



## 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 Full Council Meeting held on Tuesday 21<sup>st</sup> January 2020 at 7.00pm at Beacon Hall, French Close, Peasedown St John

#### **Present:**

#### **Councillors:**

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

#### **In attendance:**

Tanya West – Parish Clerk  
Debbie Parish – Administration Officer

Meeting commenced at 7.02pm

#### **Public Session**

Two residents of Carlingcott had attended the meeting to speak in support of a replacement streetlight outside 64 Carlingcott, which was due to be discussed under **agenda item C258**. They raised the fact that there is no other lighting on that section of road, which is a steep, single-track road with no pavement. They felt that because the road is well-used by pedestrians, the lack of light may put them at risk of being hit by passing traffic. They also pointed out that there had been a streetlight there previously, which was not replaced when the recent up-grade was carried out.

Cllr Gavin Heathcote requested that all votes at this meeting be recorded, in accordance with his rights under the Local Government Act 1972; Sch. 12; Para. 13(2).

#### **C240 – 17/12/2019**

#### **Apologies for Absence**

Apologies for absence were received from Cllrs Mandy and Richard Clarke due to illness. These apologies were duly noted. Cllr Gemma Gotts was absent with no apologies received.

#### **C241 – 17/12/2019**

#### **Declarations of Interest**

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

#### **C242 – 21/01/2020**

#### **Minutes**

i. The minutes of the Extraordinary Full Council meeting held on 16<sup>th</sup> December 2019 had been circulated in advance of the meeting. It was **resolved** they be accepted as a true and correct record of the meeting. With a recorded vote taken as follows:

Councillor	For	Against	Abstain
Barbara Bailey	✓		
John Bailey	✓		
Jo Davis	✓		
Audrey Gillard-Sprake	✓		
Gavin Heathcote	✓		
Sam Heathcote			✓
Simon Kidd	✓		
Andrew Larcombe			✓
Ray Love	✓		
Conor Ogilvie-Davidson	✓		
Claire Parfitt	✓		
Jonathan Rich	✓		
Les Sprake			✓
Kathy Thomas	✓		

Cllr Sam Heathcote requested that it be recorded that she thought she had submitted her apologies for this meeting. They had not been included in the minutes as they had not been received by the Clerk. The Chair, explained to all present, the correct process for submitting apologies.

- ii. The minutes of the Full Council meeting held on 17<sup>th</sup> December 2019 had been circulated in advance of the meeting. It was **resolved** they be accepted as a true and correct record of the meeting. With a recorded vote taken as follows:

Councillor	For	Against	Abstain
Barbara Bailey	✓		
John Bailey	✓		
Jo Davis	✓		
Audrey Gillard-Sprake	✓		
Gavin Heathcote	✓		
Sam Heathcote			✓
Simon Kidd	✓		
Andrew Larcombe	✓		
Ray Love	✓		
Conor Ogilvie-Davidson	✓		
Claire Parfitt	✓		
Jonathan Rich	✓		
Les Sprake	✓		
Kathy Thomas	✓		

**C243 – 21/01/2020 Update on Planner**  
Councillors received an update and reviewed the Actions Register saved on Microsoft Planner.

**C244 – 21/01/2020 Items for Urgent Report**  
There were no items for urgent report.

**C245 – 21/01/2020 Chair’s Report**  
There was no report from the Chair.

**C246 – 21/01/2020 Council Committee Updates**  
Councillors received an update from the following Committees which have met since the last Full Council meeting:

- i. Finance & Amenities Committee (meeting held on 7<sup>th</sup> January 2020). The minutes of this meeting had been published on the website and circulated as pre-reading.

**C247 – 21/01/2020 Advisory Panel Updates**  
A. Councillors received updates and considered recommendations from the following Advisory Panels which have met since the last Full Council meeting:

i. **Clerk Liaison Panel** – Meeting held on 9<sup>th</sup> January 2020. A verbal update was provided by Cllr Simon Kidd in advising that the Clerk’s objectives had been reviewed and a new procedure had been put in place for visitors to the Parish Office.

ii. **Executive Committee Advisory Panel** – Meeting held on 14<sup>th</sup> January 2020 at 7.30pm. Notes from the meeting were circulated with the pre-reading, for information. Councillors considered the following resolutions.

a. In connection with Asset Signage, the request to change the domain name to psjpc.gov.uk had been refused by JISC. It was therefore **resolved** to retain the existing domain name of peasedownstjohnparishcouncil.gov.uk. A recorded vote was taken, as follows:

Councillor	For	Against	Abstain
Barbara Bailey	✓		
John Bailey	✓		
Jo Davis	✓		
Audrey Gillard-Sprake	✓		
Gavin Heathcote	✓		
Sam Heathcote	✓		
Simon Kidd	✓		
Andrew Larcombe	✓		
Ray Love	✓		
Conor Ogilvie-Davidson	✓		
Claire Parfitt	✓		
Jonathan Rich	✓		
Les Sprake	✓		
Kathy Thomas	✓		

- b. The strategic document on *Filming and Recording of Parish Council Meetings* had been reviewed, and no amendments were suggested. It was therefore **resolved** to ratify this document, with a recorded vote being taken as follows:

Councillor	For	Against	Abstain
Barbara Bailey			✓

John Bailey	✓		
Jo Davis	✓		
Audrey Gillard-Sprake	✓		
Gavin Heathcote	✓		
Sam Heathcote	✓		
Simon Kidd	✓		
Andrew Larcombe	✓		
Ray Love	✓		
Conor Ogilvie-Davidson	✓		
Claire Parfitt	✓		
Jonathan Rich	✓		
Les Sprake	✓		
Kathy Thomas	✓		

