



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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Minutes of the Full Council Meeting held on Tuesday 15th June 2021 at 7.00pm held at Beacon Hall, French Close, Peasedown St John

Present:

Councillors:

Barbara Bailey; Richard Clarke; Adi Davis; Jo Davis; Audrey Gillard-Sprake; Simon Kidd; Andrew Larcombe; Ray Love; Conor Ogilvie-Davidson; Jonathan Rich (Chair); Les Sprake; Kathy Thomas (Vice-Chair).

In attendance:

Tanya West – Parish Clerk

Public Session

There were two members of the public present at the meeting; one attended in person, the other joined the meeting online (which was permitted due to limited numbers being allowed at Beacon Hall). Both were in attendance in relation to planning application reference 21/01428/FUL Land Between Stowborough Cottages and Highfield Road. Both people addressed the Parish Council speaking in support of this application.

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| C028 – 15/06/2021 | Attendance Roll Call and Declarations of Interest |
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| <p>An attendance roll call was undertaken and those present are detailed above. No further interests to those already disclosed to the Monitoring Officer were declared. Although, in the interests of transparency Cllr Barbara Bailey advised she lived next to the property being considered under planning application reference 21/02403/FUL and Cllrs Audrey Gillard-Sprake and Les Sprake also declared an association in respect of planning application reference 21/01428/FUL. None of which were pecuniary.</p> |
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| C029 – 15/06/2021 | Attendance and Apologies for Absence |
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| <p>Pre-reading provided a report on councillor meeting attendance for the 2021-22 Council year. Apologies for absence had been received from Cllrs John Bailey and Mandy Clarke due to illness; Cllrs Andrew Fraser and Simon Kidd due to personal commitments; Cllr Sam Heathcote due to work commitments. These apologies were duly noted. Cllr Gavin Heathcote was absent with no apologies received.</p> |
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| C030 – 15/06/2021 | Minutes |
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| <ul style="list-style-type: none">i. The minutes of the Full Council meeting held on 22nd April 2021 had been circulated in advance of the meeting; it was resolved that they be accepted as a true and correct record of that meeting and were signed by the Chair accordingly.ii. The minutes of the Annual Full Council meeting held on 18th May 2021 had been circulated in advance of the meeting but not in sufficient time for them to be reviewed by all councillors. It was therefore agreed their approval should be rolled over to the next meeting. |
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| C031 – 15/06/2021 | Clerk's Report |
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| <p>Councillors received, 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. The following items were raised:</p> <ul style="list-style-type: none">➤ Litter picking equipment – the supplier has advised there is a national shortage of parts so, all being well, they should be delivered in July.➤ Graffiti at the skate park continues to be a problem. A paper on the matter will be reviewed at the next Finance & Amenities Committee meeting. |
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- Responses to the community grant awards have been positive. Any councillors wishing to volunteer to be the contact for the grant receivers to let the Clerk know. It will involve presenting them with the cheque for a promotional photograph and to obtain feedback on the activities relating to the grant.

C032 – 15/06/2021 Items for Urgent Report

The following items were reported on:

- Wilding of verges around the village, particularly on Orchard Way. It was reported there had been mixed reports on this with many residents contacting the Parish Council asking for them to be cut back. The matter is being followed up via Fix My Street and at the next Parish Liaison group meeting.

C033 – 15/06/2021 Planning Related Matters

A. Councillors reviewed the plans, alongside any feedback provided by public or members, and determined the Parish Council's official response regarding the following planning applications:

i. Reference: **21/02513/FUL**

Address: **62 Carlingcott**, Carlingcott, Bath, BA2 8AP

Proposal: Erection of a two storey rear extension.

Applicant: Mrs Carol Galpin

It was noted there were no public comments listed on the B&NES Council website in relation to this application.

Councillors did not raise any concerns regarding the application and so it was **resolved** that it be supported.

ii. Reference: **21/02538/FUL**

Address: **64 Carlingcott**, Carlingcott, Bath, BA2 8AP

Proposal: Erection of a single storey rear extension.

Applicant: Mrs Carol Galpin

It was noted there were no public comments listed on the B&NES Council website in relation to this application.

