



## PEASEDOWN ST JOHN PARISH COUNCIL

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

6<sup>th</sup> April 2022

### 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 12<sup>th</sup> April 2022 at 7.00pm** for the purpose of transacting the business detailed below.

Tanya West  
Parish Clerk & RFO

## AGENDA

### Meeting of the Full Council

7.00pm

Please be aware that this Parish Council meeting may be recorded, in accordance with the Openness of Local Government Bodies Regulations 2014. We kindly ask that anybody intending to record the meeting please inform the Chair or Clerk beforehand in order that any necessary arrangements can be made [particularly in order to satisfy the protection of children, the vulnerable and other members of the public who actively object to being filmed].

**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).

<b>C249 – 12/04/2022</b>	<b>Attendance Roll Call and Declarations of Interest</b>	<b>3 min</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>		7.13pm
<b>C250 – 12/04/2022</b>	<b>Attendance and Apologies for Absence</b>	<b>2 min</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.		7.15pm

<p><b>C251 – 12/04/2022 Minutes</b></p> <p>i. To <b>resolve</b> to approve the minutes of the <b>Full Council</b> meeting held on 15<sup>th</sup> February 2022.</p> <p>ii. To <b>resolve</b> to approve the minutes of the <b>Full Council</b> meeting held on 15<sup>th</sup> March 2022.</p> <p>iii. To <b>resolve</b> to approve the minutes of the <b>Burial Committee</b> meeting held on 22<sup>nd</sup> June 2021.</p> <p>iv. To sign the above listed minutes.</p>	<p><b>6 min</b> 7.21pm</p>
<p><b>C252 – 12/04/2022 Clerk’s Report</b></p> <p>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. Also, to receive report and roadmap for the Council to achieve the General Power of Competence.</p>	<p><b>4 min</b> 7.25pm</p>
<p><b>C253 – 12/04/2022 Items for Urgent Report</b></p> <p>Items which have been brought to the attention of the Chair, prior to the meeting, and that, in their opinion, should be reported on as a matter of urgency.</p>	<p><b>2 min</b> 7.27pm</p>
<p><b>C254 – 12/04/2022 Planning Related Matters</b></p> <p>A. To <b>resolve</b> to determine the Parish Council’s official response regarding the following planning applications:</p> <p>i. Reference: <b><u>21/05622/FUL</u></b> Address: <b>36 Naishes Avenue</b>, Peasedown St. John, Bath, BA2 8TW. Proposal: Erection of a two-storey side extension and single storey rear extension (Resubmission). Applicant: Mr Daniel Hillier.</p> <p>ii. Reference: <b><u>22/01322/TEL</u></b> Address: <b>Street Record, Wellow Lane</b>, Peasedown St John, Bath. Proposal: Telecommunications installation of a 15.0m Phase 9 Super Slimline Monopole and associated ancillary works. Applicant: CK Hutchison Networks (UK) Ltd</p> <p>B. To receive a report on the following:</p> <p>i. Planning decisions issued by B&amp;NES Council.</p> <p>ii. Planning enforcement matters.</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>C. <b>Public Rights of Way</b> To receive update regarding the change to the Public Rights of Way network in respect of <b><u>Public Footpath BA19/22</u></b>, at Skylark Farm, in the Parish of Peasedown St John.</p>	<p><b>13 min</b> 7.40pm</p>
<p><b>C255 – 12/04/2022 Memorial Trees and Benches Policy</b></p> <p>To review and to determine the draft Memorial Trees and Benches Policy for adoption. To include consideration of request for a memorial tree to be located on the Recreation Ground.</p>	<p><b>5 min</b> 7.45pm</p>
<p><b>C256 – 12/04/2022 Financial Matters &amp; Schedule of Payments</b></p> <p>In accordance with the Financial Regulations and Standing Orders:</p> <p>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>ii. 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 2023.</p> <p>iii. To review the report on General and Ear Marked Reserves and Committed Expenditure and make any associated decisions for the transfer of funds from Reserves for various projects to progress.</p> <p>iv. To consider any budgets which require to be carried forward from the 2021/22 financial year to the 2022/23 financial year.</p>	<p><b>8 min</b> 7.53pm</p>

