



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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15th July 2020

To Councillors:

Barbara Bailey; John Bailey; Mandy Clarke; Richard Clarke; 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).

You are hereby summoned to attend the remote Full Council meeting of Peasedown St John Parish Council via MS Teams on **Tuesday 21st July 2020 at 7.00pm** for the purpose of transacting the business detailed below.

Tanya West
Parish Clerk

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).

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 – the hyperlink can be found on the Parish Council website.

We kindly ask that you please join the meeting 10-15 minutes early so then we can resolve any access issues before the meeting starts.

Please note, you will be prompted to download the MS Teams application and you will be temporarily held in a virtual 'lobby' before accessing the meeting.

****PLEASE ENSURE THAT YOU MUTE YOUR MICROPHONE WHEN NOT SPEAKING****

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

<p>C386 – 21/07/2020 Attendance Roll Call and Declarations of Interest 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. 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>	<p>5 min 7.15pm</p>
<p>C387 – 21/07/2020 Apologies for Absence To receive an update on councillor absenteeism, to receive and note any apologies for absence for this meeting.</p>	<p>2 min 7.17pm</p>
<p>C388 – 21/07/2020 Minutes i. To consider and approve the minutes of the Full Council meeting held on 16th June 2020. ii. To sign the minutes of the Full Council meeting held on 16th June 2020. iii. Any outstanding actions from the last meeting are located on Planner under the 'Outstanding' bucket. Any councillors questions in relation to these items should be raised directly on Planner for response.</p>	<p>2 min 7.19pm</p>
<p>C389 – 21/07/2020 Items for Urgent Report Items which, in the opinion of the Chair, should be reported on as a matter of urgency.</p>	<p>2 min 7.21pm</p>
<p>C390 – 21/07/2020 Council Committee Updates To receive updates from the following Committees which have met since the last Full Council meeting: i. Burial Committee – Meeting held on 23rd June 2020. To consider and approve the minutes of this meeting. ii. Executive Committee – Meeting held on 2nd June 2020. To consider and approve the minutes of this meeting. iii. Finance & Amenities – Meeting held on 30th April 2020. To include consideration of the recommendation for changes to irregular operational expenditure budget items to be incorporated for the 2021/22 financial year. iv. Finance & Amenities – Meeting held on 7th July 2020. v. Personnel Committee – Meeting held on 9th June 2020. To include consideration of the recommendation of changes to the use/maintaining of the Parish Council Facebook page.</p>	<p>10 min 7.31pm</p>
<p>C391 – 21/07/2020 Advisory Panel Updates A. To receive updates and consider recommendations from the following Advisory Panels which have met since the last Full Council meeting: i. Clerk Liaison Panel – To receive the notes from the meeting held on 1st July 2020 at 4.00pm. ii. Digital Transformation Strategy Advisory Panel – To receive the notes from the meeting held on 26th May 2020 at 6.30pm. To review and formalize the revised Terms of Reference. iii. VE-Day 75th Year Anniversary Event Advisory Panel – To receive an update from the meeting held on 21st July 2020 at 6.00pm. To formalise the re-naming and membership of this Advisory Panel. iv. Executive Committee – To receive an update from the meeting held on 14th July 2020 at 7.00pm. To consider recommendation regarding increase to ALCA subscription payments. B. To acknowledge the forthcoming meetings for the following Advisory Panels: i. Burial Advisory Panel – Meeting scheduled for Tuesday 28th July 2020. ii. Clerk Liaison Panel – Meeting scheduled for Wednesday 5th August 2020. iii. Executive Committee Advisory Panel – Meeting scheduled for Tuesday 4th August 2020.</p>	<p>10 min 7.41pm</p>

