring only minimal costs. These ideas included tree planting, encouraging cycling, encouraging people to use their cars less, purchasing energy from renewable resources, electric vehicle charging points and reducing single-use plastics. He was happy to take the initiative, perhaps with a view to establishing a group of local residents to take these ideas forward, but would like a Parish Councillor to be involved.

This matter would be discussed further under agenda item C088.

C065 – 23/07/2019

Apologies for Absence

Apologies were received from Cllr Audrey Gillard-Sprake due to holiday, Cllr Gemma Gotts due to work commitments and Cllr Les Sprake due to holiday. These apologies were duly noted.

C066 – 23/07/2019

Declarations of Interest

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

C067 – 23/07/2019

Minutes

- i. The minutes of the Full Council meeting held on 18th June 2019 had been circulated in advance of the meeting; it was **resolved** that they be accepted as a true and correct record of the meeting and were duly signed by the Chair.
- ii. The minutes of the Annual Village Meeting held on 2nd April 2019 had been circulated and would be considered for approval at the August Full Council.

It was **resolved** to bring forward item C082 Claiming of Councillor Election Expenses, due to the potential impact of this item on the remainder of the meeting.

C082 – 23/07/2019

Claiming of Councillor Election Expenses

Issues raised with the late submission of councillor election expenses, following the local elections held on 2nd May 2019, were discussed at some length. It was confirmed that all councillors had now submitted the necessary paperwork.

Following discussion, and in accordance with advice from B&NES Council Director of Legal and Democratic Services and Monitoring Officer, it was **resolved** to formally adopt all decisions, as reported in the minutes, made at the following meetings:

- Full Council – 14th May 2019

- Executive Committee – 4th June 2019
- Personnel Committee – 11th June 2019
- Full Council - 18th June 2019
- Burial Committee – 25th June 2019
- Charity Trustee (the Parish Council being the Trustee) – 2nd July 2019
- Finance & Amenities Committee – 9th July 2019

A recorded vote was taken on this issue, as follows:

Councillor:	For	Against	Abstain
Barbara Bailey	✓		
John Bailey	✓		
Mandy Clarke	✓		
Richard Clarke	✓		
Jo Davis	✓		
Gavin Heathcote			✓
Samantha Heathcote			✓
Simon Kidd	✓		
Andrew Larcombe			✓
Ray Love	✓		
Conor Ogilvie-Davidson		✓	
Claire Parfitt	✓		
Jonathan Rich	✓		
Kathy Thomas	✓		

C068 – 23/07/2019 Update on Planner

Councillors received an update and reviewed the Actions Register saved on Microsoft Planner. It was noted that the newsletter had been successfully delivered within the time allowed, with the exception of Oxney Place, which had been accidentally overlooked. A map would be provided for the next delivery to ensure this area is not missed again and, in the meantime, the Clerk would provide Cllr Conor Ogilvie-Davidson with sufficient copies to deliver to those properties that were missed.

C069 – 23/07/2019 Items for Urgent Report

It was noted that the Braysdown Allotments Barbeque, which had been postponed the previous week due to rain, would take place on Friday 26th July 2019, at 5.30pm.

C070 – 23/07/2019 Councillor Training

Councillors received an update on the following forthcoming training sessions; 'Effective Chairing' (date to be confirmed); 'Planning in Plain English' (September 2019); GDPR (13th August 2019 at Full Council Meeting); Defibrillator (afternoon of 4th October 2019, Beacon Hall); Dementia Awareness (to be confirmed).

C071 – 23/07/2019 Chair's Report

There was no report from the Chair.

C072 – 23/07/2019 Outside Bodies

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

Parishes Liaison Group – Representatives: Chair and Clerk
 Last meeting – Not met since last Full Council meeting.
 Next meeting – Wednesday 24th July 2019.

Local Flood Representative – Representatives: Cllr Jonathan Rich
 Last meeting – Not met since the last Full Council meeting. However, the B&NES Council Local Flood Rep Summer Newsletter had been received and would be circulated to all councillors.
 Next meeting – To be confirmed.

Community Centre Network – Representatives: Cllr Audrey Gillard-Sprake
 Last meeting – Tuesday 16th July 2019 at 12 noon at Percy Community Centre, Bath. Although Cllr. Gillard-Sprake had attempted to attend the meeting; she was unfortunately unable to locate a parking space anywhere near the venue.