- iii. **VE-Day 75<sup>th</sup> Year Anniversary Event Advisory Panel** – Meeting held on 14<sup>th</sup> January 2020 at 6.30pm. The Clerk reported that she had been contacted by an officer from the Community Engagement Department at B&NES Council, in connection with a request from one of the Ward Councillors to use Community Empowerment Fund monies for an event to mark the anniversary of VE-Day at St John’s Church. They were concerned that the proposed event was extremely similar to the one the Parish Council were planning, and that it might result in two “watered-down” events rather than one larger one. He offered to help facilitate discussions with the Ward Councillors to encourage both parties to work together on one event. This was agreed and it was suggested that these discussions should take place through the Parish Office.
- iv. **Personnel Committee Advisory Panel** – Meeting held on 17<sup>th</sup> January 2020 at 6pm. Cllr Ray Love requested that the notes from this meeting that were circulated as pre-reading should be amended to include his apologies. It was noted that the policies being considered would be included on a future agenda for approval.

B. Councillors received notice of the forthcoming Advisory Panel meetings:

- i. **Clerk Liaison Panel** – Meeting scheduled for 6<sup>th</sup> February 2020.
- ii. **Council Structure Review Advisory Panel** – Meeting scheduled for Thursday 30<sup>th</sup> January 2020 at 6pm at Beacon Hall.
- iii. **Executive Committee Advisory Panel** – Meeting scheduled for Tuesday 4<sup>th</sup> February 2020 at 7.30pm at Beacon Hall.
- iv. **VE-Day 75<sup>th</sup> Year Anniversary Event Advisory Panel** – Meeting scheduled for Tuesday 4<sup>th</sup> February 2020 at 6.30pm at Beacon Hall.
- v. **Digital Transformation Strategy Advisory Panel** – Meeting date to be determined.
- vi. **Football Club Liaison Advisory Panel** – Meeting date to be determined.

**C248 – 21/01/2020 Outside Bodies**

- i. Councillors received an update on meetings attended since the last Full Council meeting, as follows:  
**Avon Local Councils Association (B&NES ALCA Area Group and County Meetings) -**  
Representatives: Chair and Clerk  
Last meeting (B&NES Area Group) – Not met since the last Full Council meeting.  
Next meeting (B&NES Area Group) – Wednesday 5<sup>th</sup> February 2020 at 7.30pm at Corston Village Hall.

**Somer Valley Forum** – Representatives: Cllr Mandy Clarke & Cllr Jonathan Rich  
Last meeting – Not met since the last Full Council meeting.  
Next meeting – Wednesday 22<sup>nd</sup> January 2020 at 6.30pm in the Council Chamber of The Hollies, High Street, Midsomer Norton BA3 2DP. Cllr Rich reported he was unable to attend. Cllrs Love and Thomas both said they hoped to be in attendance and so any voting rights would be transferred.

**Local Flood Representative** – Representatives: Cllr Jonathan Rich  
Last meeting – Not met since the last Full Council meeting. However, the Wessex Flood Warden Newsletter for January 2020 had been circulated as pre-reading which included details of a Community Resilience Training Day on 19<sup>th</sup> March. Cllr Rich to confirm if he is able to attend.  
Next meeting – To be confirmed.

**Community Centre Network** – Representatives: Cllr Audrey Gillard-Sprake  
Last meeting – Thursday 9<sup>th</sup> January 2020 at 12 noon at Compton Dando. Cllr Audrey Gillard-Sprake had been unable to attend at time of writing.

Next meeting – Thursday 26<sup>th</sup> March 2020 at 12 noon at Camerton Village Hall.

- ii. Councillors received the response from Cllr Sarah Bevan regarding the joint funding of projects from the **B&NES Ward Councillors' Empowerment Fund**.
- iii. Councillors received, for information, a list of **Police updates** and local incidents. It was noted that the dates of the next **Police Beat Surgeries** are:
  - Saturday 25<sup>th</sup> January 2020 from 10:00am to 11:00am at the Meeting Place, Bath Road.
  - Monday 10<sup>th</sup> February 2020 from 10:15am to 11:00am at The Circle Hospital Café.

**C249 – 21/01/2020 Invitations and Representations**

- i. A request had been received from Avon Local Councils Association (ALCA) for nominations from Local Councils to attend the Royal Garden Party 2020, in recognition of past service as Chairmen of the Parish Council. Invitations would be allocated to two of those nominated. The deadline for submission to ALCA Friday 24<sup>th</sup> January 2020. It was **resolved** to nominate Cllr Kathy Thomas in recognition of her past service as Chair of the Parish Council, with a recorded vote taken as follows:

Councillor	For	Against	Abstain
Barbara Bailey	✓		
John Bailey	✓		
Jo Davis	✓		
Audrey Gillard-Sprake	✓		
Gavin Heathcote	✓		
Sam Heathcote	✓		
Simon Kidd	✓		
Andrew Larcombe	✓		
Ray Love	✓		
Conor Ogilvie-Davidson	✓		
Claire Parfitt	✓		
Jonathan Rich	✓		
Les Sprake	✓		
Kathy Thomas	✓		

- ii. There were no reports from events that had been attended since the last meeting.