<p><b>C257 – 12/04/2022                      Community Grants</b> To receive update on the Community Grant awards for 2021/22 and to determine the application from Peasedown Scouts for shelving units, previously discussed under minutes C122 – 19/10/2021; F&amp;A054 – 04/01/2022 and C192 – 18/01/2022.</p>	<p><b>5 min</b> 7.58pm</p>
<p><b>C258 – 12/04/2022                      Order of Known Business, Project Budgets and EMR</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.</p>	<p><b>2 min</b> 8.00pm</p>
<p><b>C259 – 12/04/2022                      Council Committee Updates</b> To receive updates, and make associated decisions on any recommendations raised at the following meetings, which have met since the last Full Council meeting: <b>Burial Committee</b> – Advisory Panel meeting held on 17<sup>th</sup> March 2022. <b>Personnel Committee</b> – Committee meeting held on 22<sup>nd</sup> March 2022.</p>	<p><b>4 min</b> 8.04pm</p>
<p><b>The meeting will be adjourned for a 10-minute comfort break.</b></p>	
<p><b>C260 – 12/04/2022                      Advisory Panel Updates</b> A. To note the summary report of Advisory Panel meetings held in the current Council year along with attendance numbers.  B. To note the reports from the following Advisory Panels - any recommendations or motions raised requiring resolution are specified below: i. <b>Civic Events Advisory Panel</b> – Meeting held on Thursday 31<sup>st</sup> March 2022 at 7.30pm. Update on the planning of the events to celebrate the Queen’s Platinum Jubilee on 2<sup>nd</sup> June 2022. ii. <b>Clerk Liaison Panel</b> – Meeting held on Wednesday 6<sup>th</sup> April 2022 at 6.00pm. To receive update on current workload, staff objectives and training. iii. <b>Executive Committee Advisory Panel</b> – Meeting held on Tuesday 5<sup>th</sup> April 2022 at 7.00pm. To consider recommendations regarding project and workload priorities. Also, to vote on the following <b>motion</b>: <i>To resolve to instruct the Clerk that after detailed discussions at both Finance &amp; Amenities, &amp; Full Council meetings the following amounts are moved from the Committed Expenditure into General Reserves:</i> 1. £1000.00 from the Asset Signage Project. 2. £1000.00 from the Refurbishment of the Telephone Kiosks. 3. £4000.00 from the Recreation Ground Improvements. <i>Proposed by: Cllr Andy Larcombe</i> <i>Seconded by: Cllr Jo Davis</i> iv. <b>Jubilee Garden Advisory Panel</b> – Site meeting with contractor on Wednesday 16<sup>th</sup> March 2022 - update on the progress of the project to be provided. v. <b>Persimmon Land Transfer Advisory Panel</b> – No meeting held but an update on the progress of the project to be provided. vi. <b>Recreation Ground Improvements Advisory Panel</b> – No meeting held but an update on the progress of the project to be provided.  C. To note the scheduled forthcoming meetings for the following Advisory Panels: i. <b>Civic Events Advisory Panel</b> – Thursday 5<sup>th</sup> May 2022 at 7.30pm. ii. <b>Clerk Liaison Panel</b> – Wednesday 4<sup>th</sup> May 2022 at 6.00pm. iii. <b>Digital Transformation Strategy Advisory Panel</b> – Tuesday 19<sup>th</sup> April 2022 at 7.00pm. iv. <b>Executive Committee Advisory Panel</b> – Tuesday 3<sup>rd</sup> May 2022 at 7.00pm.</p>	<p><b>10 min</b> 8.24pm</p>
<p><b>C261 – 12/04/2022                      Tea Hut and Toilet Unit at the Recreation Ground</b> Following discussions at meetings of the Football Club Liaison Advisory Panel and the Finance &amp; Amenities Advisory Panel, to receive a report on proposals for the installation of a tea hut and toilet unit at the Recreation Ground. Also, to vote on the following <b>motion</b>:</p>	<p><b>15 min</b> 8.39pm</p>