Next meeting – Thursday 10th October 2019 at 12 noon – venue to be confirmed.

- ii. Councillors received, for information, a list of Police updates and local incidents. It was noted that the dates of the next Police Beat Surgeries would be:
- Saturday 27th July 2019, 12:15 – 13:00 – The Meeting Place, 16a Bath Road.
 - Thursday 15th August 2019, 10:00 – 11:00 – The Circle Hospital Café.
 - Wednesday 21st August 2019, 19:00 – 19:45 – The Apple Tree, Shoscombe.

C073 – 23/07/2019 Invitations and Representations

- i. An invitation had been received for a representative of the Parish Council to attend the Annual Service of Thanksgiving on Sunday 21st July 2019, at Trinity Methodist Church in Radstock. Cllr Kathy Thomas had planned to attend this event but had been unable to go due to other commitments.
- ii. No events had been attended since the last meeting.

C074 – 23/07/2019 Memorials at Ashgrove Cemetery

It was **resolved** to approve the application for a new memorial for Lichota in Section J of Ashgrove Cemetery.

C075 – 23/07/2019 Advisory Panel Updates

Councillors received updates and considered recommendations from the following Advisory Panels which have met since the last Full Council meeting:

- i. **Executive Committee Advisory Panel** – Meeting held on 16th July 2019.

Recommended actions were as follows:

- The proposed extension to the Recreation Ground pathway should go around the skatepark and not between the skatepark and BMX track. The section of gravel pathway alongside the skatepark which is not currently tarmac should be included in any quotation.
- It was proposed that an additional waste bin should be installed next to the youth shelter on the Recreation Ground. It was **agreed** that the existing “spare” bin should be installed in this location and an additional bin purchased as a spare.
- The proposed project to install further picnic benches on Beacon Field should also include a costing for fencing to create a dog free/dog exercise area.
- The Councillor Surgery pack and tea and coffee to be left at Beacon Hall ready for the Councillor Surgery on Friday 26th July 2019. Cllr Conor Ogilvie-Davidson agreed to be available at the Hall from 4pm to 8pm and would be joined at various times by Cllrs Simon Kidd and Kathy Thomas.
- A report of all streetlights which have been up-graded to be prepared for the August Full Council
- Details of any lights that have not yet been up-graded as part of the original project to be included on the list of future projects.

It was **agreed** that the above actions should be accepted.

- ii. **Football Club Liaison Advisory Panel** – Meeting held on 16th July 2019.

The annual inspection of the football facilities had been undertaken at this meeting and it was **agreed** to accept the actions from the Football Club Liaison Advisory Panel meeting, as follows:

Agreed Action	Responsibility
Ceilings to be cleaned/treated for mould (all areas).	Caretaker
Extractor fans need cleaning	Caretaker
Inside of the spectator stand needs painting	Caretaker
Small amount of graffiti on the home dugout needs removing	Caretaker
The fence posts need checking to ensure the metal caps are secure (the one closest to the dugout is broken and needs repairing).	Caretaker
Fixed wiring test – investigate into when last actioned/next due	Clerk
Investigate into price/design options for a replacement sign to go on the changing rooms. The existing sign is out of date and needs to refer that the site/facilities are managed by PSJPC as Trustee. To include on a future meeting.	Clerk
List of keys issued and pending to be provided for the Full Council meeting.	Clerk

User Agreements for the next year had been signed by Peasedown Albion U15s and Radstock Albion. The three remaining teams will sign their User Agreements as soon as possible. The majority of teams had requested to pay by BACS.

The Clerk reported that since the inspection an issue with the lights at the Changing Rooms had occurred and an electrician would be making a site visit to establish the cause of the fault, and to quote for replacing the lights with motion activated LED lights.

C076 – 23/07/2019 Community Grants & Village Events

Councillors received an update regarding the Parish Council's Community Grant Scheme awards. The Clerk advised that the Bath Area Play Project Play Day would take place at Beacon Field on Friday 26th July 2019 between 11am and 4pm. The following councillors indicated that they could be available for a cheque presentation photo at 1pm: Cllrs Barbara and John Bailey, Cllr Andy Larcombe, Cllr Claire Parfitt.