**C250 – 21/01/2020 Memorials at Ashgrove Cemetery**

Councillors considered requests for new/amended memorials at Ashgrove Cemetery, as follows:

- i. Councillors considered the application for a new wooden cross memorial for Marjory Shakespeare in Section D of Ashgrove Cemetery. There were some concerns that this might be out of keeping with other memorials at the cemetery (the majority of which are made of granite) and that it might weather badly. It was suggested that a decision should be deferred until the next meeting, so that further information could be obtained on the type of wood the cross would be made of, and how it would be treated.
- ii. It was **resolved** to approve the application for a new memorial for Betty Barrett in Section G of Ashgrove Cemetery, with a recorded vote taken as follows:

Councillor	For	Against	Abstain
Barbara Bailey	✓		
John Bailey	✓		
Jo Davis	✓		
Audrey Gillard-Sprake	✓		
Gavin Heathcote	✓		
Sam Heathcote	✓		
Simon Kidd	✓		
Andrew Larcombe	✓		
Ray Love	✓		
Conor Ogilvie-Davidson	✓		
Claire Parfitt	✓		
Jonathan Rich	✓		
Les Sprake	✓		
Kathy Thomas	✓		

- iii. It was **resolved** to approve the application for a new inscription for Kenneth Cox on the standard black base granite slab in Section G of Ashgrove Cemetery, with a recorded vote taken as follows:

Councillor	For	Against	Abstain
Barbara Bailey	✓		
John Bailey	✓		
Jo Davis	✓		
Audrey Gillard-Sprake			✓
Gavin Heathcote	✓		

	Sam Heathcote	✓		
	Simon Kidd	✓		
	Andrew Larcombe	✓		
	Ray Love	✓		
	Conor Ogilvie-Davidson	✓		
	Claire Parfitt	✓		
	Jonathan Rich	✓		
	Les Sprake			✓
	Kathy Thomas	✓		

**C251 – 21/01/2020 Financial Matters**

i. Councillors reviewed the schedule of payments raised since the Full Council meeting on 12<sup>th</sup> November 2019 (appendix C251i refers). It was **resolved** that all the payments on this schedule be ratified, with a recorded vote taken as follows:

Councillor	For	Against	Abstain
Barbara Bailey	✓		
John Bailey	✓		
Jo Davis	✓		
Audrey Gillard-Sprake	✓		
Gavin Heathcote	✓		
Sam Heathcote	✓		
Simon Kidd	✓		
Andrew Larcombe	✓		
Ray Love	✓		
Conor Ogilvie-Davidson	✓		
Claire Parfitt	✓		
Jonathan Rich	✓		
Les Sprake	✓		
Kathy Thomas	✓		

- ii. Councillors received a report on General and Ear Marked Reserves and Committed Expenditure, which had been circulated for information.
- iii. Councillors received a report on financial spend against budget for the third quarter of the 2019/20 financial year, in accordance with Standing Order 17c.
- iv. Councillors received an update on the report generated from the interim internal audit for the 2019/20 financial year. In connection with the audit report, it was **resolved** that all minutes of the council not yet signed should be signed by the last working day of February 2020. A recorded vote was taken, as follows:

Councillor	For	Against	Abstain
Barbara Bailey	✓		
John Bailey	✓		
Jo Davis	✓		
Audrey Gillard-Sprake	✓		
Gavin Heathcote	✓		
Sam Heathcote	✓		
Simon Kidd	✓		
Andrew Larcombe	✓		
Ray Love	✓		
Conor Ogilvie-Davidson	✓		
Claire Parfitt	✓		
Jonathan Rich	✓		
Les Sprake	✓		
Kathy Thomas	✓		

Also detailed on the audit report, was that the Parish Council is not using the latest Model Financial Regulations. Cllr Sam Heathcote asked for it to be minuted that she had requested a specific timescale is allocated for the resolution of this item. No vote was taken, as the matter had already been captured as an action from a previous Finance & Amenities Committee meeting.

**C252 – 21/01/2020 Operational Budget for 2020/21**

Councillors received a presentation by Cllr. Andrew Larcombe on the operational budget for the forthcoming financial year, as reviewed and discussed at the Finance & Amenities Advisory Panel meeting on 3<sup>rd</sup> December 2019 and the Finance & Amenities Committee meeting on 7<sup>th</sup> January 2020.

Following discussion, it was **resolved** accept the operational budget for the financial year 2020/21 based on a projected operational income of £273,658 and a projected operational expenditure of £236,247. A recorded vote was taken, as follows:

Councillor	For	Against	Abstain
Barbara Bailey	✓		

John Bailey	✓		
Jo Davis	✓		
Audrey Gillard-Sprake	✓		
Gavin Heathcote			✓
Sam Heathcote			✓
Simon Kidd	✓		
Andrew Larcombe	✓		
Ray Love	✓		
Conor Ogilvie-Davidson	✓		
Claire Parfitt	✓		
Jonathan Rich	✓		
Les Sprake	✓		
Kathy Thomas	✓		

It was **resolved** to ratify the agreed one-off operational expenditure for the financial year 2020/21 at a total of £8,500 (minute C2019 – 16/12/2019 refers), with a recorded vote taken, as follows:

Councillor	For	Against	Abstain
Barbara Bailey	✓		
John Bailey	✓		
Jo Davis	✓		
Audrey Gillard-Sprake	✓		
Gavin Heathcote	✓		
Sam Heathcote	✓		
Simon Kidd	✓		
Andrew Larcombe	✓		
Ray Love	✓		
Conor Ogilvie-Davidson	✓		
Claire Parfitt	✓		
Jonathan Rich	✓		
Les Sprake	✓		
Kathy Thomas	✓		

**C253 – 21/01/2020 Precept for 2020/21**

After discussions under the previous agenda items on budget and finance related items, Councillors considered the recommendation from the Finance & Amenities Committee to set the Precept at £251,452.

