



## PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN  
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9<sup>th</sup> June 2021

### To Councillors:

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

You are hereby summoned to attend the Full Council meeting of Peasedown St John Parish Council at **Beacon Hall** on **Tuesday 15<sup>th</sup> June 2021 at 7.00pm** for the purpose of transacting the business detailed below.

Tanya West  
Parish Clerk & RFO

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## AGENDA

### Meeting of the Full Council

7.00pm

**Public Session** - 10 minutes at which **members of the public can attend to express their view on matters relevant to this agenda or the parish in general**. Please be aware that if matters are raised not related to this agenda, they cannot be further discussed by the Council at this meeting but may be considered at a later meeting. Once the meeting has been opened, then only members of the Council may speak, unless officially adjourned for specific reason. Members of the public are welcome to stay and observe the rest of the meeting (apart from those items which state they will be discussed in closed session).

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For members of the public wishing to observe the meeting or to raise a question/speak during the public session, you may join the meeting online or via the telephone as due to Coronavirus restrictions numbers permitted in Beacon Hall are restricted.

### Learn how to join a meeting via a computer or mobile device

To join our meeting on your computer or mobile device the hyperlink and details can be found on the home page of the Parish Council website.

Or dial into our meeting using a telephone

- Phone: +44 20 3855 5887
- Meeting Conference ID: 989 610 651#

We kindly ask that you please join the meeting 10 minutes early so then we can resolve any access issues before the meeting starts [please telephone 07583 091284 if you have problems accessing the meeting].

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Please be aware that this Parish Council meeting will be recorded, in accordance with the Openness of Local Government Bodies Regulations 2014.

Due to the nature of this meeting, being remote for members of the public and face to face for councillors, then an **attendance roll call** will be undertaken at the start of the meeting.

<p><b>C028 – 15/06/2021                      Attendance Roll Call and Declarations of Interest</b> To action the attendance register and to receive any declarations of Members' Interests in any item on the agenda, which have not already been disclosed to the Monitoring Officer. <b>Members are reminded of their obligation to declare any interests they may have in any issues arising at the meeting which might conflict with the business of the council and how these interests impact on their involvement with discussions and voting.</b></p>	<p><b>3 min</b> 7.13pm</p>
<p><b>C029 – 15/06/2021                      Attendance and Apologies for Absence</b> To note the update on councillor meeting attendance throughout the 2021-22 Council year. To receive and note any apologies for absence for this meeting.</p>	<p><b>2 min</b> 7.15pm</p>
<p><b>C030 – 15/06/2021                      Minutes</b> i. To <b>resolve</b> to approve the minutes of the <b>Full Council</b> meeting held on 22<sup>nd</sup> April 2021. ii. To <b>resolve</b> to approve the minutes of the <b>Full Council</b> meeting held on 18<sup>th</sup> May 2021. iii. To sign the above listed minutes.</p>	<p><b>2 min</b> 7.17pm</p>
<p><b>C031 – 15/06/2021                      Clerk's Report</b> To receive, for information, a report from the Clerk on any outstanding actions from the last meeting, or items of particular note or feedback requested via Planner.</p>	<p><b>3 min</b> 7.20pm</p>
<p><b>C032 – 15/06/2021                      Items for Urgent Report</b> Items which have been brought to the attention of the Chair, prior to the meeting, and that, in her opinion, should be reported on as a matter of urgency.</p>	<p><b>2 min</b> 7.22pm</p>
<p><b>C033 – 15/06/2021                      Planning Related Matters</b> A. To <b>resolve</b> to determine the Parish Council's official response regarding the following planning applications: i. Reference: <b><u>21/02513/FUL</u></b> Address: <b>62 Carlingcott</b>, Carlingcott, Bath, BA2 8AP Proposal: Erection of a two storey rear extension. Applicant: Mrs Carol Galpin – 18/06/2021 ii. Reference: <b><u>21/02538/FUL</u></b> Address: <b>64 Carlingcott</b>, Carlingcott, Bath, BA2 8AP Proposal: Erection of a single storey rear extension. Applicant: Mrs Carol Galpin – 18/06/2021 iii. Reference: <b><u>21/02403/FUL</u></b> Address: <b>59 Under Knoll</b>, Peasedown St. John, Bath, BA2 8TY Proposal: Erection of single storey rear extension following demolition of existing conservatory. Applicant: Mrs Susan Watkins – 15/06/2021 iv. Reference: <b><u>21/01428/FUL</u></b> – Revised Information Address: <b>Land Between Stowborough Cottages and Highfield Road</b>, Greenlands Road, Peasedown St. John, Bath Proposal: Erection of a pair of semi-detached bungalows Applicant: Mrs A Gould. v. Reference: <b><u>21/02526/FUL</u></b> Address: <b>17 Ashgrove</b>, Peasedown St. John, Bath, BA2 8EB Proposal: Erection of two storey and single storey rear extension raise rear lean-to walls and replace rear lean-to roof with new pitched roof Applicant: H. Bowker and C. Lewis.  B. To receive a report on the following: i. Planning decisions issued by B&amp;NES Council. ii. Planning enforcement matters.</p>	<p><b>15 min</b> 7.37pm</p>

