



PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
Tel: 01761 433686 E-mail: clerk@peasedownstjohnparishcouncil.gov.uk
www.peasedownstjohnparishcouncil.gov.uk

12th May 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 Annual Full Council meeting of Peasedown St John Parish Council at **Beacon Hall** on **Tuesday 18th May 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 as due to Coronavirus restrictions numbers permitted in Beacon Hall are restricted.

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: 811 965 12#

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].

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

Due to the nature of this meeting, being remote for members of the public and face to face for councillors, then an **attendance roll call** will be undertaken at the start of the meeting.

<p>C001 – 18/05/2021 Election of Chair and Vice-Chair To elect a Chair of the Council for 2021-22 and to sign the Declaration of Acceptance of Office. To elect a Vice-Chair of the Council for 2021-22 and to sign the Declaration of Acceptance of Office.</p>	<p>3 min 7.13pm</p>
<p>C002 – 18/05/2021 Attendance and Apologies for Absence To note the update on councillor meeting attendance throughout the 2020-21 Council year. To receive and note any apologies for absence for this meeting.</p>	<p>1 min 7.14pm</p>
<p>C003 – 18/05/2021 Declarations of Interest 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>1 min 7.15pm</p>
<p>C004 – 18/05/2021 Minutes i. To resolve to approve the minutes of the Full Council meeting held on 16th March 2021. ii. To resolve to approve the minutes of the Full Council meeting held on 22nd April 2021. iii. To sign the above listed minutes.</p>	<p>2 min 7.17pm</p>
<p>C005 – 18/05/2021 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 7.19pm</p>
<p>C006 – 18/05/2021 Standing Orders & Financial Regulations i. To resolve that Councillors agree to receive summonses by email for the council year 2021-22 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 7.22pm</p>
<p>C007 – 18/05/2021 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>15 min 7.37pm</p>
<p>C008 – 18/05/2021 Outside Bodies i. To note the report on any forthcoming meetings or feedback from meetings attended since the last Full Council meeting. ii. To review and adopt/approve the representatives with external bodies and the arrangements for reporting back.</p>	<p>4 min 7.41pm</p>
<p>C009 – 18/05/2021 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 7.43pm</p>
<p>C010 – 18/05/2021 Subscriptions and Memberships To review and adopt the Council's and/or employees' memberships to other bodies.</p>	<p>2 min 7.45pm</p>
<p>C011 – 18/05/2021 Calendar of Meetings for the 2021-22 Council Year To resolve to adopt the proposed calendar of scheduled ordinary meetings for the forthcoming council year.</p>	<p>2 min 7.47pm</p>

<p>C012 – 18/05/2021 Assets & Insurance</p> <p>i. To resolve to approve the disposal of any end-of-life assets, in accordance with Financial Regulations.</p> <p>ii. To resolve to review and adopt the inventory of land and assets including buildings and office equipment.</p> <p>iii. To confirm the arrangements for insurance cover in respect of all insured risks.</p>	<p>6 min 7.53pm</p>
<p>C013 – 18/05/2021 Policies & Strategic Documentation</p> <p>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 7.54pm</p>
<p>C014 – 18/05/2021 Council Committee Updates</p> <p>To receive the minutes for the from the following Committees which have met since the last Full Council meeting:</p> <p>Finance & Amenities Committee Meeting held on 27th April 2021. Recommendation under minute F&A138 – 27/04/2021 Community Grants to be considered under item C015 – 18/05/2021. Motion under minute F&A141 – 27/04/2021 Carrying Forward of Remaining Budget Balances to be considered under item C016 – 18/05/2021.</p> <p>Personnel Committee Meeting held on 5th May 2021. Recommendation under minute PC168 – 05/05/2021 Budgets for 2021/22 is detailed below: <i>The Staff Costs budgets set for the 2021/22 financial year were discussed as they would need to be amended to reflect the decision taken under minute PC151 – 23/02/2021. It was therefore resolved to recommend to Full Council that the 'Staff Costs' budgets for the 2021/22 financial year be reduced by £10,570 to reflect the reduction in the Caretakers hours as previously agreed. The budgets to be reallocated to other operational budgets where additional contracted works are now required, as determined by the Finance & Amenities Committee.</i></p>	<p>2 min 7.56pm</p>
<p>C015 – 18/05/2021 Community Grants & Village Events</p> <p>To receive update regarding the Parish Council Community Grant Scheme and after review to consider the following motion raised at the Finance & Amenities Committee:</p> <p><i>To resolve to award the following grants [subject to any conditions specified]:</i> <i>£1,000 – Village Events [village firework display]</i> <i>£ 107 – Community Covid Recovery Fund [Brownies & Guides]</i> <i>£1,814 – General Community Grants [Braysdown Allotments Committee; The Hive; Line Dance with ME; Mini Police; Peasedown Social & Wellbeing Group; Southside]</i></p> <p><i>Also, that £1,000 of the remaining budget allocated to community grants, be ring-fenced for Bath Area Play Project to be used for an event run in conjunction with the Parish Council. The balance of the remaining budget be used for a second phase of ‘general’ community grant awards planned for September 2021.</i></p> <p><i>Proposed by: Cllr Andy Larcombe</i> <i>Seconded by: Cllr Andrew Fraser</i></p>	<p>5 min 8.01pm</p>
<p>C016 – 18/05/2021 Financial Matters & Schedule of Payments</p> <p>In accordance with the Financial Regulations:</p> <p>i. To review and resolve to approve those operational related payments which arise on a regular basis throughout the year.</p> <p>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.</p> <p>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 2021.</p> <p>iv. 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>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.</p>	<p>15 min 8.16pm</p>

