



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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10th March 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 16th March 2021 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 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: 957 744 098#

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].

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>C559 – 16/03/2021 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>C560 – 16/03/2021 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>C561 – 16/03/2021 Minutes i. To resolve to approve the minutes of the Full Council meeting held on 16th February 2021. ii. To sign the minutes of the Full Council meeting held on 16th February 2021.</p>	<p>2 min 7.19pm</p>
<p>C562 – 16/03/2021 Clerk's Report 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>3 min 7.22pm</p>
<p>C563 – 16/03/2021 Items for Urgent Report 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>2 min 7.24pm</p>
<p>C564 – 16/03/2021 Planning Related Matters A. Following feedback from councillors and public, to review the suggested comments for submission and to resolve to determine the Parish Council's official response regarding the following planning applications: i. Ref. <u>20/02240/FUL</u> - Changing Rooms, Recreation Ground, Church Road, Peasedown St. John, Bath - Erection of a garage-type building, adjacent to existing football changing rooms building, to be used for storage by the local Scout group – Peasedown St John Parish Council. ii. Ref. <u>20/04576/FUL</u> - 28 Church Road, Peasedown St. John, Bath, BA2 8AA - Erection 1no. four bed dwelling with double garage, following demolition of existing bungalow with single garage - Mr R Elsip. iii. Ref. <u>21/00707/FUL</u> - 7 Sunset Close, Peasedown St. John, Bath, BA2 8HE - Erection of single storey rear extension - Mr Justin Burnell. iv. Ref. <u>21/00763/FUL</u> - Peasedown Christadelphian Hall, Huddox Hill, Peasedown St. John, Bath, BA2 8EA - Demolition and change of use of existing (D1) Christadelphian Hall and erection of (C3) 1.5 storey dwelling, garage and associated works - Mr And Mrs Sean & Alison Keane. B. To receive a report on the following: 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>	<p>30 min 7.54pm</p>

<p>C. To note the Parish Council's submission to the Bath Transport Delivery Action Plan consultation as advised by B&NES Council.</p> <p>D. To receive update on the West of England Combined Authority (WECA) work on an ambitious mass transit plan to revolutionise travel around the West of England. Also, to determine if the Parish Council is to have any comment/input into this plan.</p> <p>E. To receive update on the B&NES Rural Landscape Character Assessment Review and Landscape Strategy Stakeholder Consultation Workshop as attended by the Chair and the Clerk on 16th March 2021. Also, to determine if any subsequent input or action is required from the Parish Council.</p>	
<p>C565 – 16/03/2021 Financial Matters</p> <p>i. 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 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>6 min 8.00pm</p>
<p>C566 – 16/03/2021 Larger Operational Projects</p> <p>To receive an update on the previously agreed larger operational projects.</p>	<p>5 min 8.05pm</p>
<p>C567 – 16/03/2021 Order of Known Business</p> <p>To note the report on progress and the expenditure in relation to the Order of Known Business for the 2020-21 council year.</p>	<p>5 min 8.10pm</p>
<p>C568 – 16/03/2021 Advisory Panel to Investigate Climate & Environment</p> <p>To review the draft Terms of Reference and to appoint an Advisory Panel to investigate into climate emergency and relating environmental matters. To appoint membership including a Chair.</p>	<p>8 min 8.18pm</p>
<p>C569 – 16/03/2021 Advisory Panel for Tree Planting & Natural Environment</p> <p>To review the draft Terms of Reference and to appoint an Advisory Panel to report to the Finance & Amenities Committee to investigate into tree planting and the natural environment. To appoint membership including a Chair.</p>	<p>8 min 8.26pm</p>
<p>C570 – 16/03/2021 Ashgrove Cemetery</p> <p>To receive a report on interment and memorial applications received since the last Full Council meeting.</p>	<p>3 min 8.29pm</p>
<p>C571 – 16/03/2021 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"> ➤ Issues with delivery of the Spring 2021 Parish Council newsletter. ➤ Circus attendance to the Recreation Ground during Summer 2021. 	<p>8 min 8.37pm</p>
<p>C572 – 16/03/2021 Policies & Strategic Documents</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 previously recommended by the Executive Committee Advisory Panel.</p>	<p>8 min 8.45pm</p>
<p>C573 – 16/03/2021 Outside Bodies</p> <p>To receive, for information, an update on any forthcoming meetings or feedback from meetings attended since the last Full Council meeting.</p>	<p>2 min 8.47pm</p>
<p>C574 – 16/03/2021 Advisory Panel Updates</p> <p>A. To note the summary report of Advisory Panel meetings held since the last Full Council meeting along with attendance numbers.</p>	<p>30 min 9.17pm</p>