<p>iii. Planning applications not invited to comment / appeals / pending applications / applications from neighbouring parishes.</p> <p>iv. Progress on the Greenlands Road development of 89 dwellings.</p>	
<p><b>C034 – 15/06/2021                      Outside Bodies</b></p> <p>To note the report on any forthcoming meetings or feedback from meetings attended since the last Full Council meeting.</p>	<p><b>2 min</b> 7.39pm</p>
<p><b>C035 – 15/06/2021                      Assets</b></p> <p>To resolve to review and adopt the inventory of land and assets including buildings and office equipment. To also receive an update on the annual asset verification exercise.</p>	<p><b>5 min</b> 7.44pm</p>
<p><b>C036 – 15/06/2021                      Policies &amp; Strategic Documents</b></p> <p>To consider the following recommendations from the <b>Executive Committee</b> and <b>Personnel Committee</b> following the review of policies at their meetings:  <i>It was <b>resolved</b> to recommend to Full Council that the Formal Complaints Procedure is readopted with the change to the Chairman's email address.</i>  <i>It was <b>resolved</b> to agree in principle for the Parish Council to adopt a Safeguarding Policy, and that a revised draft policy would be presented for review by the Personnel Committee at their meeting on 8<sup>th</sup> June 2021 with a view to it being fully adopted at the Full Council meeting on 15<sup>th</sup> June 2021.</i></p>	<p><b>4 min</b> 7.48pm</p>
<p><b>C037 – 15/06/2021                      Council Committee Updates</b></p> <p>To receive the minutes for the from the following Committees which have met since the last Full Council meeting:  <b>Executive Committee Meeting held on 1<sup>st</sup> June 2021.</b>  Recommendations under minute <b>EC008 – 01/06/2021 Order of Know Business</b> are detailed below:  <i>It was <b>resolved</b> to recommend to Full Council to proceed with option 3 for the <b>Braysdown Allotment boundary fence repairs</b>, at a cost of £2,500 plus VAT, with an additional sum, of up to £800 plus VAT to repair the holes in the hedge on the Colliery Lane boundary with this additional sum to be deducted from General Reserves.</i>   <b>Coal Mining Carts Floral Planters</b> – <i>The planters were installed in May and will be planted up with flowers in June. Invoices are yet to be received; however, it was reported the original budget did not include funds to cover the cost of the installation of the hard-core bases. It was <b>resolved</b> to recommend to Full Council that the additional expenditure (currently £428.24) required for the creation of the mining cart planter bases is deducted from General Reserves.</i>   <b>Electronic Devices &amp; Accessories for Councillors</b> – <i>All laptops and equipment had now been issued to those councillors who had requested them. It was <b>resolved</b> to recommend to Full Council that the remaining balance of £289.87 for this project is returned to General Reserves.</i>   <b>Waste bins</b> – <i>All bins under this project have now been installed. It was <b>resolved</b> to recommend to Full Council that the £26.58 overspend on this project is deducted from General Reserves.</i>   <b>Covid related matters</b> – <i>It was <b>resolved</b> to recommend to Full Council that once the Covid related restrictions and legislation is lifted any remaining balance for this item is returned to General Reserves.</i>   <b>Accessible Allotment Plot at Braysdown Allotments</b> – <i>The works are now complete although some invoices are still to be received. It was <b>resolved</b> to recommend to Full Council that any remaining balance on this project is returned to General Reserves once all invoices have been received.</i>   <b>Personnel Committee Meeting held on 8<sup>th</sup> June 2021.</b>  Recommendation considered under item C036 – 15/06/2021.   To receive nominations and to appoint a member to fill the vacancy on the <b>Burial Committee</b>.</p>	<p><b>8 min</b> 7.56pm</p>
<p><b>C038 – 15/06/2021                      Financial Matters &amp; Schedule of Payments</b></p> <p>In accordance with the Financial Regulations:  i. To review and <b>resolve</b> to approve the schedule of payments and ratify those already made in relation to the accounts for year ending 31<sup>st</sup> March 2022.</p>	<p><b>2 min</b> 7.58pm</p>