The following **motion** had been received for consideration/vote:

*To resolve that the Precept for 2020/21, is set at £251,452, an increase of 1.5% on the previous year, which is broadly in line with the national rate of inflation.*

*Proposed by: Cllr Andy Larcombe*

*Seconded by: Cllr Simon Kidd*

It was **resolved** to accept this motion, with a recorded vote taken as follows:

Councillor	For	Against	Abstain
Barbara Bailey	✓		
John Bailey		✓	
Jo Davis	✓		
Audrey Gillard-Sprake	✓		
Gavin Heathcote		✓	
Sam Heathcote		✓	
Simon Kidd	✓		
Andrew Larcombe	✓		
Ray Love	✓		
Conor Ogilvie-Davidson	✓		
Claire Parfitt	✓		
Jonathan Rich	✓		
Les Sprake	✓		
Kathy Thomas	✓		

**C254 – 21/01/2020 Order of Known Business, Project Budget Setting and Ear Marked Reserves**

Councillors reviewed progress and expenditure in relation to the Order of Known Business for the 2019-20 council year, which had been circulated in advance for information.

Councillors also reviewed the potential projects list for the 2020/21 financial year budget and beyond and considered recommendations for these projects and associated earmarked reserves.

It was **resolved** that the seven top-ranked projects along with the Aircon-Heating Unit for the Parish Office are placed on the Order of Known Business document for 2020/21, with allocated ear-marked reserves totalling £18,000. A recorded vote was taken, as follows:

Councillor	For	Against	Abstain
Barbara Bailey			✓
John Bailey	✓		
Jo Davis	✓		
Audrey Gillard-Sprake	✓		
Gavin Heathcote	✓		
Sam Heathcote			✓
Simon Kidd	✓		
Andrew Larcombe	✓		
Ray Love	✓		
Conor Ogilvie-Davidson	✓		
Claire Parfitt	✓		
Jonathan Rich	✓		
Les Sprake	✓		
Kathy Thomas	✓		

It was further **resolved** that the remaining two projects (Outdoor Adult Gym Equipment and Philosopher's Quiet Area) are included with those projects requiring further investigation and feasibility studies and are considered again later in the 2020/21 financial year. A recorded vote was taken, as follows:

Councillor	For	Against	Abstain
Barbara Bailey			✓
John Bailey			✓
Jo Davis	✓		
Audrey Gillard-Sprake	✓		
Gavin Heathcote	✓		
Sam Heathcote			✓
Simon Kidd	✓		
Andrew Larcombe			
Ray Love	✓		
Conor Ogilvie-Davidson	✓		
Claire Parfitt	✓		
Jonathan Rich	✓		
Les Sprake	✓		
Kathy Thomas	✓		

Lastly, it was **resolved** to earmark £30,000 for those projects which require feasibility studies before they are put for consideration to be actioned in future years. A recorded vote was taken, as follows:

Councillor	For	Against	Abstain
Barbara Bailey			✓
John Bailey			✓
Jo Davis	✓		
Audrey Gillard-Sprake	✓		
Gavin Heathcote	✓		
Sam Heathcote	✓		
Simon Kidd	✓		
Andrew Larcombe	✓		
Ray Love	✓		
Conor Ogilvie-Davidson	✓		
Claire Parfitt	✓		
Jonathan Rich	✓		
Les Sprake	✓		
Kathy Thomas	✓		

#### C255 – 21/01/2020

#### 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. It was **resolved** to accept the draft precept leaflet, with one amendment: the addition of "for those who do not have access to this technology" to Tablet PCs for Councillors, in the "Other Projects" section. A recorded vote was taken, as follows:

Councillor	For	Against	Abstain
Barbara Bailey		✓	
John Bailey	✓		
Jo Davis	✓		
Audrey Gillard-Sprake		✓	
Gavin Heathcote		✓	
Sam Heathcote			✓
Simon Kidd	✓		
Andrew Larcombe	✓		
Ray Love	✓		
Conor Ogilvie-Davidson	✓		
Claire Parfitt	✓		

	Jonathan Rich	✓		
	Les Sprake			✓
	Kathy Thomas	✓		

**A copy of the presentation slides relating to agenda items C252, C253 and C254 is attached as appendix C252i.**

**C256 – 21/01/2020 Youth Hub & Youth Work Provision**

Councillors received an update regarding the request to the NALC solicitor regarding the Parish Council contributing towards youth work provision provided by the churches.

It was noted that the following response had been received from ALCA:

*“Our solicitor was unable to comment because they can only provide specific legal advice relating to council law, but the consensus from ALCA’s Chief Officer and other regional colleagues, was that it was entirely the council’s decision whether to accept the terms and conditions of the contract. However, they advised that the council should be cautious of a challenge based on it spending public money on the provision of a service with an implicit bias towards a specific section of the community. If possible, the council should negotiate to have the condition of the appointment of “a practicing Christian” removed from the job specification.”*

In connection with the earmarked donation of £5,000 for Peasedown Youth Partnership following the resolution at the Full Council meeting in April (minute C369 – 16/04/2019 refers), it was suggested that no further action should be taken until Peasedown Youth Partnership have completed their selection process and have formally requested the donation.

A decision regarding the request from Peasedown Youth Partnership to distribute a list of their information/activities with the Parish Council newsletter would be deferred until the February Full Council meeting.