C077 – 23/07/2019 Financial Matters

- i. Councillors reviewed the schedule of payments in relation to the accounts for the year ending 31st March 2020 (appendix C077i refers). It was **resolved** they be ratified.
- ii. Councillors received an update on financial spend against budget for the first quarter of the 2019/20 financial year, in accordance with Standing Order 17c, including the budget monitoring report (which had been amended following the recent Finance & Amenities Committee on 09/07/2019) the for the current financial year.
It was noted that the electricity costs for street lighting were still relatively high, despite the recent conversion to LED lighting. The Clerk to ensure that the energy supplier has been informed of this change and will reduce the (unmetered) energy supply costs accordingly. It was **resolved** that the financial records presented at the meeting were a true reflection of the council's finances.
- iii. Councillors reviewed a report on General and Ear Marked Reserves and Committed Expenditure which had been circulated for information.
- iv. The carrying forward/allocation of budgets from the 2018/19 to the 2019/20 financial year for specific activities was deferred until the next Full Council meeting in August.

C078 – 23/07/2019 Order of Known Business Document

Councillors reviewed the progress on the Order of Known Business for the 2019-20 council year and received a reminder of future projects in readiness for a review at the August Full Council meeting (to be reviewed at the meeting online via Planner).
It was noted that the route for the footpath extension at the Recreation Ground had now been clarified (under item C075i), and updated quotations would now be requested.

C079 – 23/07/2019 Recreation Ground Football Facilities & Scout

Councillors received an update regarding the Recreation Ground planning permission for a new Club House and Scout Storage and considered the recommendation from the Finance & Amenities Committee that a letter to be sent to Miners' Welfare Football Club regarding the above (a draft letter had been circulated as pre-reading).
After the letter had been drafted, some further e-mails had been received from Miners' Welfare Football Club providing detail of a new alternative proposal. An additional paragraph to the letter had been prepared in response to these e-mails.
It was **resolved** that the proposed letter, with the additional paragraph (appendix C079i refers), should be sent to Miners' Welfare Football Club the following day.

8.36pm – It was resolved to adjourn the meeting for a comfort break.

8.44pm – It was resolved to reconvene the meeting

C080 – 23/07/2019 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. **19/03043/FUL** – 19 Naishes Avenue, Peasedown St. John, Bath, BA2 8TF - Erection of 2 metre fence adjacent to highway, boundary with Orchard Way (retrospective) - Mr Andrew Carpenter.

It was **resolved** to object to this application on the basis that the fence breaches the original planning regulations applied when the Orchard Way estate was built (to maintain Orchard Way as a green corridor) and because another property, also located adjacent Orchard

Way, was issued with an Enforcement Notice for carrying out similar works (enforcement case reference 15/00327/UNDEV refers).

It was further **resolved** that the Clerk should contact B&NES Council Planning Policy Department to ask for clarification on whether there had been a shift in policy regarding Orchard Way being maintained as a “green corridor”.

- ii. Ref. **19/02864/REG03** – Peasedown St. John Primary School, Peasedown St. John, Bath, BA2 8DH – Demolition of an existing modular building and construction of a stand-alone teaching building to provide 4no. classrooms and small hall, with ancillary accommodation. New landscaping with MUGA pitch and fencing – Bath & North East Somerset Council.

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

B. Councillors received, for information, a report on the following (appendix C080i refers):

- 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.
- iv. Housing and Economic Land Availability Assessment (HELAA) for Peasedown St John and a meeting in July with B&NES Council regarding the Local Plan.

C. Councillors received an update regarding the designation of the Old Quarry site as LCR5 (Safeguarded existing sport and recreational facilities) in the adopted Placemaking Plan and considered a request from a local land owner for the Parish Council to support his request that this designation be removed as he believed it had initially been applied in error.

The Clerk agreed to raise this issue with B&NES Planning Officers at the HELAA meeting regarding the Local Plan, which she would be attending the following day.

C081 – 23/07/2019 Resolution Relating to Six Month Rule

To pass a resolution that in accordance with Standing Order 10a.xv, Standing Order 7a and 7b (six-month rule) is temporarily suspended, to allow the following items to be discussed:

This item was no longer required because the decision made regarding the School Crossing Patrol, due to be discussed under C083, would not now be re-visited.

C083 – 23/07/2019 School Crossing Patrol Service

To receive an update on the School Crossing Patrol service and to ratify decision made to extend the temporary contract until 31st December 2019 and to revisit the decision made at the last Full Council meeting (minute C045 – 18/06/2019 refers).

