



## PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN  
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10<sup>th</sup> February 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 (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 16<sup>th</sup> February 2021 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: 492 332 321#

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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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>C539 – 16/02/2021                      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>5 min</b> 7.15pm</p>
<p><b>C540 – 16/02/2021                      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>C541 – 16/02/2021                      Minutes</b>          i. To <b>resolve</b> to approve the minutes of the <b>Full Council</b> meeting held on 19<sup>th</sup> January 2021.          ii. To sign the minutes of the Full Council meeting held on 19<sup>th</sup> January 2021.          iii. To <b>resolve</b> to approve the minutes of the <b>Burial Committee</b> meeting held on 23<sup>rd</sup> June 2020.          iv. To sign the minutes of the Burial Committee meeting held on 23<sup>rd</sup> June 2020.</p>	<p><b>4 min</b> 7.21pm</p>
<p><b>C542 – 16/02/2021                      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> 7.24pm</p>
<p><b>C543 – 16/02/2021                      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> 7.26pm</p>
<p><b>C544 – 16/02/2021                      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. <b><u>21/00198/FUL</u></b> - The Old Police House, Eckweek Road, Peasedown St. John, Bath, BA2 8EQ - Erection of new porch entrance extension to front elevation and replacement of existing high hedge with new low stone wall – Kimberley Betts.          ii. Ref. <b><u>21/00200/FUL</u></b> - 7 Carlingcott, Bath, BA2 8AR - Erection of outbuilding following removal garden shed – Mr &amp; Mrs Kelly.          iii. Ref. <b><u>21/00264/FUL</u></b> - 73 Faulkland View, Peasedown St. John, Bath, BA2 8TP - Erection of a dog grooming studio 8 x 10 ft (Retrospective) – Ms Sarah Fox.          iv. Ref. <b><u>21/00534/FUL</u></b> – 9 Bloomfield Terrace, Peasedown St. John, Bath, BA2 8DU – Erection of a two storey extension and a garage following the demolition of the existing – Dave Lowe.           B. To receive a report on the following:          i. Planning decisions issued by B&amp;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.           C. To note that B&amp;NES Council has published an Options document on the partial update to the Local Plan which involves an update to parts of the Core Strategy and</p>	<p><b>30 min</b> 7.56pm</p>

<p>Placemaking Plan. To receive any feedback from residents and to consider whether to submit a formal response from the Parish Council to their consultation [expiry date is 18<sup>th</sup> February 2021].</p> <p>D. To receive update on the Bath Transport Delivery Action Plan as advised by B&amp;NES Council and to consider whether to submit any formal response from the Parish Council.</p>	
<p><b>C545 – 16/02/2021                      Financial Matters</b></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 2021.</p> <p>ii. 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>iii. To consider subscription payments for various professional supporting bodies.</p>	<p><b>6 min</b> 8.02pm</p>
<p><b>C546 – 16/02/2021                      Larger Operational Projects</b></p> <p>To receive an update on the previously agreed larger operational projects.</p> <p>To receive a report and consider the recommendation from the Finance &amp; Amenities Committee Advisory Panel that the fencing at Braysdown Allotment is replaced with stock fencing at a cost of up to £2,500+VAT to be taken from General Reserve and that either the Caretaker or a contractor is appointed to undertake the repairs to the fence at Ecewiche Green.</p>	<p><b>10 min</b> 8.12pm</p>
<p><b>C547 – 16/02/2021                      Order of Known Business</b></p> <p>To review progress and the expenditure in relation to the Order of Known Business for the 2020-21 council year.</p> <p>To review the draft [and any amended] Terms of Reference for the following Advisory Panels to progress the Order of Known Business for the 2021/22 financial year.</p> <ul style="list-style-type: none"> <li>➤ Recreation Ground Improvements Advisory Panel</li> <li>➤ Beacon Philosophers Area Advisory Panel</li> <li>➤ Digital Transformation Strategy Advisory Panel – for the audio visual equipment</li> <li>➤ Streetlighting Advisory Panel – for the additional streetlights</li> </ul>	<p><b>10 min</b> 8.22pm</p>
<p><b>C548 – 16/02/2021                      Precept Demand Leaflet</b></p> <p>To consider the changes to the draft precept leaflet following the review undertaken at the Finance &amp; Amenities Committee Advisory Panel, where the following motion was raised: <i>To resolve to approve the precept leaflet with the changes identified at the Finance &amp; Amenities Committee Advisory Panel meeting.</i> <i>Proposed by: Cllr Andy Larcombe</i> <i>Seconded by: Cllr Andrew Fraser.</i></p>	<p><b>3 min</b> 8.25pm</p>
<p><b>C549 – 16/02/2021                      Youth Hub &amp; Youth Work Provision</b></p> <p>To receive update regarding youth work provision for 2020 as provided by the churches and part funded by the Parish Council. Also, to consider the request from Peasedown Youth Partnership for further funding for Youth Work Provision during 2021.</p>	<p><b>10 min</b> 8.35pm</p>
<p><b>C550 – 16/02/2021                      Ashgrove Cemetery</b></p> <p>To receive a report on interment and memorial applications received since the last Full Council meeting.</p> <p>To consider the recommendation from the Burial Committee Advisory Panel regarding changes to the Memorial Policy.</p>	<p><b>3 min</b> 8.38pm</p>
<p><b>C551 – 16/02/2021                      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. To include:</p> <ul style="list-style-type: none"> <li>➤ Information from the Peasedown Environment Group on electric car charging points and climate/nature emergency;</li> <li>➤ Information on the forthcoming closure of the Post Office.</li> </ul>	<p><b>10 min</b> 8.48pm</p>