**9.20pm – Cllr Jo Davis left the meeting.**

**C257 – 21/01/2020 Asset Identification**

Councillors considered proposals for identification signage for outside assets. It was **resolved** to proceed with ordering the signs as per the design shown in the pre-reading up to a maximum cost of £1,000. A recorded vote was taken, as follows:

Councillor	For	Against	Abstain
Barbara Bailey	✓		
John Bailey	✓		
Audrey Gillard-Sprake	✓		
Gavin Heathcote	✓		
Sam Heathcote			✓
Simon Kidd	✓		
Andrew Larcombe	✓		
Ray Love	✓		
Conor Ogilvie-Davidson	✓		
Claire Parfitt	✓		
Jonathan Rich	✓		
Les Sprake	✓		
Kathy Thomas	✓		

**C258 – 21/01/2020 Street Lighting Upgrade**

i. Councillors reviewed progress on orders for the upgrading of remaining lights and considered any further quotations received to date, as follows:

There were 11 lights which were not included within the original quotation to upgrade the streetlights to LED. 2 in Carlingcott, 2 in New Buildings, 3 in Bloomfield Way footpath and 4 on Eckweek Lane.

- It was noted that the four lights on Eckweek Lane which have been missed are on order with the contractor at a cost of £1,391.84+VAT. A date for installation has not yet been determined.
- The guards to be installed on 1x light outside No. 7 Carlingcott and 1x light outside No. 40 Wellow Lane to prevent them from shining in bedroom windows is in progress (a cost of £351.50+VAT).
- It was **resolved** to proceed with a quotation for a replacement light opposite 64 Carlingcott (including replacement wiring and pole) at a cost of £1,942.16 plus VAT, with a recorded vote taken, as follows:

Councillor	For	Against	Abstain
Barbara Bailey	✓		
John Bailey	✓		
Audrey Gillard-Sprake	✓		
Gavin Heathcote			✓



Sam Heathcote	✓		
Simon Kidd	✓		
Andrew Larcombe	✓		
Ray Love	✓		
Conor Ogilvie-Davidson	✓		
Claire Parfitt	✓		
Jonathan Rich	✓		
Les Sprake	✓		
Kathy Thomas	✓		

- ii. Councillors received an update regarding the maintenance contract for lighting. It was noted that SSE are continuing the Parish Council's maintenance contract under a 'gentleman's agreement' until the end of March 2020, and they are due to find out whether their tender for the B&NES Council lighting maintenance contract has been successful, next week.

In the meantime, the Clerk is due to meet with other Parish Council Clerks in the area and with a representative from ALCA, to discuss arrangements for lighting maintenance, on 31<sup>st</sup> January 2020. Steve Burrell (Streetlighting Officer) from B&NES Council will also be in attendance, to provide advice on procuring streetlighting maintenance services.

It was **resolved** to allow the Clerk, on behalf of the Parish Council, to work with other Parish Councils in the area to investigate streetlighting maintenance contracts, and the Clerk to report back at a future Full Council meeting. A recorded vote was taken, as follows:

Councillor	For	Against	Abstain
Barbara Bailey	✓		
John Bailey	✓		
Audrey Gillard-Sprake	✓		
Gavin Heathcote	✓		
Sam Heathcote	✓		
Simon Kidd	✓		
Andrew Larcombe	✓		
Ray Love	✓		
Conor Ogilvie-Davidson	✓		
Claire Parfitt	✓		
Jonathan Rich	✓		
Les Sprake	✓		
Kathy Thomas	✓		

**C259 – 21/01/2020 Persimmon Land Transfer**

*To receive update (subject to response being received) regarding the Persimmon land transfer to the Parish Council and to make any associated decisions.*

This item was not discussed, as it was necessary to conclude the meeting to avoid being in breach of Standing Order 3(q), which states that meetings shall not exceed a period of 2½ hours. The item will therefore be included on the February Full Council agenda.

**C260 – 21/01/2020 Commonwealth Flag Raising Day**

*To consider suggestions for a Commonwealth Flag raising event to be held on Monday 9th March 2020 and make any associated decisions.*

This item was not discussed, as it was necessary to conclude the meeting to avoid being in breach of Standing Order 3(q), which states that meetings shall not exceed a period of 2½ hours. The item will therefore be included on the February Full Council agenda.

**C261 – 21/01/2020 Annual Village Meeting**

*Opportunity to raise suggestions for the format of the Annual Village Meeting and make any associated decisions.*

This item was not discussed, as it was necessary to conclude the meeting to avoid being in breach of Standing Order 3(q), which states that meetings shall not exceed a period of 2½ hours. The item will therefore be included on the February Full Council agenda.

**C262 – 21/01/2020 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 and possible future action.

- A letter had been received regarding the removal of the **mobile library** within Peasedown St John. It was suggested that councillors should write on an individual basis with their comments to B&NES Council Library Service.

➤ <i>To consider request for tree planting from the Mini Police.</i> This would be deferred until the February Full Council meeting.	
<b>C263 – 21/01/2020</b>	<b>Planning Related Matters</b>
A. There were no planning applications for review or consideration.	
B. Councillors received, for information, a report on the following (appendix C263i 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.	
<b>C264 – 21/01/2020</b>	<b>Future Agenda Items &amp; Cllr Questions</b>
The following items would be included on a future agenda:	
➤ CCTV at Beacon Hall;	
➤ Risk Register.	
Councillors to e-mail the Clerk with any further requests for future agenda items.	
<b>C265 – 21/01/2020</b>	<b>Review of New Actions</b>
Councillors reviewed that any actions generated from the meeting had been correctly captured on the Actions Register/Planner.	
<b>C266 – 21/01/2020</b>	<b>Date and Time of Next Meeting</b>
The next meeting of the Full Council is scheduled to be held on Tuesday 18 <sup>th</sup> February 2020 at 7pm at Beacon Hall.	

