



## PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN  
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14<sup>th</sup> October 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; 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 20<sup>th</sup> October 2020 at 7.00pm** for the purpose of transacting the business detailed below.

Tanya West  
Parish Clerk

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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.

#### 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: 199 703 79#

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 telephone 07583 091284 if you have problems accessing the meeting].

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Councillors are reminded that if they wish to speak this must be done through the Chair and by using the 'Raise your Hand' function.

**\*\*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><b>C449 – 20/10/2020                      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>5 min</b> 7.15pm</p>
<p><b>C450 – 20/10/2020                      Apologies for Absence</b> To receive an update on councillor absenteeism, to receive and note any apologies for absence for this meeting.</p>	<p><b>2 min</b> 7.17pm</p>
<p><b>C451 – 20/10/2020                      Minutes</b> i. To <b>resolve</b> to approve the minutes of the <b>Full Council</b> meeting held on 15<sup>th</sup> September 2020. ii. To sign the minutes of the Full Council meeting held on 15<sup>th</sup> September 2020. iii. To <b>resolve</b> to approve the minutes of the <b>Full Council</b> meeting held on 19<sup>th</sup> October 2020. iv. To sign the minutes of the Full Council meeting held on 19<sup>th</sup> October 2020. v. To <b>resolve</b> to approve the minutes of the <b>Executive Committee</b> meeting held on 2<sup>nd</sup> June 2020. vi. To sign the minutes of the Executive Committee meeting held on 2<sup>nd</sup> June 2020. vii. To <b>resolve</b> to approve the minutes of the <b>Burial Committee</b> meeting held on 23<sup>rd</sup> June 2020. viii. To sign the minutes of the Burial Committee meeting held on 23<sup>rd</sup> June 2020.</p>	<p><b>10 min</b> 7.27pm</p>
<p><b>C452 – 20/10/2020                      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> 7.30pm</p>
<p><b>C453 – 20/10/2020                      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> 7.32pm</p>
<p><b>C454 – 20/10/2020                      Planning Related Matters</b> A. To <b>resolve</b> to determine the Parish Council's official response regarding the following planning applications (to include consideration of any feedback on the applications from members): i. Ref. <u>20/03621/FUL</u> - 32 Sunnyside View, Peasedown St. John, Bath, BA2 8JN - Erection of single storey extension to side and rear – Mrs K. Clark. ii. Ref. <u>20/03567/FUL</u> - 81 Under Knoll, Peasedown St. John, Bath, BA2 8TY - Erection of single storey rear extension following removal of the existing rear conservatory – Mr Paul Hancock. iii. Ref. <u>20/03543/HPD</u> - 10 Old Forge Way, Peasedown St. John, Bath, BA2 8TS - Prior approval request for single storey rear extension that would 1) extend beyond the rear wall of the original house by 3.50 metres 2) have a maximum height of 3.40 metres and 3) have eaves that are 2.40 metres high – Mr A. Ford. iv. Ref. <u>20/03432/HPD</u> - 49 Albert Avenue, Peasedown St. John, Bath, BA2 8JE - Prior approval request for single storey rear extension that would 1) extend beyond the rear wall of the original house by 4.30 metres 2) have a maximum height of 3.00 metres and 3) have eaves that are 3.00 metres high – Mr Craddock.</p>	<p><b>30 min</b> 8.02pm</p>

