



PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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11th May 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 **Annual Full Council** meeting of Peasedown St John Parish Council at **Beacon Hall** on **Tuesday 17th May 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).

C001 – 17/05/2022	Election of Chair and Vice-Chair	3 min
To elect a Chair of the Council for 2022-23 and to sign the Declaration of Acceptance of Office.		7.13pm
To elect a Vice-Chair of the Council for 2022-23 and to sign the Declaration of Acceptance of Office.		
C002 – 17/05/2022	Attendance Roll Call and Declarations of Interest	1 min
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.		7.14pm
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.		

<p>C003 – 17/05/2022 Attendance and Apologies for Absence 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>2 min 7.16pm</p>
<p>C004 – 17/05/2022 Minutes i. To resolve to approve the minutes of the Full Council meeting held on 15th March 2022. ii. To resolve to approve the minutes of the Full Council meeting held on 12th April 2022. iii. To resolve to approve the minutes of the Burial Committee meeting held on 22nd June 2021. iv. To sign the above listed minutes.</p>	<p>3 min 7.19pm</p>
<p>C005 – 17/05/2022 Items for Urgent Report 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>2 min 7.21pm</p>
<p>C006 – 17/05/2022 Standing Orders & Financial Regulations i. To resolve that Councillors agree to receive summonses by email for the council year 2022-23 in accordance with Standing Order 15.b.i. ii. To review and resolve to adopt the Standing Orders. iii. To review and resolve to adopt the Financial Regulations.</p>	<p>3 min 7.24pm</p>
<p>C007 – 17/05/2022 Council Committees & Delegations i. To review and adopt the Terms of Reference and Delegations to the Standing Committees, Sub-Committees, employees, and other local authorities. Including the Council's Committee structure and member numbers. ii. To appoint members to Standing Committees and to elect the Committee Chairs.</p>	<p>16 min 7.40pm</p>
<p>C008 – 17/05/2022 Outside Bodies i. To note the report on any forthcoming meetings or feedback from meetings attended since the last Full Council meeting. To include: a. Information on the Parish Charter review and the first of three surveys in relation to this to be completed by 17th June 2022. Council to determine official response. ii. To review and adopt/approve the representatives with external bodies and the arrangements for reporting back.</p>	<p>6 min 7.46pm</p>
<p>C009 – 17/05/2022 Local Authority Agency Agreements To review and adopt the arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities. To include: i. Agency agreement with B&NES Council for the Public Rights of Way Vegetation Clearance. ii. Agency agreement with B&NES Council for the sponsorship of the School Crossing Patrol.</p>	<p>2 min 7.48pm</p>
<p>C010 – 17/05/2022 Subscriptions and Memberships To review and adopt the Council's and/or employees' memberships to other bodies.</p>	<p>2 min 7.50pm</p>
<p>C011 – 17/05/2022 Calendar of Meetings for the 2022-23 Council Year To resolve to adopt the proposed calendar of scheduled ordinary meetings for the forthcoming council year.</p>	<p>2 min 7.52pm</p>
<p>C012 – 17/05/2022 Assets & Insurance i. To resolve to approve the disposal of any end-of-life assets, in accordance with Financial Regulations. ii. To resolve to review and adopt the inventory of land and assets including buildings and office equipment. iii. To confirm the arrangements for insurance cover in respect of all insured risks.</p>	<p>6 min 7.58pm</p>
<p>C013 – 17/05/2022 Policies & Strategic Documentation To resolve to affirm the Council's policies in place as detailed in the Council's Policy and Strategic Document Register.</p>	<p>1 min 7.59pm</p>
<p>C014 – 17/05/2022 Council Committee Updates To receive updates, and make associated decisions on any recommendations raised at the following meetings, which have met since the last Full Council meeting: Burial Committee – Advisory Panel meeting held on 27th April 2022. Finance & Amenities Committee – Meeting held on 26th April 2022.</p>	<p>2 min 8.01pm</p>