The meeting closed at 9.32pm

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

**Appendix C251i - Schedule of payments made since the Full Council meeting on 12<sup>th</sup> November 2019 in relation to the accounts for the year ending 31<sup>st</sup> March 2020**

<b>Date of Invoice</b>	<b>Supplier Name</b>	<b>Details</b>	<b>Associated Minute/Regulation</b>	<b>Net Amount</b>	<b>VAT Amount</b>	<b>Payment Type</b>
07/11/2019	The Design Print Distribution Group Ltd.	Delivery of Winter 2019 Newsletter	C022 - 14/05/2019	£252.00	£50.40	BACS
10/11/2019	CG Griffith	Piano Entertainment at Remembrance Event 10/11/2019	C162 - 15/10/2019	£50.00	£0.00	BACS
13/11/2019	A J Champion & Sons Ltd	126x bags of rock salt for grit bins	Fin. Regs. 4.1	£378.00	£75.60	BACS
13/11/2019	MNR Journal	BH Lineage Advert - November 2019	C022 - 14/05/2019	£17.56	£3.51	BACS
13/11/2019	Unique Signs	Signage for Dog Exercise Area on Beacon Field	C161 - 15/10/2019	£54.02	£10.80	BACS
14/11/2019	The Consortium	Postage stamps	C022 - 14/05/2019	£69.40	£0.00	BACS
14/11/2019	The Consortium	Urinal blocks	C022 - 14/05/2019	£12.89	£2.58	BACS
14/11/2019	Toplink Envelopes Ltd.	Printing of Winter 2019 Newsletter	C022 - 14/05/2019	£215.00	£43.00	BACS
17/11/2019	BT Payment Services Ltd.	BH Telephone & Broadband 01/11/19 to 31/01/20	C022 - 14/05/2019	£250.77	£50.15	Direct Debit
19/11/2019	Office Monster	Copier paper, punched pockets, envelopes	C022 - 14/05/2019	£72.51	£14.50	BACS
20/11/2019	A J Champion & Sons Ltd	Postcrete for waste bins	C291 - 24/04/2018	£26.58	£5.31	BACS
20/11/2019	A J Champion & Sons Ltd	Postcrete for Christmas tree socket on Orchard Way	C181 - 12/11/2019	£26.58	£5.32	BACS
20/11/2019	B E Services Limited	Call out to repair fault on main hall internal light	Fin. Regs. 4.1	£56.00	£11.20	BACS
24/11/2019	T. Millar	Casual labour - Tree work/grounds maintenance at Ecewiche Gr	Fin. Regs. 4.1	£65.00	£0.00	BACS
26/11/2019	Greensward Sports Consultancy Ltd.	Mowing of the Recreation Ground - November 2019	F&A094 - 05/03/2019	£95.00	£19.00	BACS
26/11/2019	Water2Business	BH Water Services 23/05/19 to 25/11/19	C022 - 14/05/2019	£271.02	£0.00	Direct Debit
27/11/2019	Mole Valley Farmers Ltd.	Timber & wire mesh for fence on nrthrn boundary of DogExArea	C161 - 15/10/2019	£179.80	£35.96	BACS
27/11/2019	Water2Business	AC Water Services 06/06/19 to 26/11/19	C022 - 14/05/2019	£96.09	£0.00	Direct Debit
28/11/2019	Nisbets	Cutlery drainer, tongs, dishwasher detergent and salt	Fin. Regs. 4.1	£60.25	£12.05	BACS
30/11/2019	Allstar Business Solutions Ltd.	Fuel Card - November 2019	C022 - 14/05/2019	£2.09	£0.42	Direct Debit
01/12/2019	B&NES Council	Business Rates - Beacon Hall - December 2019	C022 - 14/05/2019	£282.00	£0.00	Direct Debit
01/12/2019	B&NES Council	Business Rates - Ashgrove Cemetery - December 2019	C022 - 14/05/2019	£161.00	£0.00	Direct Debit
01/12/2019	J Murtagh Tree Services	Hire of chipper & tools - Various tree and hedge works	Fin. Regs. 4.1	£140.00	£0.00	BACS
01/12/2019	Sage (UK) Limited	Online subscription for Sage 50 Accounts - December 2019	C022 - 14/05/2019	£41.00	£8.20	Direct Debit
01/12/2019	Vision ICT	Website & Email Hosting & Support 2020-21	Fin. Regs. 4.1	£314.50	£62.90	BACS