- B. To note the reports from the following Advisory Panels - any recommendations or motions raised requiring resolution are specified below:
- i. **Christmas Lights Advisory Panel** – Meeting held on Thursday 25th February 2021 at 7.00pm.
Recommendation - To continue to hire lighting motifs in future years, but to investigate possible cost savings which might result from a 3-year rental agreement.
Recommendation - To increase the Christmas Lights & Trees Operational Budget for 2021-22 to £5,300 to cover the additional installation and storage costs, but also a sum of up to £500 to trial some additional low-cost Christmas lighting ideas, as an alternative to installing additional lighting column motifs.
Recommendation – To accept the amended draft Terms of Reference for the Christmas Lights Advisory Panel.
 - ii. **Clerk Liaison Panel** – Meeting held on Wednesday 3rd March 2021 at 12.00noon.
 - iii. **Executive Committee Advisory Panel** – Meeting held on Tuesday 9th March 2021 at 7.00pm.
 - iv. **Finance & Amenities Committee Advisory Panel** – Meeting held on Tuesday 2nd March 2021 at 7.00pm.
Motion – *To resolve to accept the amendments to the Parish Council Community Grant Scheme Terms and Conditions and Application Form.*
Proposed by: Cllr Andy Larcombe
Seconded by: Cllr Simon Kidd
Motion – *To resolve to purchase 20x square 860x860mm folding tables and 2x trolleys for Beacon Hall from AJ Products at a cost of not more than £906.00+VAT.*
Proposed by: Cllr Conor Ogilvie-Davidson
Seconded by: Cllr Jo Davis
Motion – *To resolve to purchase 3 x Medium and 1 x Small Southampton Planters from Neptune Street Furniture at a cost of £1,645 plus VAT, with the intention of installing them in a group in the area next to the bench on the community orchard on Orchard Way. Subject to receipt of permission from Persimmon Homes.*
Proposed by: Cllr Gavin Heathcote
Seconded by: Cllr Conor Ogilvie-Davidson
Motion – *To resolve to relocate the group of planters [once we have received the coal mining cart planters] from the end of Braysdown Lane to Orchard Way on the verge next to or opposite the bench seat by Eckweek Lane. Subject to receipt of permission from B&NES Council Highways.*
Proposed by: Cllr Andy Larcombe
Seconded by: Cllr Conor Ogilvie-Davidson
 - v. **Operation London Bridge Advisory Panel** – Meeting held on Thursday 18th February 2021 at 7.00pm.
Recommendation – To adopt the proposed changes to the Protocol on the Death of a Senior National or Local Figure.
 - vi. **Parish Map and Signage Project Advisory Panel** – Meeting held on Thursday 11th March 2021 at 6.30pm. Please note that any recommendations from this meeting will be included in the pre-reading which will be published before the Full Council meeting. The wording for the coal mining cart floral planters will be included within this report.
 - vii. **Recreation Ground Tree Planting Advisory Panel** – Meeting held on Thursday 4th March 2021 at 8.15pm.
Recommendation – To agree the draft response prepared to a request for tree planting on the Orchard on Orchard Way.
Recommendation – To disband this Advisory Panel [subject to the appointment of a new Advisory Panel under agenda item C569 – 16/03/2021].
 - viii. **Recreation Ground Improvements Advisory Panel** – Meeting held on Thursday 4th March 2021 at 7.30pm.

<p><u>Recommendation</u> – To accept the proposed plans for extension to the existing pathways, a new parking surface and formalizing the entrance from Bath Road and to agree to proceed to take the proposals through the tender process.</p> <p>ix. Streetlighting Advisory Panel – No meeting held, but proposals established via MS Teams.</p> <p><u>Recommendation</u> – To accept the proposed plans regarding repairs and spares for the Parish Council owned streetlights, to also include proposals for cutting back of vegetation around certain lamps.</p> <p>C. To note the scheduled forthcoming meetings for the following Advisory Panels:</p> <p>i. Beacon Hall Coronavirus Secure Advisory Panel – To be determined.</p> <p>ii. Beacon Philosophers Area Advisory Panel – To be determined.</p> <p>iii. Burial Committee Advisory Panel –Wednesday 24th March 2021 at 6.30pm.</p> <p>iv. Christmas Lights Advisory Panel – To be determined.</p> <p>v. Clerk Liaison Panel –Wednesday 7th April 2021 at 12.00noon.</p> <p>vi. Digital Transformation Strategy Advisory Panel – Tuesday 23rd March 2021 at 7.00pm.</p> <p>vii. Executive Committee Advisory Panel – Tuesday 13th April 2021 at 7.00pm.</p> <p>viii. Parish Map and Signage Project – To be determined.</p> <p>ix. Personnel Committee Advisory Panel – Thursday 18th March 2021 at 7.30pm.</p> <p>x. Recreation Ground Improvements Advisory Panel – To be determined.</p> <p>xi. Streetlighting Advisory Panel – To be determined.</p>	
<p>C575 – 16/03/2021 Coronavirus Update</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>2 min 9.19pm</p>
<p>C576 – 16/03/2021 Annual Village Meeting</p> <p>To receive update on the preparations for the Annual Village Meeting due to be held on Tuesday 30th March 2021.</p>	<p>3 min 9.22pm</p>
<p>C577 – 16/03/2021 Resolution Relating to Confidential Nature</p> <p>To pass a resolution that in accordance with Standing Order 3c in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw. Please note that members of the public will be asked to leave the meeting at this point.</p>	<p>1 min 9.23pm</p>
<p>C578 – 16/03/2021 Update from Personnel Committee</p> <p>To receive an update, for information only, regarding recent staffing related decisions undertaken at the last Personnel Committee meeting.</p>	<p>3 min 9.26pm</p>
<p>C579 – 16/03/2021 Resolution to Revert to Public Session</p> <p>To pass a resolution that the meeting is put back into public session.</p>	<p>1 min 9.27pm</p>
<p>C580 – 16/03/2021 Future Agenda Items & Cllr Questions</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>2 min 9.29pm</p>
<p>C581 – 16/03/2021 Date and Time of Next Meeting</p> <p>The next meeting of the Full Council is scheduled to be held on Tuesday 20th April 2021 at 7pm.</p>	<p>1 min 9.30pm</p>