<p><i>To <b>resolve</b> that Peasedown St John Parish Council undertakes the erection of a tea hut and Equality Act compliant toilet unit at the Miners' Welfare Recreation Ground under the following requirements:</i></p> <ul style="list-style-type: none"> <li>➤ <i>The units to be run in accordance with the conditions of the Charity Commission Scheme Document (Charity Trust minute CT019 – 15/02/2022 refers).</i></li> <li>➤ <i>That the funding of this project is deducted from General Reserve (using the underspend from the 2021/22 financial year) up to an overall cost of £29,000 net.</i></li> <li>➤ <i>That the units are purchased from Portable Space Ltd.</i></li> <li>➤ <i>That the appointment of the groundworks/utility works, and ramps are delegated to the Clerk in conjunction with the Football Club Liaison Advisory Panel members.</i></li> <li>➤ <i>That the units are installed, if possible, under planning permission ref. 21/04993/FUL, otherwise appropriate amended/alternative planning to be obtained.</i></li> </ul> <p><i>Proposed by: Cllr Andy Larcombe</i>  <i>Seconded by: Cllr Kathy Thomas</i></p>	
<p><b>C262 – 12/04/2022 Correspondence, Complaints &amp; Issues</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:</p> <ul style="list-style-type: none"> <li>➤ Traffic Regulation Orders within the Parish received since the last meeting to include: <ol style="list-style-type: none"> <li>a. Update on the 4 proposed TROs on Ashgrove, Camvale and Old England Way for which comments previously discussed and submitted (minute C196 – 18/01/2022 refers).</li> </ol> </li> <li>➤ Report from the owner of the Old Quarry Site requesting feedback from the Parish Council on their proposals for relocation of the vehicular access.</li> </ul>	<p><b>6 min</b> 8.50pm</p>
<p><b>C263 – 12/04/2022 Snow Warden Scheme</b>  To receive a report on the status of the Snow Warden Scheme and to consider the revised proposals in preparation for adoption at the Annual Meeting of the Full Council in May 2022.</p>	<p><b>10 min</b> 9.00pm</p>
<p><b>C264 – 12/04/2022 Mowing Contracts</b>  To receive a report on the mowing contracts for Beacon Field and the Recreation Ground, and to make associated decisions.</p>	<p><b>3 min</b> 9.03pm</p>
<p><b>C265 – 12/04/2022 Calendar of Meetings for the 2022-23 Council Year</b>  To review the proposed calendar of council meetings in preparation for adoption at the Annual Meeting of the Full Council in May 2022.</p>	<p><b>3 min</b> 9.06pm</p>
<p><b>C266 – 12/04/2022 Annual Parish Council Meeting</b>  To receive update on the preparations for the Annual Meeting of the Parish Council due to be held on Tuesday 17<sup>th</sup> May 2022. To include review of the 'Expression of Interest' form to aid with streamlining the meeting.</p>	<p><b>2 min</b> 9.08pm</p>
<p><b>C267 – 12/04/2022 Annual Village Meeting</b>  To receive update on the Annual Village Meeting held on Tuesday 29<sup>th</sup> March 2022 and to review the draft minutes of this meeting in readiness for their approval at the 2023 meeting.</p>	<p><b>2 min</b> 9.10pm</p>
<p><b>C268 – 12/04/2022 Outside Bodies</b>  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> 9.12pm</p>
<p><b>C269 – 12/04/2022 Ashgrove Cemetery</b>  To receive a report on interment and memorial applications received since the last Full Council meeting.</p>	<p><b>2 min</b> 9.14pm</p>
<p><b>C270 – 12/04/2022 Future Agenda Items &amp; Cllr Questions</b>  Opportunity to provide the Clerk with requests for possible future agenda items and to raise questions on items not otherwise covered on the agenda.</p>	<p><b>1 min</b> 9.15pm</p>
<p><b>C271 – 12/04/2022 Review of New Actions</b>  To review that any actions generated from the meeting have been correctly captured on the Actions Register.</p>	<p><b>2 min</b> 9.17pm</p>
<p><b>C272 – 12/04/2022 Date and Time of Next Meeting</b>  The next Full Council meeting will be the Annual Meeting of Council and is scheduled to be held on Tuesday 17<sup>th</sup> May 2022 at 7pm at Beacon Hall.</p>	<p><b>1 min</b> 9.18pm</p>