Recommendation under minute F&A066 – 26/04/2022 Community Grants to be considered under item C015 – 17/05/2022.	
C015 – 17/05/2022 Community Grants To receive update regarding the Parish Council Community Grant Scheme and after review to consider the recommendations raised at the Finance & Amenities Committee, to award £3,100 in Community Grants.	5 min 8.06pm
C016 – 17/05/2022 Financial Matters & Schedule of Payments In accordance with the Financial Regulations: <ol style="list-style-type: none"> i. To review and resolve to approve those operational related payments which arise on a regular basis throughout the year. ii. To review and resolve to approve those regular payments set up as direct debits or as a standing order and to consider proposals for any additional ones. iii. To review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972 for the accounts for year ending 31st March 2022. iv. To review of the Council’s expenditure incurred under S106 and CIL for the accounts for year ending 31st March 2022. v. To review and resolve to approve the schedule of payments and ratify those already made in relation to the accounts for year ending 31st March 2022. vi. To review and resolve to approve the schedule of payments and ratify those already made in relation to the accounts for year ending 31st March 2023. vii. To review the report on General and Ear Marked Reserves and Committed Expenditure. 	10 min 8.16pm
C017 – 17/05/2022 Order of Known Business To resolve to reaffirm the Order of Known Business document for the 2022-23 council year. To note the report on progress and the expenditure in relation to the Order of Known Business for the 2021-22 council year.	2 min 8.18pm
The meeting will be adjourned for a 10-minute comfort break.	
C018 – 17/05/2022 Planning Related Matters A. To resolve to determine the Parish Council’s official response regarding the following planning applications: <ol style="list-style-type: none"> i. Reference: <u>22/01466/FUL</u> Address: Skylark Farm, Braysdown Lane, Peasedown St John, Bath, BA2 8NL. Proposal: Use of land for the siting of timber cabin for ten years for an agricultural worker. Applicant: Parton Poulets Ltd. ii. Reference: <u>22/01233/FUL</u> Address: 14 Carlingcott, Carlingcott, Bath, BA2 8AN. Description of Proposal: Construction of timber garden room for use as an office and treatment room for own business use. Applicant: Paul Huckin iii. Reference: <u>22/01642/FUL</u> Address: Mercedes Benz of Bath, Bath Business Park, Foxcote Avenue, Peasedown St John, Bath, BA2 8SF. Proposal: Proposed development to form new cosmetic repair and dry valeting land adjacent Mercedes Benz of Bath. Applicant: Mr Jason Biggadike iv. Reference: <u>22/01756/VAR</u> Address: 1 Keel's Hill, Peasedown St John, Bath, BA2 8EW. Proposal: Variation of condition 3 (Plans) of application 20/01624/FUL (Demolition of existing side extension and replacement with two-storey extension.). Applicant: Mr Stuart Seviour v. Reference: <u>22/01803/FUL</u> Address: 36 Underleaf Way, Peasedown St John, Bath, BA2 8SY. Proposal: Internal alterations and new windows and doors. Applicant: Nico Webb vi. Reference: <u>22/01754/FUL</u> 	20 min 8.48pm

<p>Address: Camerton and Peasedown Croquet Club, Whitebrook Lane, Peasedown St John, Bath</p> <p>Proposal: Replacement of existing wooden club house with new more sustainable structured club house (amendment to application 20/03162/FUL).</p> <p>Applicant: Camerton & Peasedown Croquet Club.</p> <p>vii. Reference: <u>22/01827/FUL</u></p> <p>Address: 101 Faulkland View, Peasedown St John, Bath, BA2 8TP.</p> <p>Proposal: Loft conversion</p> <p>Applicant: Mr Ollie Hayes</p> <p>B. To receive a report on the following:</p> <ol style="list-style-type: none"> 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. Progress on the Greenlands Road development of 89 dwellings. <p>C. <u>Street Naming Consultation</u></p> <p>To receive an update on the current system for street naming and the proposed amendments to this legislation. To determine whether the Parish Council submits a formal response to this consultation – closing date 22nd May 2022.</p> <p>D. Local Planning Policy</p> <p>To receive an update on B&NES Council’s consultations on the <u>Draft Planning Obligations</u> Supplementary Planning Document and the <u>Draft Sustainable Construction Checklist</u> Supplementary Planning Document. Any comments to be submitted to the Planning Committee in order for them to draft a formal response, from the Parish Council to this consultation – closing date 17th June 2022.</p>	
<p>C019 – 17/05/2022 Correspondence, Complaints & Issues</p> <p>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"> ➤ Traffic Regulation Orders within the Parish received since the last meeting to include: <ol style="list-style-type: none"> a. Update on the 4 proposed TROs on Ashgrove, Camvale and Old England Way for which comments previously discussed and submitted. b. Resurfacing of A367 – THTTC2873. c. Carlingcott temporary prohibition of use by vehicles for Queen’s Jubilee Street Party - THTSC749 ➤ Update on queries raised at the last meeting from the owner of the Old Quarry Site requesting feedback from the Parish Council on their proposals for relocation of the vehicular access. ➤ Issues with areas of land near Bath Road/Huddox Hill – to consider providing Cllrs Larcombe and Rich with permission to liaise with residents and other required parties. 	<p>10 min 8.58pm</p>
<p>C020 – 17/05/2022 Advisory Panel Updates</p> <p>A. To receive the schedule of appointed Advisory Panels and to resolve to disband or reaffirm any appointed by Full Council and any associated officer delegations.</p> <p>B. To note the summary report of Advisory Panel meetings held in the last Council year along with attendance numbers.</p> <p>C. To note the reports from the following Advisory Panels - any recommendations or motions raised requiring resolution are specified below:</p> <ol style="list-style-type: none"> i. Civic Events Advisory Panel – Meeting held on Thursday 5th May 2022 at 7.30pm. Update on the planning of the events to celebrate the Queen’s Platinum Jubilee on 2nd June 2022 including a donation. 	<p>12 min 9.10pm</p>

