

Minutes of the Annual Village Meeting, held on Tuesday 4th April 2017 at 7pm at the Beacon Hall, French Close, Peasedown St John, BA2 8SN

DRAFT

Present:

Mrs Barbara Bailey,
Mr John Bailey,
Cllr Sarah Bevan (B&NES Ward Councillor)
Mr Calvin Bird
Mr Aubrey Chegwyn,
Mrs Kate Chegwyn,
Mr Percy Clark (Peasedown Athletic Football Club),
Cllr Tom Clifford (Peasedown St John Parish Council),
Cllr Jo Davis (Peasedown St John Parish Council),
Mr David Dixon (B&NES Council Community Engagement Manager),
Mr Andrew Fraser,
Cllr Ian Gilchrist (Bath & N E Somerset Council),
Cllr Stephen Goodwin (Peasedown St John Parish Council),
Mr Mike Illott,
Mrs Viv Illott,
Cllr Ray Love (Peasedown St John Parish Council).
Cllr Simon Kidd (Peasedown St John Parish Council),
Cllr Andy Larcombe (Peasedown St John Parish Council),
Cllr Claire Parfitt (Peasedown St John Parish Council),
Cllr Jonathan Rich (Peasedown St John Parish Council),
Cllr Kathy Thomas (Chair, Peasedown St John Parish Council),
Cllr Karen Walker (Peasedown St John Parish Council/B&NES Ward Councillor),
Mrs Pam Wright

Parish Council Staff: James Murtagh, Deborah Parish and Tanya West (apologies from Tracey Edge, due to illness).

Plus, approximately 40 members of the public.

1. Welcome

The Chair of the Parish Council welcomed those present, including Cllr Sarah Bevan (B&NES Ward Councillor), Mr David Dixon (B&NES Council Community Engagement Manager), Cllr Ian Gilchrist (Bath & N E Somerset Council), Cllr Karen Walker (B&NES Ward Councillor) together with members of the Parish Council, other invited guests and speakers and the village residents present at the meeting.

2. Parish Councillors

There are currently 16 Parish Councillors. In May 2016, Sarah Bevan and Andrew Fraser both resigned, a by-election was held in August 2016 and these vacancies were filled by Cllrs. Nathan Hartley and Ray Love.

Lesley Mansell resigned in January 2017 and the resulting vacancy is still open.

The Chair introduced the Parish Councillors present at the meeting – Cllrs Tom Clifford, Jo Davis, Stephen Goodwin, Simon Kidd, Andrew Larcombe, Ray Love, Claire Parfitt, Jonathan Rich and Karen Walker. She went on to thank all Councillors for the many hours of work undertaken in the past year.

3. Volunteers

The Chair thanked the following who have helped with planting, tidying and running the allotments, snow clearance, checking up on Beacon Hall and delivering newsletters:

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Barbara Bailey, John Bailey, Calvin Bird, Dianne Bird, Aubrey Chegwyn, Ken Coles, Jonathan Howitt, Mike Illott, Bill Jones, Dave Jones, Gil Jones, Clive Parfitt, Corey Parfitt, Jill Souter, Jane Whatley.

4. **B&NES Ward Councillors** – Thanks were offered to Cllrs Sarah Bevan Karen Walker.
5. **Police** – Thanks were offered to Police Community Support Officers Louise Jones and Tony McIntosh and Police Constable Matthew Bendall.
6. Thanks were offered to other organisations of benefit to the village, including:
 - **Local Businesses**
 - **School Governors**
 - **Organisations that provide for education, recreation and religious activities**
 - **Uniformed organisations**
 - **Many more individuals and groups many of whom work on a charitable basis.**
7. **Apologies for absence** had been received from: Bath Audi (Manager), PC Matthew Bendall (Avon & Somerset Police), Dominika Bevan (Laurel Farm Kindergarten), Cllr Rod Bridges, Cllr Mandy Clarke, Cllr Richard Clarke, Cllr Nathan Hartley, Revd. Michelle Ireland (Peasedown St John Methodist Church), PCSO Louise Jones (Avon & Somerset Police), Cllr Jordan Ness, Adrian Phillips (Peasedown Park Rangers FC), Nina Phillips (Peasedown Guides), Jacob Rees-Mogg MP, Mrs Gabrielle Stanley (Zumba, Beacon Hall), Cllr Jackie Withers (Shoscombe Parish Council), Jane Whatley (Braysdown Allotments Committee).
8. **Minutes of the Annual Village Meeting held on Tuesday 19th April 2016**
Minutes of the previous Annual Village Meeting held on Tuesday 19th April 2016 had been circulated in advance. They had previously been agreed as a true and correct record of the meeting at the Full Council meeting of 17th May 2016 (minute C004 – 17/05/2016, refers); this decision was ratified at the Annual Village Meeting accordingly.
9. **Report from Peasedown St. John Parish Council Chairs of Council and Standing Committees including a statement on the un-audited Parish Council accounts for the year ending 31st March 2016**
The Chair summarised some of the work carried out by the Parish Council in the preceding year. The slides from this presentation are attached as an appendix to these minutes.