<p>vi. To review the report on General and Ear Marked Reserves and Committed Expenditure.</p> <p>vii. To vote on the following motions raised at the last Finance & Amenities Committee meeting: <i>To resolve to carry forward £27,000 of the remaining operational budgets for 'Staff Costs' from the 2020-21 to the 2021-22 financial years to cover the salary costs for January to March 2021 inclusive.</i> <i>Proposed by: Cllr Conor Ogilvie-Davidson</i> <i>Secoded by: Cllr Simon Kidd</i></p> <p><i>To resolve to move from General Reserve: £76,000 to Ear Marked Reserves for the Recreation Ground Improvements Project. £ 6,000 to Ear Marked Reserves for the Beacon Philosophers Area Project. £ 4,000 to Ear Marked Reserves for additional streetlights at Hillcrest & Eckweek Gardens. £12,000 to Ear Marked Reserves for Beacon Hall Audio Visual Equipment</i> <i>Proposed by: Cllr Andy Larcombe</i> <i>Secoded by: Cllr Jo Davis</i></p>	
<p>C017 – 18/05/2021 Order of Known Business</p> <p>To resolve to reaffirm the Order of Known Business document for the 2021-22 council year. To note the report on progress and the expenditure in relation to the Order of Known Business for the 2020-21 council year and the 2021-22 council year.</p>	<p>2 min 8.18pm</p>
<p>C018 – 18/05/2021 Planning Related Matters</p> <p>A. To resolve to determine the Parish Council's official response regarding the following planning applications:</p> <ol style="list-style-type: none"> i. Ref. <u>21/00729/FUL</u> – 31 Braysdown Lane, Peasedown St. John, Bath, BA2 8HN – Erection of a new sunken two storey dwelling, following demolition of existing garages – Terri Yuille. ii. Ref. <u>21/01921/FUL</u> - 81 Under Knoll, Peasedown St. John, Bath, BA2 8TY - Erection of single storey rear extension following removal of the existing rear conservatory (Resubmission) – Mr Paul Hancock. iii. Ref. <u>21/01948/FUL</u> - 4 Keel's Hill, Peasedown St. John, Bath, BA2 8ER - Erection of rear extension over existing single storey extension – Bowerhaus Design. iv. Ref. <u>21/02046/FUL</u> - Cleeves Cottage, Gassons, Peasedown St. John, Bath, BA2 8LW - Residential conversion and change of use to existing workshop building to form two dwellings – Mr J Walter. v. Ref. <u>21/02122/FUL</u> - 4 Knightstone Close, Peasedown St. John, Bath, BA2 8DA - Erection of a rear, single storey lean-to extension and raised decked area to replace existing conservatory – Mr & Mrs Teague. <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. To receive update on the review of the B&NES Council planning policy documents with particular focus on the Local Plan Partial Update, Draft Plan and those Supplementary Planning Documents linking to climate and ecological emergencies. This is the Parish Council's opportunity to provide input/comment prior to the formal public consultation due for summer 2021 and determine if any action is to be taken at this stage.</p>	<p>20 min 8.38pm</p>
<p>C019 – 18/05/2021 Public Rights of Way</p> <p>To resolve to determine the Parish Council's official response regarding B&NES Council proposal to change the Public Rights of Way network in respect of <u>Public Footpath BA19/22</u>,</p>	<p>5 min 8.43pm</p>