<p>iv. Football Club Liaison Advisory Panel – Meeting scheduled for Tuesday 28th July 2020.</p>	
<p>C392 – 21/07/2020 Financial Matters</p> <p>i. To review and approve the schedule of payments and ratify those already made in relation to the accounts for year ending 31st March 2021.</p> <p>ii. To receive a report on General and Ear Marked Reserves and Committed Expenditure and make any associated decisions particularly in relation to lost income from Beacon Hall and funding for feasibility studies etc.</p> <p>iii. To receive update on financial spend against budget for the first quarter of the 2020/21 financial year, in accordance with Standing Order 17c.</p> <p>If any councillor has questions on the above listed documents, they should raise them to the Clerk prior to the meeting.</p>	<p>10 min 7.51pm</p>
<p>C393 – 21/07/2020 Internal Audit</p> <p>To receive update on the Internal Audit for the financial year ending 31st March 2020.</p>	<p>10 min 8.01pm</p>
<p>C394 – 21/07/2020 Annual Governance Statement for 2019-20</p> <p>To consider and approve the Annual Governance Statement in relation to the Annual Governance and Accountability Return for the financial year ending 31st March 2020.</p>	<p>10 min 8.11pm</p>
<p>C395 – 21/07/2020 End of Year Accounts for 2019-20</p> <p>To consider and approve the accounts for year ending 31st March 2020. To include review of the Council's expenditure incurred under s.137 of the Local Government Act 1972, Reserves and the carrying forward of some remaining budgets to 2019-20.</p>	<p>10 min 8.21pm</p>
<p>C396 – 21/07/2020 Order of Known Business Document</p> <p>To review progress on the Order of Known Business document for the 2019-20 council year and to consider the adoption of the proposed Order of Known Business document for the 2020-21 council year.</p> <p>To consider any recommendations and make associated decisions on the following projects:</p> <p>➤ <u>Braysdown Allotments - Accessible Allotment Plot.</u></p>	<p>5 min 8.26pm</p>
<p>C397 – 21/07/2020 HR & H&S</p> <p>To receive update on HR & H&S services provision and to consider the following motion: <i>Propose that the council office obtain a formal quote to engage EllisWhittam for HR and H&S services within 7 working days then once the values is confirmed as no more than £3,500 for both services, to engage EllisWhittam within a further 7 working days (14 working days after full council meeting) into a 5 year contract.</i></p> <p>Proposed by: Cllr Simon Kidd Seconded by: Cllr Conor Ogilvie-Davidson.</p>	<p>5 min 8.31pm</p>
<p>C398 – 21/07/2020 Coronavirus Update</p> <p>To receive update and make associated decisions following advice from the Government, Public Health and NALC guidelines regarding Coronavirus and to receive a report and review the actions/decisions taken at the last meeting and confirmation of working practice which is a delegated responsibility of the Personnel Committee.</p> <p>To include a review of the access to the following areas of public open space:</p> <p>i. Beacon Field and the Recreation Ground; ii. Ashgrove Cemetery; iii. Ecewiche Green.</p> <p>To consider the following motion raised at the Executive Advisory Panel meeting: <i>To resolve, that the temporary delegation to the Clerk Liaison Panel, to authorise emergency Covid-19 related expenditure up to the value of £5,000, is retained until the 31st October 2020 to avoid the need for it being reviewed at every meeting.</i></p> <p>Proposed by: Cllr Andy Larcombe Seconded by: Cllr Jo Davis.</p>	<p>10 min 8.41pm</p>

To consider the suggestion to establish an Advisory Panel to work with the Administration Officer on preparations for the re-opening of Beacon Hall to the public. To review the draft Terms of Reference and appoint membership.	
C399 – 21/07/2020 Streetlighting Maintenance To receive update on the following regarding Parish Council streetlighting: <ul style="list-style-type: none"> i. Energy supply invoices and recalculations for LED lights. ii. Outstanding orders for new lights and lamp maintenance. iii. Maintenance contract for the existing lighting stock. 	5 min 8.46pm
C400 – 21/07/2020 Ashgrove Cemetery <ul style="list-style-type: none"> i. To approve recommendations from the Clerk regarding requests for new/amended memorials at Ashgrove Cemetery that are in line with Parish Council policy. ii. To determine requests for new/amended memorials at Ashgrove Cemetery that are <u>not</u> in line with Parish Council policy. 	5 min 8.51pm
C401 – 21/07/2020 Planning Related Matters A. To decide on the Parish Council's official response regarding the following planning applications (to include consideration of any feedback on the applications from members): <ul style="list-style-type: none"> i. Ref. <u>20/02004/FUL</u> - 11 Under Knoll, Peasedown St. John, Bath, BA2 8TY - Erection of a single storey rear extension and front porch – Mrs Sally Rawlings. ii. Ref. <u>20/02113/FUL</u> - 25 Wellow Mead, Peasedown St. John, Bath, BA2 8SA - Erection of single storey rear extension – Sarah James. iii. Ref. <u>20/02380/NMA</u> - 4 Camvale, Peasedown St. John, Bath, BA2 8AG - Non-Material Amendment to application 19/05299/FUL (Loft conversion with rear facing dormer windows) - Mrs T Wilmot. B. To receive a report on the following: <ul 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. The Chair to provide a verbal update on process change for applications from neighbouring parishes. iv. Progress on the Greenlands Road development of 89 dwellings. 	10 min 9.01pm
C402 – 21/07/2020 Correspondence, Complaints & Issues 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.	10 min 9.11pm
C403 – 21/07/2020 Outside Bodies <ul style="list-style-type: none"> i. To receive an update on any forthcoming meetings or feedback from meetings attended since the last Full Council meeting. ii. To receive Police updates. Police Beat Surgeries have been temporarily suspended. 	2 min 9.13pm
C404 – 21/07/2020 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. <ul style="list-style-type: none"> i. Tree Charter and tree surveys. ii. Code of Conduct Consultation. 	1 min 9.14pm
C405 – 21/07/2020 Date and Time of Next Meeting The next meeting of the Full Council is scheduled to be held on Tuesday 11 th August 2020 at 7pm.	1 min 9.15pm