



## PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN  
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### Minutes of the Executive Committee Meeting held on Tuesday 1<sup>st</sup> June 2021 at 7.00pm Held at Beacon Hall, French Close, Peasedown St John

**Present:**

**Councillors:** Simon Kidd; Andrew Larcombe; Jonathan Rich (Chair).

**In attendance:**

Tanya West – Parish Clerk

**Public Session:** There were no members of the public present at the meeting.

Minute Ref.	Agenda Item	Action
EC001 – 01/06/2021	<b>Election of Chair</b> In accordance with the Terms of Reference and Delegations document; it was <b>resolved</b> to appoint the Chair and Vice-Chair of Full Council as the Chair and Vice-Chair of the Executive Committee.	
EC002 – 01/06/2021	<b>Apologies for Absence</b> Apologies for absence had been received from Cllr. Kathy Thomas due to personal commitments. This apology was duly noted. Cllr Audrey Gillard-Sprake was absent with no apologies received. The Chair confirmed he would speak with Cllr Gillard-Sprake regarding her attendance at the Executive Committee and Advisory Panel meetings.	JR
EC003 – 01/06/2021	<b>Declarations of Interest</b> No further interests, to those already disclosed to the Monitoring Officer, were declared.	
EC004 – 01/06/2021	<b>Minutes &amp; Actions</b> i. The minutes of the Executive Committee meeting held on 2 <sup>nd</sup> June 2020 were reviewed, it was noted that these minutes were approved at the November Full Council meeting (minute C469 – 10/11/2020 refers). No comments were raised. ii. There was an outstanding action from the last Committee meeting relating to Council Logos. It had not progressed due to not being a priority. One of the logos links to the replacement sign on the Recreation Ground Changing Room building which is something the Parish Council now wishes to progress. Design and wording of the new sign was briefly discussed. The Clerk confirmed the matter would be included on the agenda for the Trustee meeting scheduled to be held on 29 <sup>th</sup> June 2021. Some design options would be presented to councillors for comment prior to this meeting.	Clerk
EC005 – 01/06/2021	<b>Items for Urgent Report</b> It had previously been reported that following some vandalism there was a large hole in the play surface of the 5-way swing on Beacon Field. A contractor had been booked to fill the hole and repair the surface; however, they had unfortunately not had sufficient materials to complete the job. More were on order but due to the national shortage of building-type materials this was proving to take longer than originally anticipated. Being half term holidays, it was not sure how well the part-	

	repaired surface would last.	
<b>EC006 – 01/06/2021</b>	<b>Advisory Panel</b> It was <b>resolved</b> to appoint an <b>Executive Committee Advisory Panel</b> , made up of all members of the Committee, to investigate specific projects/matters and make recommendations in line with the previously agreed Terms of Reference.	Clerk
<b>EC007 – 01/06/2021</b>	<b>Executive Committee Related Policies</b> It was noted that the two policies assigned to the Executive Committee (Formal Complaints Procedure and the Internal Dispute Resolution Policy) would need to be reviewed during the year at a future Advisory Panel meeting. In the interim, it was noted that the Formal Complaints Procedure required an immediate change as it specifies the email address of the previous Chair of Council. It was suggested that a new email address is created 'chair@' and this be allocated by the Clerk to whomever is the serving Chair, thus preventing the policy having to be changed each time the Chair is changed. The Clerk to make the necessary arrangements and ensure this task is logged as part of the regular updates/actions when a new Chair is appointed. It was <b>resolved</b> to recommend to Full Council that the Formal Complaints Procedure is readopted with the change to the Chairman's email address.	Clerk  Clerk
<b>EC008 – 01/06/2021</b>	<b>Order of Known Business</b> The Order of Known Business document was reviewed; it included all the new projects for the 2021/22 council year, along with those projects and larger operational tasks from the 2020/21 council year that had not yet been completed. Each of the projects were reviewed in turn and the following recommendations and actions required were made:  <b>Philosophers/Quiet Area</b> – The next meeting of this Advisory Panel is scheduled for 10 <sup>th</sup> June 2021. Once the details of the proposals have been determined, they will be presented to Full Council for consideration.  <b>Beacon Hall Audio Visual Equipment</b> – This project is being progressed by the Digital Transformation Advisory Panel and will be the topic of their next meeting.  <b>Recreation Ground Improvements</b> – The tender document had been approved at the May Full Council meeting and will be uploaded to the Government Procurement website by 4 <sup>th</sup> June 2021.  <b>Additional Streetlighting</b> – it was suggested that this project should be started as it is likely to take a long time to liaise with residents and suppliers. Streetlighting Advisory Panel will take this forward at their next meeting. Solar powered lights were also mentioned for investigation as part of this project.  <b>Water fountain installations around the village</b> – It was reported that a possible source of grant funding had been identified to part fund this project in order to assist it proceeding. However, it is a requirement of the grant application that the Parish Council has adopted a Safeguarding Policy. An example of a suitable policy had been circulated as pre-reading. It was <b>resolved</b> to agree in principle for the Parish Council to adopt a Safeguarding Policy, and that a revised draft policy would be presented for review by the Personnel Committee at their meeting on 8 <sup>th</sup> June 2021 with a view to it being fully adopted at the Full Council meeting on 15 <sup>th</sup> June 2021.  <b>Ashgrove Cemetery Cremated Remains Plots</b> – This is scheduled to be actioned in autumn 2021 and taken forward by the Burial Committee. Cllr Larcombe advised he and Cllr Ogilvie-Davidson had held an informal meeting at the cemetery and the Clerk should liaise with them in advance of the Burial Committee meeting regarding	Clerk  Clerk  Clerk  Clerk