<p>v. Ref. <u>20/03329/FUL</u> - 54 Ashgrove, Peasedown St. John, Bath, BA2 8EF - Provision of dropped kerb at one side of the front of the house to allow vehicular access – Dr Thomas Sealy.</p> <p>vi. Ref. <u>20/03162/FUL</u> - Camerton And Peasedown Croquet Club, Whitebrook Lane, Peasedown St. John, Bath - To relocate the old buildings and install a new prefabricated building. Install a bio-digester waste water treatment system and a rain collection system and secure permissions for low level advertising board on small sections of the perimeter fencing – Mr Craig Shaw.</p> <p>vii. Ref. <u>20/03163/AR</u> - Camerton And Peasedown Croquet Club, Whitebrook Lane, Peasedown St. John, Bath - Display of 31 no. 120cm x 60cm metal clad advertising boards situated around the bottom perimeter of lawn 2 and lawn 3 and to the far side of Lawn 3 and Lawn 4 – Mr Craig Shaw.</p> <p>B. To receive a report on the following:</p> <ol style="list-style-type: none"> <li>i. Planning decisions issued by B&amp;NES Council.</li> <li>ii. Planning enforcement matters.</li> <li>iii. Planning applications not invited to comment / appeals / pending applications / applications from neighbouring parishes.</li> <li>iv. Progress on the Greenlands Road development of 89 dwellings.</li> </ol> <p>C. To note the plans to expand Peasedown St John Primary School from published admission number of 75 to 90 from September 2021, and the overall school capacity from 525 to 630 places, plus Nursery and to consider whether to submit a formal response from the Parish Council to their consultation.</p> <p>D. To receive update from the Chair regarding the changes to the current planning system as suggested by the Ministry of Housing, Communities and Local Government and to receive a paper on ‘Planning for the Future’.</p>	
<p><b>C455 – 20/10/2020                      Ashgrove Cemetery</b></p> <ol style="list-style-type: none"> <li>i. To <b>resolve</b> to approve recommendations from the Clerk regarding requests for new/amended memorials at Ashgrove Cemetery that are in line with Parish Council policy.</li> <li>ii. To consider requests for appeal on interment fees for Ashgrove Cemetery.</li> </ol>	<p><b>5 min</b> 8.07pm</p>
<p><b>C456 – 20/10/2020                      Correspondence, Complaints &amp; Issues</b></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.</p> <p>To include consideration of request from B&amp;NES Council regarding the refusal of badger culling on Parish Council land.</p>	<p><b>10 min</b> 8.17pm</p>
<p><b>C457 – 20/10/2020                      Outside Bodies</b></p> <ol style="list-style-type: none"> <li>i. To receive, for information, an update on any forthcoming meetings or feedback from meetings attended since the last Full Council meeting.</li> <li>ii. To receive, for information, Police updates. Police Beat Surgeries have been temporarily suspended.</li> </ol>	<p><b>5 min</b> 8.22pm</p>
<p><b>C458 – 20/10/2020                      Financial Matters</b></p> <ol style="list-style-type: none"> <li>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 2021.</li> <li>ii. To review the report on General and Ear Marked Reserves and Committed Expenditure. To <b>resolve</b> to approve the recommendations from the Finance &amp; Amenities Committee to move funding to/from Reserves for various projects to progress.</li> <li>iii. To receive update on financial spend against budget for the second quarter of the 2020/21 financial year, in accordance with Standing Order 17c.</li> <li>iv. To <b>resolve</b> to delegate to the Clerk, in conjunction with the Chair and Vice-Chair of the Finance &amp; Amenities Committee to arrange for contract renewals for the electric and</li> </ol>	<p><b>10 min</b> 8.32pm</p>