<b>C039 – 15/06/2021</b>	<b>Internal Audit</b>	<b>5 min</b>
To receive update on the Internal Audit for the financial year ending 31st March 2021.		8.03pm
<b>C040 – 15/06/2021</b>	<b>Annual Governance Statement for 2020-21</b>	<b>10 min</b>
To consider and approve the Annual Governance Statement in relation to the Annual Governance and Accountability Return for the financial year ending 31st March 2021.		8.13pm
<b>C041 – 15/06/2021</b>	<b>End of Year Accounts for 2020-21</b>	<b>15 min</b>
To consider and approve the accounts for year ending 31st March 2021. To include:		8.28pm
<ul style="list-style-type: none"> <li>➤ Review on financial spend against budget for the fourth quarter of the 2020/21 financial year, in accordance with Standing Order 17c.</li> <li>➤ Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972.</li> <li>➤ Summary of those budgets being amended or carried forward from 2020/21 to 2021/22.</li> <li>➤ Summary of General and Ear Marked Reserves and Committed Expenditure.</li> </ul>		
<b>C042 – 15/06/2021</b>	<b>Order of Known Business</b>	<b>5 min</b>
To note the report on progress and the expenditure in relation to the Order of Known Business for the 2020-21 council year and the 2021-22 council year. Also, of the previously agreed larger operational projects.		8.33pm
<b>C043 – 15/06/2021</b>	<b>Additional Group of Planters on Orchard Way</b>	<b>10 min</b>
To review the proposals for the alternative planters for Orchard Way as raised at the April Full Council meeting [minute C585 - 15/06/2021 refers].		8.43pm
<b>C044 – 15/06/2021</b>	<b>Advisory Panel Updates</b>	<b>20 min</b>
A. To note the summary report of Advisory Panel meetings held in the current Council year along with attendance numbers.		9.03pm
B. To note the reports from the following Advisory Panels - any recommendations or motions raised requiring resolution are specified below:		
i. <b>Beacon Hall Coronavirus Secure Advisory Panel</b> – Meeting held on Monday 14 <sup>th</sup> June 2021 at 7.30pm*.		
ii. <b>Beacon Philosophers Area Advisory Panel</b> – Meeting held on Thursday 10 <sup>th</sup> June 2021 at 6.30pm*.		
iii. <b>Digital Transformation Strategy Advisory Panel</b> – Tuesday 25 <sup>th</sup> May 2021 at 6.30pm.		
iv. <b>Streetlighting Advisory Panel</b> – Meeting held on Thursday 10 <sup>th</sup> June 2021 at 7.30pm*.		
*Indicates meeting held after issuing of the agenda so recommendations will be presented at the meeting/included within the pre-reading.		
C. To note the scheduled forthcoming meetings for the following Advisory Panels:		
i. <b>Christmas Lights Advisory Panel</b> – To be determined.		
ii. <b>Clerk Liaison Panel</b> – Wednesday 7 <sup>th</sup> July 2021 at 12.00noon.		
iii. <b>Climate and Environment Advisory Panel</b> – Thursday 17 <sup>th</sup> June 2021 at 7.30pm.		
iv. <b>Digital Transformation Strategy Advisory Panel</b> – To be determined.		
v. <b>Executive Committee Advisory Panel</b> – Tuesday 13 <sup>th</sup> July 2021 at 7.00pm.		
vi. <b>Operation London Bridge Advisory Panel</b> – To be determined.		
vii. <b>Parish Map and Signage Project</b> – To be determined.		
viii. <b>Tree Planting &amp; Natural Environment Advisory Panel</b> – To be determined.		
<b>C045 – 15/06/2021</b>	<b>Correspondence, Complaints &amp; Issues</b>	<b>5 min</b>
To review 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. To include:		9.08pm
➤ Peasedown Environment Group – Cycling Survey – update following response.		
<b>C046 – 15/06/2021</b>	<b>Ashgrove Cemetery</b>	<b>1 min</b>
To receive a report on interment and memorial applications received since the last Full Council meeting.		9.09pm

<b>C047 – 15/06/2021</b>	<b>Coronavirus Update</b>	<b>5 min</b> 9.14pm
To receive update and make associated decisions following advice from the Government, Public Health and NALC guidelines regarding Coronavirus in relation to Parish Council facilities and services.		
<b>C048 – 15/06/2021</b>	<b>Resolution Relating to Confidential Nature</b>	<b>1 min</b> 9.15pm
To pass a resolution that in accordance with Standing Order 3c in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw. Please note that members of the public will be asked to leave the meeting at this point.		
<b>C049 – 15/06/2021</b>	<b>Update - Staffing Matters</b>	<b>10 min</b> 9.25pm
Opportunity to privately discuss staffing matters, if required.		
<b>C050 – 15/06/2021</b>	<b>Resolution to Revert to Public Session</b>	<b>1 min</b> 9.26m
To pass a resolution that the meeting is put back into public session.		
<b>C051 – 15/06/2021</b>	<b>Future Agenda Items &amp; Cllr Questions</b>	<b>2 min</b> 9.28pm
Opportunity to provide the Clerk with requests for possible future agenda items and to raise questions on items not otherwise covered on the agenda.		
<b>C052 – 15/06/2021</b>	<b>Date and Time of Next Meeting</b>	<b>1 min</b> 9.29pm
The next meeting of the Full Council is scheduled to be held on Tuesday 20 <sup>th</sup> July 2021 at 7pm at the Beacon Hall.		