Following the outcome detailed under minute C082 – 23/07/2019, the decision made at the last Full Council meeting (minute C045 – 18/06/2019) would still apply, and so this agenda item was no longer required.

C084 – 23/07/2019 Risk Register

It was noted that the Risk Register was also being discussed at the Finance & Amenities Committee, following advice given in the Internal Audit Report. It was therefore **resolved** that the Risk Register Advisory Panel, proposed at the last Full Council meeting, should be disbanded.

It was further **resolved** to accept the following motion raised at the Finance & Amenities Committee: *to purchase the Risk Assessment software package as recommended by the Internal Auditor.*

C085 – 23/07/2019 Resolution to Reinstate Six Month Rule

To pass a resolution to reinstate Standing Order 7a and 7b.

This agenda item was no longer required.

C086 – 23/07/2019 Persimmon Land Transfer Advisory Panel

Councillors received an update regarding the Persimmon land transfer to the Parish Council. It was noted that a solicitor has now been instructed and would be contacting Persimmon’s solicitors in order to make arrangements to transfer the 18 parcels of land.

The Clerk advised that she had received an e-mail from a member of the public with a property backing onto the acoustic bund next to the by-pass. They had been advised that the Parish Council would be taking on the bund, and wanted to request that they be allowed to buy an area of land next to their property and move their fence further out. The Clerk would respond to say that

their request would be considered in due course. It was suggested that a policy would need to be put in place so that a procedure is ready to deal with any similar requests.

C087 – 23/07/2019 Policies & Strategic Documentation

Councillors received, for information, a copy of the Policy and Strategic Document Register. It was noted that there would be a meeting the following week to discuss burial-related policies and the Clerk would be e-mailing all policy documents in need of up-dating to councillors in due course, so that they can be reviewed at the appropriate Advisory Panel meetings.

C088 – 23/07/2019 Correspondence, Complaints & Issues

It was noted that Councillors can now access all items of significant correspondence, complaints and issues on Planner, with updates on any action that has been taken.

The following items require consideration since the last meeting:

1. A letter from a resident requesting the Parish Council's support for suggestions to help alleviate problems with climate change and the environment – following the comments from Revd. Souter at the start of the meeting, it was thought that the Parish Council should support this initiative in any way possible, without getting involved in an organisational capacity. It was suggested that Revd. Souter could be asked to take the idea forward – perhaps in the first instance by writing an article for the Newsletter asking anyone interested in being involved to contact him – with a view to putting together an action group of local residents. Cllr Claire Parfitt said that she would happily volunteer to represent the Parish Council on this group, once it had been formed.
2. Invitation for the Parish Council to participate in the VE day 75-year anniversary on 8th May 2020 – it was suggested that this should be an agenda item for a future meeting.
3. To consider a response to consultation on the 5-year plan of the Bath and North East Somerset Clinical Commissioning Group (CCG) – it was suggested that Councillors should respond in an individual capacity, prior to the deadline at the end of the month.
4. Replacement bench seat at Wellow Lane/Mercedes roundabout – it was noted that the Administration Officer had contacted Mercedes/Audi regarding sponsoring a replacement bench seat, but had not yet received a response. She would follow this up in the next week, but if a response is not forthcoming, the Parish Council may wish to consider funding the cost of a replacement seat.
5. Chat benches – an e-mail had been received suggesting that the Council could install one or more “chat benches”; a measure used in other areas to combat loneliness. It was suggested that this could be considered along with the plan to install more picnic benches around the village.
6. Headlice combs for the school – a letter had been received from PSJ Primary School Family Support Advisor requesting financial support for treatment for headlice and uniforms for those families who are unable to provide them for whatever reason. There was insufficient time to discuss the matter, which would therefore be considered at a future meeting.

C089 – 23/07/2019 Future Agenda Items & Cllr Questions

The following agenda items were raised for inclusion on future meetings where possible:

- General Power of Competence – September meeting
- Operation London Bridge – August meeting
- VE Day celebrations – September meeting.

C090 – 23/07/2019 Review of New Actions

Councillors reviewed that actions generated from the meeting had been correctly captured on Planner.

C091 – 23/07/2019 Date and Time of Next Meeting

The next meeting of the Full Council is scheduled to be held on Tuesday 13th August 2019 at 7pm at Beacon Hall.

The meeting closed at 9.30pm

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