Date of Invoice	Supplier Name	Details	Associated Minute/Regulation	Net Amount	VAT Amount	Payment Type
02/12/2019	B E Services Limited	Commissioning of Christmas Tree Lights 2019	Fin. Regs. 4.1	£82.50	£16.50	BACS
02/12/2019	B E Services Limited	Electrical Installation Condition Report - Ashgrove Cemetery	Fin. Regs. 4.1	£139.00	£27.80	BACS
02/12/2019	B E Services Limited	Electrical Installation Condition Report - Rec Grnd Chg Rms	Fin. Regs. 4.1	£139.00	£27.80	BACS
02/12/2019	Water2Business	RG Changing Rooms Water Services 07/06/19 to 29/11/19	C022 - 14/05/2019	£37.58	£7.52	Direct Debit
03/12/2019	SWALEC / SSE	Street Lighting Electric	C022 - 14/05/2019	£708.12	£141.62	Direct Debit
03/12/2019	SWALEC / SSE	BH Gas	C022 - 14/05/2019	£271.57	£13.57	Direct Debit
05/12/2019	Apollo Technology Solutions Ltd.	ICT Support - May to Dec 2019	PC059 - 06/02/2018	£424.64	£84.93	BACS
06/12/2019	Frome Printing Company	Printing of Calendars for 2020	Fin. Regs. 4.1	£416.00	£83.20	BACS
06/12/2019	Hampshire Flag Company	Replacement Parish Council and Union Flags	Fin. Regs. 4.1	£273.28	£54.66	BACS
06/12/2019	MNR Journal	BH Lineage Advert - December 2019	C022 - 14/05/2019	£17.56	£3.51	BACS
08/12/2019	CG Griffith	Piano Entertainment at Christmas Party 2019	Fin. Regs. 4.1	£70.00	£0.00	BACS
11/12/2019	Office Monster	Diary 2020	C022 - 14/05/2019	£1.73	£0.35	BACS
11/12/2019	Printerland.co.uk	Xerox VersaLink C405DN Multi-Function Printer	Fin. Regs. 4.1	£449.00	£89.80	BACS
12/12/2019	Blachere illumination UK Ltd	Christmas pole motif lights 2019 - Installation	C273 - 22/01/2019	£575.00	£115.00	BACS
12/12/2019	Blachere illumination UK Ltd	Christmas pole motif lights 2019 - Switch On	C273 - 22/01/2019	£684.00	£136.80	BACS
12/12/2019	Screwfix Direct Ltd. & B&Q	Magnusson Tool Kit 40 piece	Fin. Regs. 4.1	£3.33	£6.66	BACS
13/12/2019	SWALEC / SSE	BH Electricity	C022 - 14/05/2019	£350.50	£17.52	Direct Debit
13/12/2019	SWALEC / SSE	AC Electricity	C022 - 14/05/2019	£37.46	£1.87	Direct Debit
16/12/2019	Lloyds Bank plc	Credit Card - November 2019 - Statement Reconciled as per Fin. Regs. 5.5	Fin. Regs. 6.20	£289.53	£0.00	Direct Debit
19/12/2019	Blachere illumination UK Ltd	Christmas pole motif lights 2019 - Removal	C273 - 22/01/2019	£368.00	£73.60	BACS
19/12/2019	Gompels Healthcare Ltd	Toilet rolls, blue roll, mop head, paper towels, gloves, etc	Fin. Regs. 4.1	£117.90	£23.60	BACS
20/12/2019	Internal Audit & Compliance Ltd.	Interim Internal Audit Fee for Financial Year 2019/20	Fin. Regs. 4.1	£308.75	£61.75	BACS
20/12/2019	Unique Signs	Steel sign for skate park to replace vandalised sign	Fin. Regs. 4.1	£180.00	£36.00	BACS
24/12/2019	SSE Contracting Ltd.	Street Lighting Maint. Contract Nov & Dec 2019	C022 - 14/05/2019	£448.49	£89.70	BACS
31/12/2019	Allstar Business Solutions Ltd.	Fuel Card - December 2019	C022 - 14/05/2019	£2.09	£0.42	Direct Debit
31/12/2019	Bath Community Transport	Transport for Christmas Party 2019	Fin. Regs. 4.1	£39.60	£0.00	BACS
01/01/2020	B&NES Council	Business Rates - Beacon Hall - January 2020	C022 - 14/05/2019	£282.00	£0.00	Direct Debit
01/01/2020	B&NES Council	Business Rates - Ashgrove Cemetery - January 2020	C022 - 14/05/2019	£161.00	£0.00	Direct Debit

Date of Invoice	Supplier Name	Details	Associated Minute/Regulation	Net Amount	VAT Amount	Payment Type
01/01/2020	Sage (UK) Limited	Online subscription for Sage 50 Accounts - January 2020	C022 - 14/05/2019	£41.00	£8.20	Direct Debit
02/01/2020	E-ON	RG Changing Rooms Electric	C022 - 14/05/2019	£306.51	£15.33	BACS
07/01/2020	C. Ogilvie-Davidson	Fuel Costs for Travel to NALC National Conference	PC027 - 30/07/2019	£43.47	£0.00	Cheque
08/01/2020	Printerland.co.uk	Toners for printer	C022 - 14/05/2019	£494.00	£98.80	BACS
10/01/2020	B&NES Council	Staff Salaries - Qtr. 3 - Oct - Dec 2019	C022 - 14/05/2019	£27,831.87	£21.60	BACS
13/01/2020	JEM Heating Services Ltd	Mechanical Services Maint Contract 01/02/20 to 31/01/21	Fin. Regs. 4.1	£217.00	£43.40	BACS
16/01/2020	Lloyds Bank plc	Credit Card - December 2019 - Statement Reconciled as per Fin. Regs. 5.5	Fin. Regs. 6.20	£347.59	£0.00	Direct Debit
				<b>£39,348.13</b>	<b>£1,712.41</b>	
17/11/2019	PSJPC - Bank Funds Transfer	Bank Transfer of Funds from Deposit to Current Account	Fin. Regs. 5.6 & 5.7	£40,000.00	£0.00	Auto.
04/01/2020	PSJPC - Bank Funds Transfer	Bank Transfer of Funds from Deposit to Current Account	Fin. Regs. 5.6 & 5.7	£25,000.00	£0.00	Auto.