<p><b>C552 – 16/02/2021                      Policies &amp; Strategic Documents</b></p> <p>To approve the amendments to the Policy for Use of Facebook as recommended by the Personnel Committee and adopt/reject them as appropriate.</p> <p>To approve the amendments to the Standing Orders and Review of Standing Orders and Document Management Policy as recommended by the Digital Transformation Advisory Panel.</p> <p>Also to consider the delay of the review of the Standing Orders and Terms of Reference and Delegations as recommended by the Executive Committee Advisory Panel.</p>	<p><b>10 min</b> 8.58pm</p>
<p><b>C553 – 16/02/2021                      Outside Bodies</b></p> <p>i. To receive, for information, an update on any forthcoming meetings or feedback from meetings attended since the last Full Council meeting.</p> <p>ii. To receive, for information, Police updates. Police Beat Surgeries have been temporarily suspended.</p>	<p><b>2 min</b> 9.00pm</p>
<p><b>C554 – 16/02/2021                      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> <p>i. <b>Burial Committee Advisory Panel</b> – Meeting held on Friday 29<sup>th</sup> January 2021 at 6.30pm.</p> <p>ii. <b>Clerk Liaison Panel</b> – Meeting held on Wednesday 3<sup>rd</sup> February 2021 at 12.00noon.</p> <p>iii. <b>Digital Transformation Strategy Advisory Panel</b> – Meeting held on Tuesday 26<sup>th</sup> January 2021 at 7.00pm.</p> <p>iv. <b>Executive Committee Advisory Panel</b> – Meeting held on Tuesday 2<sup>nd</sup> February 2021 at 7.00pm at which the following recommendation was raised:</p> <ul style="list-style-type: none"> <li>➤ To consider recommendation from the Executive Committee Advisory Panel that Cllr Andy Larcombe is authorised to continue to represent the Parish Council on Somer Valley FM radio in conjunction with the Clerk until the end of the council year.</li> </ul> <p>v. <b>Finance &amp; Amenities Committee Advisory Panel</b> – Meeting held on Tuesday 9<sup>th</sup> February 2021 at 7.00pm at which the following recommendations were raised:</p> <ul style="list-style-type: none"> <li>➤ A communication regarding the streetlight faults is created for the Parish Council Newsletter and a press release informing of the details that have impacted on getting the faults resolved.</li> <li>➤ That the faulty streetlights due to be fixed under warranty are fixed as a matter of priority and then the warranty replacements are used as spares once they are received. Also, that once the faults are fixed a maintenance contract is put in place as soon as possible.</li> </ul> <p>vi. <b>Parish Map and Signage Project</b> – Meeting held on Friday 29<sup>th</sup> January 2021 at 7.30pm.</p> <p>vii. <b>Recreation Ground Tree Planting Advisory Panel</b> – No meeting held but to receive update on the tree planting arrangements.</p> <p>viii. <b>Streetlighting Advisory Panel</b> – Meeting held on Tuesday 9<sup>th</sup> February at 9.10pm at which the following motion was raised:</p> <p><i>To resolve to proceed with the upgrading of the remaining 5x streetlights [1x White Ox Mead; 3x on pathway between Bloomfield Way and Bath Road; 1x on Bloomfield Way pathway to Braysdown Lane) to LED [Philips Gen3 lanterns) as per the quotation provided by Volker at a total cost of £2,405.29 plus VAT, to be funded from the operational budget previously agreed under minute C502 – 15/12/2020.</i></p> <p><i>Proposed by: Cllr Andy Larcombe</i> <i>Seconded by: Cllr Conor Ogilvie-Davidson.</i></p> <p>B. To acknowledge the forthcoming meetings for the following Advisory Panels:</p> <p>i. <b>Beacon Hall Coronavirus Secure Advisory Panel</b> – Meeting date to be determined.</p>	<p><b>20 min</b> 9.20pm</p>