Report from the Finance & Amenities Committee

Given by Cllr Andrew Larcombe, Chair of the Finance & Amenities Committee.

Project and maintenance work on:

- **Ashgrove Cemetery**; including screening of the lower car park, further improvements to the memorial garden and repairs to the cemetery wall.
- **Braysdown Allotments**; including first allotment barbeque, allotment clean-up day and seedling exchange/storage area.
- **Beacon Hall**; including painting of the entrance hallway and a new pressurised water tank.
- **Recreation Ground**; including continued maintenance of the football facilities and resolving issues with the play equipment.
- **Planting** on roundabouts and verges.

As in previous years the council awarded grants to organisations of benefit to the residents of Peasedown St John. These were:

- Swan Transport – Access to Health (community transport service);
- PCC of Peasedown St John (for maintenance of St John's Church graveyard);

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- Golden Years – 3-day Holiday at Home;
- SJs Holiday Club (St. John's Church);
- Peasedown Social & Wellbeing Group (for the purchase of craft materials)
- Braysdown Allotment Holders Committee – BBQ

The council also awarded the following grants for community events:

- Sponsorship of entertainment/bands at Party in the Park
- Annual firework display at Peasedown St John Cricket Club.

The Community Grants window for 2016-17 is now open; application forms are available at this meeting and the closing date for applications is 12 noon on Friday 29th April 2017.

Un-audited Accounts for the Year Ending 31st March 2017:

Cllr Andrew Larcombe gave a brief statement on the un-audited accounts for the year ending 31st March 2017. The accounts will be available to view in the Parish Office after the Full Council meeting on 16th May 2017, as in accordance with the notice of appointment of date for the exercise of electors' rights.

Report from the Planning & Environment Committee

Given by Cllr Karen Walker, Chair of the Planning & Environment Committee.

Since the Annual Full Council meeting in May 2016, the Planning & Environment Committee had met twice (with a further meeting scheduled for this Thursday). This year, the majority of planning applications being considered by the Planning & Environment Advisory Panel who provided their recommendations to Full Council.

A total of 34 planning applications had been considered so far this year, and attendance at Committee and Advisory Panel meetings equates to approximately 55 councillor hours spent at these meetings. Additional hours had also been spent on site visits.

Apart from commenting on planning applications, the Committee has been working on the following areas:

B&NES Council's Placemaking Plan and Open Green Spaces Strategy:

In January, the Planning & Environment Advisory Panel reviewed the Schedule of Main Modifications to the submitted Placemaking Plan, and Full Council approved their recommendation to comment as follows: *"We acknowledge the report and take this opportunity to comment that over the past 25 years Peasedown St John has had sufficient large scale residential development."*

Project work on:

- **Grit Bins/Winter Support** - The Parish Council's original grit bins have been supplemented this year with additional bins installed at Braysdown Lane and Morgan Way.
- **Notice Boards** - The replacement notice board project is almost finished. New notice boards have been installed in Orchard Way and at the Methodist Church on Bath Road. Following some problems with the supplier, a new notice board should be installed at the Tump in Carlingcott, shortly.
- **Signage** - Signage at the entrances to Parish Council land are currently being produced, and will be erected soon after.
The information boards element of the signage project was revisited this year. A revised proposal has been agreed with small signs identifying points of interest, complete with QR codes to provide further information, all linked to mapped walking routes around the village.
- **Waste Bins** - This project was largely completed last year, however, there is still one bin remaining, and residents with suggestions for where this could be located are invited to contact the Parish Office.