## Appendix C263i – Planning Related Matters

### Purpose

To receive a report and make any associated decisions on the following planning related matters:

### Planning Decisions Issued by B&NES Council (for information only)

Since the last Full Council meeting on 17th December 2019, decisions have been received from B&NES Council on the following applications:

- i. Ref. **19/04688/FUL** - 33 Sunnyside View, Peasedown St. John, Bath, BA2 8JN - Erection of 2 storey side extension - Mr James Harper. **Permit** subject to the standard conditions.
- ii. Ref. **19/04775/FUL** - Land Adjacent To Kingswell, Eckweek Lane, Peasedown St. John, Bath - Erection of 3 bed detached house, double garage and workshop - Mr & Mrs Maughan. **Permit** subject to the standard conditions and also those relating to water efficiency, hard and soft landscaping, wildlife protection and enhancement, visibility splays, that vehicle access must be of a bound and compact material, archaeology and sustainable construction.
- iii. Ref. **19/04945/CONSLT** - Street Record, Bath Road, Peasedown St. John, Bath - Removal of public payphone service. (Kiosk at Bath Road, Peasedown St John BA2 8DJ) – BT Payphone. **No objections.**

### Planning Enforcement

Since the last Full Council meeting on 17th December 2019, the following enforcement matters are still in progress. Updates are being pursued by the Clerk. Any responses received will be reported at the meeting:

- i. **14/00806/UNAUTH** - Land behind site of Peasedown Community Farm, Dunkerton Hill, Bath – Unauthorised use/activity.
- ii. Parcels of land for sale (agreed development site ref. 17/00147/FUL) Land adjacent to Kingswell, Eckweek Lane, Peasedown St John – Parcels appear to be being sold individually.

### Planning Applications Not Invited to Comment (for information only)

Since the last Full Council meeting on 17th December 2019, applications validated by B&NES Council upon which the Parish Council is not invited to comment are as follows:

- i. Ref. **19/05511/COND** - Land Between Hillside View And Bath Road, Greenlands Road, Peasedown St. John, Bath - Discharge of conditions 15, 21 and 22 of application 12/05477/OUT allowed on appeal 3rd June 2014 (Erection of 89 dwellings (72 houses/17 flats) and 288 sq m of Class B1 floorspace. Provision of public open space (including allotments) and landscaping. 2 no. vehicular accesses from Greenlands Road. Undergrounding of existing overhead lines) – Curo Enterprise Limited.
- ii. Ref. **19/05515/COND** - Land Between Hillside View And Bath Road, Greenlands Road, Peasedown St. John, Bath - Discharge of conditions 1 and 3 for application 16/03829/RES (Approval of reserved matters with regard to outline application 12/05477/OUT allowed on appeal 3rd June 2014 for the erection of 89 dwellings (72 houses, 17 flats), provision of public open space and landscaping, 1 vehicular access from Greenlands Road, undergrounding of overhead lines.) – Curo Enterprise Limited.
- iii. Ref. **20/00039/COND** - 15 Greenlands Road, Peasedown St. John, Bath, BA2 8EZ - Discharge of conditions 5,6,7,8 and 9 of application 18/03836/OUT (Erection of 3 no. dwellings (Outline application with access to be determined and all other matters reserved)) – Mr L. Gould.

Since the last Full Council meeting on 17th December 2019, applications determined by B&NES Council upon which the Parish Council is not invited to comment are as follows:

- i. None.

Since the last Full Council meeting on 17th December 2019, applications pending determination by B&NES Council upon which the Parish Council was not invited to comment are as follows:

- i. Ref. **19/05273/COND** - Land Between Hillside View And Bath Road, Greenlands Road, Peasedown St. John, Bath, - Discharge of conditions 4 (drainage scheme), 5 (outfall culvert), 6 (watercourse and drainage management), 7 (foul drainage strategy), 9 (archaeological

evaluation), 16 (contamination assessment), 17 (contamination remediation scheme) and 20 (contamination monitoring) of application 12/05477/OUT (Erection of 89 dwellings (72 houses/17 flats) and 288 sq m of Class B1 floorspace. Provision of public open space (including allotments) and landscaping. 2 no. vehicular accesses from Greenlands Road. Undergrounding of existing overhead lines) – Curo Enterprise Ltd.

**Planning Appeals** (for information only)

Since the last Full Council meeting on 17th December 2019, the following appeals were lodged/determined:

- i. None.

Since the last Full Council meeting on 17th December 2019, the following appeals are in progress:

- i. **Appeal In Progress** Ref: **19/00067/RF** – (planning application ref. **19/03190/FUL**) - Cleeves Cottage, Gassons, Peasedown St. John, Bath - Partial change of use from garage/workshop (B2) to residential (C3) - Appellant: Mr J Walter.

**Planning Applications Pending Decision** (for information only)

The following applications are still awaiting a decision by B&NES Council:

- i. Ref. **19/05100/M6A** - Land Between Hillside View And Bath Road, Greenlands Road, Peasedown St. John, Bath, - Application to modify a planning obligation contained in the Unilateral Undertaking (as amended) pursuant to Outline Planning Consent 12/05477/OUT – Curo.
- ii. Ref. **19/05224/FUL** - 11 Eckweek Lane, Peasedown St. John, Bath, BA2 8PW - Replace existing felt flat roof on detached single garage with new pitched roof – Mr Edgell.
- iii. Ref. **19/05265/FUL** - Land Adjacent To Kingswell, Eckweek Lane, Peasedown St. John, Bath, - Erection of detached house and garage on land adjacent to Kingswell. (Resubmission). – Mr & Mrs Connor.
- iv. Ref. **19/05299/FUL** - 4 Camvale, Peasedown St. John, Bath, BA2 8AG - Loft conversion with rear facing dormer windows - Mrs Tracey Wilmot.

**Planning Applications for Neighbouring Parishes**

Since the last Full Council meeting on 17th December 2019 the following application from a neighbouring parish has been identified as potentially having an impact on Peasedown St John:

- None yet specified – please see attached the following weekly lists of all applications:
  - No. 51 – week commencing 16<sup>th</sup> December 2019
  - No. 52 – week commencing 23<sup>rd</sup> December 2019
  - No. 01 – week commencing 30<sup>th</sup> December 2019
  - No. 02 – week commencing 6<sup>th</sup> January 2020
  - No. 03 – week commencing 13<sup>th</sup> January 2020.