<ul style="list-style-type: none"> ii. Clerk Liaison Panel – Meeting held on Wednesday 4th May 2022 at 6.00pm. To receive update on current workload, staff objectives and training. iii. Digital Transformation Strategy Advisory Panel – Meeting held on Tuesday 19th April 2022 at 7.00pm iv. Executive Committee Advisory Panel – Meeting held on Tuesday 3rd May 2022 at 7.00pm. To consider recommendations regarding project and workload priorities. v. Jubilee Garden Advisory Panel – Meeting held on Wednesday 4th May 2022 at 7.15pm. Update on progress of the creation of the Jubilee Garden. vi. Parish Map and Signage Advisory Panel – Meeting held on Monday 25th May 2022 at 7.00pm. To consider recommendation regarding the positions of the interpretation boards, particularly with the board detailing information about Braysdown Pit to be located at the junction of the parish boundary with the Sustrans 24 route (disused Somerset and Dorset Railway). <p>D. To note the scheduled forthcoming meetings for the following Advisory Panels:</p> <ul style="list-style-type: none"> i. Civic Events Advisory Panel – Thursday 26th May 2022 at 7.30pm. ii. Clerk Liaison Panel – Wednesday 1st June 2022 at 6.00pm. iii. Executive Committee Advisory Panel – Tuesday 7th June 2022 at 7.30pm. 	
<p>C021 – 17/05/2022 Parish Council Newsletter To receive report on proposed arrangements of the Parish Council newsletter for publishing, printing and distribution.</p>	<p>4 min 9.14pm</p>
<p>C022 – 17/05/2022 Outside Tap at Beacon Hall To receive a report and to consider the expenditure in relation to the installation of an outside tap at Beacon Hall in order to water the plants within the Jubilee Garden.</p>	<p>5 min 9.19pm</p>
<p>C023 – 17/05/2022 Community Equipment To review and approve the designated form and process for the lending of Parish Council equipment to local organisations and residents/members of the community.</p>	<p>5 min 9.24pm</p>
<p>C024 – 17/05/2022 General Power of Competence To consider eligibility and to receive report and roadmap for the Council to achieve the General Power of Competence.</p>	<p>2 min 9.26pm</p>
<p>C025 – 17/05/2022 Future Agenda Items & Cllr Questions 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>2 min 9.28pm</p>
<p>C026 – 17/05/2022 Review of New Actions To review that any actions generated from the meeting have been correctly captured on the Actions Register.</p>	<p>1 min 9.29pm</p>
<p>C027 – 17/05/2022 Date and Time of Next Meeting The next meeting of the Full Council is scheduled to be held on Tuesday 28th June 2022 at 7pm at the Beacon Hall (subject to the calendar of meetings being approved under agenda item C011 - 17/05/2022).</p>	<p>1 min 9.30pm</p>