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Report from the Policy & Personnel Committee

Given by Cllr Jonathan Rich, Chair of the Policy & Personnel Committee.

Since the Annual Full Council meeting in May 2016, the Policy & Personnel Committee has met 4 times (which equates to approximately 56 councillor hours spent at these meetings). The Personnel Sub-Committee has met 4 times. In addition to this, the Policy & Personnel Advisory Panel has also met several times.

The two Committees have considered various matters including:

- **Staff and councillor Training** - Various training has been undertaken during the year; some in-house and some off-site. Examples were a 'Good Councillor Training Session' in November 2016 and the staff qualification required for continued servicing/maintenance of the play areas.
- **ICT improvements** - Cllr Simon Kidd had been instrumental in improving the office ICT arrangements - for which he was offered a vote of thanks. This year, the roll out to all councillors of MS Office 365 would continue, including a SharePoint platform to enable all councillors to access controlled documents such as Standing Orders and the Actions Register to find out what progress is being made on tasks. All councillors have also been supplied with a Parish council email address. These will shortly be published on our website. This new arrangement will allow Advisory Panels to work together more easily using shared documents.
- **Review of Standing Orders and Risk Register** - The Standing Orders have been reviewed and a meeting to consider feedback will take place later this month to determine a final draft to be presented to Full Council. Similarly, the Risk Register is also being reviewed and a more streamlined approach is being adopted.
- **Staff** - The committee/sub-committee has delegated responsibility for Parish Council staff, who are currently: Tanya West, Debbie Parish, Tracy Edge, Jim Murtagh and Chris Champion. A vote of thanks was offered to the staff for the work that they do.
All staff job descriptions have been reviewed this year, to better align them with their roles and to make for clearer reporting.
The Parish Council is currently advertising for an Assistant Caretaker (having interviewed for this position towards the end of last year, but unfortunately the person appointed to the job was no longer able to take it on). Residents who know of anybody who might be interested should please ask them to contact the Clerk.
- **Communications –**
 - **Website:** the new-look Parish Council website is due to go-live soon. This, combined with the recent transfer to fibre broadband will help to ensure that up-to-date minutes and agendas are available.
 - **Newsletter:** the name has recently been changed to "Your Newsletter". The Policy and Personnel Committee will be looking again at delivery options, as a result of problems with the current service. Residents are asked to contact the Parish Office if they have not received their copy.
- **Other issues that have been (or are being) considered by the Policy & Personnel Committee –**
 - Councillor Expenses Policy
 - Health & Safety Audit
 - Review of Standing Orders
 - Classification of confidential items
 - Correspondence logs
 - Information Retention Policy.

[The meeting was paused for a 15-minute refreshment break.]

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10. Questions for the Chair

Question 1

Related to the labour cost of the Parish Council as a percentage of the overall annual income and requested an explanation of what this is being spent on and who is monitoring it?

Question 2

Related to consideration of the proposals from B&NES Council regarding applying a traffic restriction of 'no parking at any time' to sections of road in the village. This was discussed at the February Full Council meeting.

The full questions together with the responses are attached as an appendix to these minutes.

11. Presentations with a focus on Housing

- a) **Laurence Lindsay & Sam Carver**, Senior Housing Practitioner, Bath & N E Somerset Council Homesearch Team: to explain their role and how social housing is allocated.
Some of the information they provided is attached as an appendix to these minutes.
- b) **Julie Evans**, Director of Tenancy Services, CURO Group: to talk about managing CURO's homes.
The slides from this presentation are attached as an appendix to these minutes.

12. Annual Peppercorn Ceremony for the rent of the Beacon Hall and Field

Cllr Ian Gilchrist, former Chair of B&NES Council, received the "peppercorn rent" for the Beacon Hall and Field for the coming year from Cllr Kathy Thomas, Chair of the Parish Council.

The meeting concluded at 9.15pm.