<ul style="list-style-type: none"> <li>ii. <b>Burial Committee Advisory Panel</b> – Meeting scheduled for Wednesday 24<sup>th</sup> March 2021 at 6.30pm.</li> <li>iii. <b>Christmas Lights Advisory Panel</b> – Meeting scheduled for Thursday 25<sup>th</sup> February 2021 at 7.00pm.</li> <li>iv. <b>Clerk Liaison Panel</b> – Meeting scheduled for Wednesday 3<sup>rd</sup> March 2021 at 12.00noon.</li> <li>v. <b>Digital Transformation Strategy Advisory Panel</b> – Meeting scheduled for Tuesday 23<sup>rd</sup> March 2021 at 7.00pm.</li> <li>vi. <b>Executive Committee Advisory Panel</b> – Meeting scheduled for Tuesday 9<sup>th</sup> March 2021 at 7.00pm.</li> <li>vii. <b>Finance &amp; Amenities Committee Advisory Panel</b> – Meeting scheduled for Tuesday 2<sup>nd</sup> March 2021 at 7.00pm.</li> <li>viii. <b>Operation London Bridge Advisory Panel</b> – Meeting scheduled for Thursday 18<sup>th</sup> February 2021 at 7.00pm.</li> <li>ix. <b>Parish Map and Signage Project</b> – Meeting scheduled for Thursday 11<sup>th</sup> March 2021 at 6.30pm.</li> <li>x. <b>Personnel Committee Advisory Panel</b> – Meeting date to be determined.</li> <li>xi. <b>Streetlighting Advisory Panel</b> – Meeting date to be determined.</li> </ul>	
<p><b>C555 – 16/02/2021                      Coronavirus Update</b>  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><b>2 min</b> 9.22pm</p>
<p><b>C556 – 16/02/2021                      Annual Meeting of the Full Council</b>  To receive update on the Annual Meeting of the Full Council due to be held on Tuesday 18<sup>th</sup> May 2021 and to consider recommendation from the Executive Committee Advisory Panel that no changes to the date of this meeting is undertaken.</p>	<p><b>3 min</b> 9.25pm</p>
<p><b>C557 – 16/02/2021                      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>2 min</b> 9.27pm</p>
<p><b>C558 – 16/02/2021                      Date and Time of Next Meeting</b>  The next meeting of the Full Council is scheduled to be held on Tuesday 16<sup>th</sup> March 2021 at 7pm.</p>	<p><b>1 min</b> 9.28pm</p>