	<p>the notes taken at this meeting.</p> <p><b>Asset ID Signage</b> - The Clerk advised the Parish Office staff would be working to progress this project during June 2021.</p> <p><b>Equality Act Compliant Gates</b> – One gate is still to be fitted but is pending the rectification of the dropped kerb on Bath Road. The Clerk to continue liaising with B&amp;NES Council about resolving these works.</p> <p><b>Parish Map and Signage Project</b> – This is currently being progressed by the Advisory Panel; recommendations will be presented to Full Council in due course.</p> <p><b>Refurbishment of telephone kiosks</b> – Various parts have been ordered and will be installed during June/July. Invoices are yet to be received.</p> <p><b>Composite doors for Recreation Ground changing rooms</b> – The doors are due to be installed in June and invoices will be received after completion.</p> <p><b>Ecewiche Green bypass fence repairs</b> – The works have been undertaken but the invoices for the materials are yet to be received.</p> <p><b>Braysdown Allotments boundary fence repairs</b> – The allocated budget for this project had been agreed at £2,500. Three quotations for these works had been received and were reviewed at the meeting. It was <b>resolved</b> to recommend to Full Council to proceed with option 3 for the Braysdown Allotment boundary fence repairs, at a cost of £2,500 plus VAT, with an additional sum, of up to £800 plus VAT to repair the holes in the hedge on the Colliery Lane boundary with this additional sum to be deducted from General Reserves.</p> <p><b>Streetlight spares</b> – Units and invoices are yet to be received.</p> <p><b>Additional planters for Orchard Way</b> – The original order was placed but the supplier advised the units were no longer available. Alternative options are due to be considered at the June Full Council meeting.</p> <p><b>Coal Mining Carts Floral Planters</b> – The planters were installed in May and will be planted up with flowers in June. Invoices are yet to be received; however, it was reported the original budget did not include funds to cover the cost of the installation of the hard-core bases. It was <b>resolved</b> to recommend to Full Council that the additional expenditure (currently £428.24) required for the creation of the mining cart planter bases is deducted from General Reserves.</p> <p><b>Electronic Devices &amp; Accessories for Councillors</b> – All laptops and equipment had now been issued to those councillors who had requested them. It was <b>resolved</b> to recommend to Full Council that the remaining balance of £289.87 for this project is returned to General Reserves.</p> <p><b>Waste bins</b> – All bins under this project have now been installed. It was <b>resolved</b> to recommend to Full Council that the £26.58 overspend on this project is deducted from General Reserves.</p> <p><b>Beacon Field picnic bench and dog exercise area</b> – The remaining picnic bench and additional hard core in the dog exercise area is a two-person job so will need to</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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	<p>be co-ordinated between Caretakers and aimed to be actioned in late June/early July.</p> <p><b>Streetlighting Upgrade</b> – The remaining streetlights to be upgraded to LED located on the footpaths at Bloomfield Way needs to be included on this list and the allocated budget amended to reflect the decisions made at Full Council. Clerk to action accordingly.</p> <p><b>Covid related matters</b> – It was <b>resolved</b> to recommend to Full Council that once the Covid related restrictions and legislation is lifted any remaining balance for this item is returned to General Reserves.</p> <p><b>VE and VJ Day 75th Anniversary Family Fun Event</b> – The Advisory Panel allocated to this project needs to have a meeting soon to take this forward.</p> <p><b>Staff/Cllr Training 2020-21</b> – The mentoring training is currently underway however no invoices have yet been received so this allocated budget remains until received.</p> <p><b>Bench seat at Mercedes roundabout</b> – The installation of this bench is a two-person job so will need to be co-ordinated between Caretakers and aimed to be actioned in July.</p> <p><b>Accessible Allotment Plot at Braysdown Allotments</b> – The works are now complete although some invoices are still to be received. It was <b>resolved</b> to recommend to Full Council that any remaining balance on this project is returned to General Reserves once all invoices have been received.</p> <p><b>Deer proof gates at Braysdown Allotments</b> – No budget is currently allocated to this project. It was agreed for the options to be discussed at the next allotment Advisory Panel meeting/inspection due at the end of June and any recommendation to be brought back to a future meeting of the Full Council.</p> <p><b>Tree Planting Programme</b> – It was noted there is £161.00 remaining against this project. It was agreed for it to remain there and be utilised for future activities as determined by the Tree Planting and Natural Environment Advisory Panel.</p> <p><b>Beacon Hall improvements</b> – This was included as a future project with regarding to additional rooms and storage etc. It was suggested that a 'hot desk' type office arrangement could be included within this project as an idea for generating revenue for the hall.</p> <p>The document and Planner to be updated in readiness for the next Full Council meeting.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p><b>EC009 – 01/06/2021</b></p>	<p><b>Date and Time of Next Meeting &amp; Future Agenda Items</b></p> <p>The date of the next Executive Committee meeting is to be determined. However, the date of the next Executive Committee Advisory Panel meeting is scheduled to be held on Tuesday 13<sup>th</sup> July 2021 at 7pm.</p> <p>No future agenda items were raised.</p>	

Meeting closed at 8.06pm

Signed.....

Date.....