<p>at Skylark Farm, in the Parish of Peasedown St John. Closing dates for comment is 22nd May 2021.</p>	
<p>C020 – 18/05/2021 Proposed Highway Signage for A367 To resolve to ratify the Parish Council’s official response regarding the proposals from B&NES Council for new signage along the A367 between Tunley Fork and the junction with Skinners Hill.</p>	<p>2 min 8.45pm</p>
<p>C021 – 18/05/2021 Advisory Panel Updates</p> <p>A. To receive the schedule of appointed Advisory Panels and to resolve to 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> <ul style="list-style-type: none"> i. Clerk Liaison Panel – Meeting held on Wednesday 5th May 2021 at 12.00noon. ii. Climate and Environment Advisory Panel – Meeting held on Thursday 6th May 2021 at 7.30pm. Recommendation: That at this stage there is not consider a need to make a Climate and Environment Declaration but instead to highlight what the Parish Council already does and to investigate what else can be done and to establish a plan of action to take things forward. iii. Executive Committee Advisory Panel – Meeting held on Tuesday 4th May 2021 at 7.00pm. Motion: <i>To resolve to accept the quotation from Volker to clear and dispose of the vegetation growing around and obscuring 20x streetlights identified by the Parish Council for a cost of £684.20+VAT and to proceed with these works as soon as possible.</i> <i>Proposed by: Cllr Conor Ogilvie-Davidson</i> <i>Seconded by: Cllr Jonathan Rich</i> iv. Finance & Amenities Committee Advisory Panel – Meeting held on Tuesday 11th May 2021 at 6.30pm. Motion: <i>To resolve to appoint B&NES Council to mow Beacon Field and surrounding areas for a total cost of £1,663.60 + VAT.</i> <i>To resolve to appoint Greensward to mow the Recreation Ground including the football pitch for a total cost of no more than £3,230+VAT based on £95.00 per cut.</i> <i>Proposed by: Cllr Andy Larcombe</i> <i>Seconded by: Cllr Andrew Fraser</i> v. Parish Map and Signage Project Advisory Panel – Meeting held on Tuesday 11th May 2021 at 8.15pm. vi. Recreation Ground Improvements Advisory Panel – Meeting held on Tuesday 11th May 2021 at 7.30pm. Recommendation: To resolve to approve the draft tender document for the Recreation Ground improvements project, to include proposed plans to extend the existing pathways, a new parking surface and formalising the pedestrian entrance from Bath Road, with the aim of this being progressed through the tender procurement process in line with Standing Orders and Financial Regulations. <p>D. To note the scheduled forthcoming meetings for the following Advisory Panels:</p> <ul style="list-style-type: none"> i. Beacon Hall Coronavirus Secure Advisory Panel – Monday 7th June 2021 at 7.30pm. ii. Clerk Liaison Panel –Wednesday 2nd June 2021 at 12.00noon. iii. Climate and Environment Advisory Panel – Thursday 17th June 2021 at 7.30pm. iv. Digital Transformation Strategy Advisory Panel – Tuesday 25th May 2021 at 7.00pm. 	<p>25 min 9.10pm</p>

C022 – 18/05/2021	Snow Warden Scheme	1 min
To resolve to ratify the arrangements and support of the local Snow Warden Scheme.		9.11pm
C023 – 18/05/2021	Community Litter Picking Scheme	10 min
To receive a report and to consider purchasing litter picking equipment for community litter picks and to consider the proposed arrangement for it to be run in the same format as the Snow Warden Scheme.		9.21pm
C024 – 18/05/2021	Ashgrove Cemetery	1 min
To receive a report on interment and memorial applications received since the last Full Council meeting.		9.22pm
C025 – 18/05/2021	Coronavirus Update	1 min
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.		9.23pm
To include: An update on the High Court Judgement regarding the claim by Lawyers in Local Government, the Association of Democratic Services Officers and Hertfordshire County Council over the ability of councils in England to hold remote meetings.		
C026 – 18/05/2021	Future Agenda Items & Cllr Questions	2 min
Opportunity to provide the Clerk with requests for possible future agenda items and to raise questions on items not otherwise covered on the agenda.		9.25pm
C027 – 18/05/2021	Date and Time of Next Meeting	1 min
The next meeting of the Full Council is scheduled to be held on Tuesday 15 th June 2021 at 7pm at the Beacon Hall (subject to the calendar of meetings being approved under agenda item C011 - 18/05/2021).		9.26pm