<p>gas supplies for Ashgrove Cemetery, Beacon Hall, Recreation Ground Changing Rooms and the streetlights.</p>	
<p><b>C459 – 20/10/2020</b>                      <b>Order of Known Business</b>  To receive update on the Order of Known Business and to consider recommendation from the Executive Committee with regards to:</p> <ul style="list-style-type: none"> <li>➤ the progressing of the Mining Cart Planters project.</li> <li>➤ the council purchasing laptops for councillors who wish to have one to aid remote working.</li> </ul>	<p><b>5 min</b> 8.37pm</p>
<p><b>C460 – 20/10/2020</b>                      <b>Snow Warden Scheme</b>  To receive update on the Snow Warden Scheme and to consider recommendation from the Executive Committee regarding the proposed new scheme co-ordinator and the continuation of this service.</p>	<p><b>5 min</b> 8.42pm</p>
<p><b>C461 – 20/10/2020</b>                      <b>B&amp;NES Council Community Contribution Fund</b>  To receive update on the proposed B&amp;NES Council Community Contribution Fund and to consider the recommendation from the Executive Committee in sending a letter to the B&amp;NES Council group leaders requesting answers on various issues raised by the Executive Committee.</p>	<p><b>5 min</b> 8.47pm</p>
<p><b>C462 – 20/10/2020</b>                      <b>Advisory Panel Updates</b></p> <p>A. To receive reports from the following Advisory Panels which have met since the last Full Council meeting. The reports are for information only, any recommendations raised by the Advisory Panel requiring resolution are specified below:</p> <ol style="list-style-type: none"> <li>i. <b>Beacon Hall Coronavirus Secure Advisory Panel</b> – Meeting held on 15<sup>th</sup> October 2020 at 7.00pm.</li> <li>ii. <b>Burial Committee Advisory Panel</b> – Meeting held on 8<sup>th</sup> October 2020 at 7.00pm.  To consider recommendations regarding: <ul style="list-style-type: none"> <li>➤ To <b>resolve</b> to accept the recommendation that a memorial Christmas tree is located at Ashgrove Cemetery.</li> <li>➤ Changes to the memorial policy.</li> </ul> </li> <li>iii. <b>Clerk Liaison Panel</b> – Meeting held on 7<sup>th</sup> October 2020 at 4.00pm.</li> <li>iv. <b>Executive Committee</b> – Meeting held on 8<sup>th</sup> September 2020 at 7.00pm [the below items were carried forward from the last Full Council meeting]. <ul style="list-style-type: none"> <li>➤ To <b>resolve</b> to accept the recommendation that the list of future projects is kept under review, but no particular project is put forward for work at this time.</li> <li>➤ To <b>resolve</b> to accept the recommendation that an Advisory Panel is commissioned by the council to plan for the planting of trees / saplings on the Recreation Ground. To review the draft Terms of Reference and appoint membership.</li> </ul> </li> <li>v. <b>Executive Committee</b> – Meeting held on 6<sup>th</sup> October 2020 at 7.00pm. <ul style="list-style-type: none"> <li>➤ To consider recommendations regarding Remembrance commemorations for 2020. All other recommendations from this Advisory Panel have been detailed under other relevant agenda items.</li> </ul> </li> </ol> <p>B. To acknowledge the forthcoming meetings for the following Advisory Panels:</p> <ol style="list-style-type: none"> <li>i. <b>Clerk Liaison Panel</b> – Meeting scheduled for Wednesday 4<sup>th</sup> November 2020 at 4.00pm.</li> <li>ii. <b>Digital Transformation Strategy Advisory Panel</b> – Meeting scheduled for Tuesday 3<sup>rd</sup> November 2020 at 7.00pm.</li> <li>iii. <b>Executive Committee Advisory Panel</b> – Meeting scheduled for Tuesday 27<sup>th</sup> October 2020.</li> </ol> <p>C. To formally disband the following Advisory Panels:</p> <ol style="list-style-type: none"> <li>i. <b>Council Structure Review Advisory Panel</b></li> <li>ii. <b>VE-Day 75<sup>th</sup> Year Anniversary Event Advisory Panel</b> – Tasks considered to be completed and to be reformed in 2021 to organise postponed event [as also recommended by the Executive Committee Advisory Panel].</li> </ol>	<p><b>20 min</b> 9.07pm</p>

<p><b>C463 – 20/10/2020 Council Committee Updates</b></p> <p>To receive updates from the following Committees which have met since the last Full Council meeting:</p> <p><b>Burial</b> – To consider nominations for a new member to join this Committee to fill the current vacancy. To also consider nomination/s for appointment of the Committee Chair.</p> <p><b>Finance &amp; Amenities</b> – Meeting held on 13<sup>th</sup> October 2020. To include consideration of the recommendation for budgeting process and meetings for planning for the 2021/22 financial year.</p> <p><b>Personnel</b> – Meeting held on 22<sup>nd</sup> September 2020. To <b>resolve</b> to withdraw the current 'Protocol for New Councillor Induction' document and to accept the recommendation from the Personnel Committee regarding a revised replacement document and process for future inductions.</p> <p><b>General</b> – Reminder of the process for committee members to nominate another councillor if they are unable to attend a meeting.</p>	<p><b>10 min</b> 9.17pm</p>
<p><b>C464 – 20/10/2020 Coronavirus Update</b></p> <p>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.</p> <p>To consider the following motion:  <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 [topping up the existing balance from General Reserve], is extended until the 31st March 2021 to avoid the need for it being reviewed at every meeting.</i>  <i>Proposed by: Cllr Jo Davis</i>  <i>Seconded by: Cllr Jonathan Rich.</i></p>	<p><b>5 min</b> 9.22pm</p>
<p><b>C465 – 20/10/2020 Future Agenda Items &amp; Cllr Questions</b></p> <p>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>2 min</b> 9.24pm</p>
<p><b>C466 – 20/10/2020 Date and Time of Next Meeting</b></p> <p>The next meeting of the Full Council is scheduled to be held on Tuesday 10<sup>th</sup> November 2020 at 7pm.</p>	<p><b>1 min</b> 9.25pm</p>