Councillors did not raise any concerns regarding the application and so it was **resolved** that it be supported.

iii. Reference: **21/02403/FUL**

Address: **59 Under Knoll**, Peasedown St. John, Bath, BA2 8TY

Proposal: Erection of single storey rear extension following demolition of existing conservatory.

Applicant: Mrs Susan Watkins

It was noted there was one public comment listed on the B&NES Council website in support of this application.

Councillors reviewed the proposals and it was considered that the design of the tall blank grey wall facing the adjacent property (as shown on the proposed side elevation drawing no. PL25/A) was out of keeping with the design and appearance of the other houses in the area, which are of Georgian style and red brick.

It was therefore **resolved** to object to the plans, as proposed, in that the finish is not in keeping with the adjacent properties and host building.

iv. Reference: **21/01428/FUL** – Revised Information

Address: **Land Between Stowborough Cottages and Highfield Road**, Greenlands Road, Peasedown St. John, Bath

Proposal: Erection of a pair of semi-detached bungalows

Applicant: Mrs A Gould.

It was noted there were no public comments listed on the B&NES Council website in relation to this application but both of the Ward Councillors had submitted comments in support of the application.

Councillors were briefed of the changes to this application since it was last considered at the April Full Council meeting (minute C587 – 22/04/2021 refers) and the feedback from the Case Officer was also relayed.

Photographs taken from a site visit were displayed at the meeting along with the plans.

It was noted the allocated parking spaces and terrace dwelling gardens had already been changed, thus effectively contravening the planning permission granted under a previous

application on this site (ref. 14/01258/FUL). Also, there is now a shipping container located on the site (where the original parking was located).

The proposed new parking arrangements are single garages with one additional space, also the existing properties are now allocated tandem parking spaces which means that one vehicle has to be removed to permit the second vehicle to enter/exit the space which is not convenient on a regular basis. The gardens of the existing properties have been significantly reduced in size to accommodate the proposed new bungalows so they no longer match those of the neighbouring properties in the terrace. Furthermore, the proposed bungalows will also have a 'token' garden. It was therefore **resolved** to continue to object to this application based on the proposed development constituting over development of the site resulting in a lack of amenity space for residents, that the parking and turning spaces are inadequate, also the fact there is a shipping container on the site with no mention of it on the plans.

v. Reference: **21/02526/FUL**

Address: **17 Ashgrove**, Peasedown St. John, Bath, BA2 8EB

Proposal: Erection of two storey and single storey rear extension raise rear lean-to walls and replace rear lean-to roof with new pitched roof

Applicant: H. Bowker and C. Lewis.

It was noted there were no public comments listed on the B&NES Council website in relation to this application.

Councillors did not raise any concerns regarding the application and so it was **resolved** that it be supported.

B. Councillors received, for information, a report on the following (appendix C033i refers):

- 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.

C034 – 15/06/2021 Outside Bodies

There had not been any meetings of the outside bodies groups held since the last Full Council meeting. The B&NES ALCA Area Group meeting had been rescheduled from Tuesday 25th May 2021 to Wednesday 30th June 2021.

C035 – 15/06/2021 Assets

The inventory of land and assets including buildings and office equipment had been circulated as pre-reading. It was reviewed and a summary of the new items added was provided. This included the CCTV at Beacon Hall; the new grit spreading machine; laptops for councillors; accessible allotment plots etc. It was **resolved** that the updated inventory of land and assets be adopted.

C036 – 15/06/2021 Policies & Strategic Documents

Councillors considered recommendations from the **Executive Committee** and **Personnel Committee** following the review of policies at their committee meetings.

*It was **resolved** to recommend to Full Council that the Formal Complaints Procedure is readopted with the change to the Chairman's email address.*

It was noted that the email had been amended to a generic 'Chairman@' email address.

It was **resolved** to accept this recommendation.

*It was **resolved** 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 8th June 2021 with a view to it being fully adopted at the Full Council meeting on 15th June 2021.*

It was **resolved** to accept this recommendation.

It was noted that the Clerk was still to supply a Word version of the Safeguarding Policy to Cllr Ogilvie-Davidson for review and comment by one of his work colleagues

C037 – 15/06/2021 Council Committee Updates

- i. Councillors received the minutes for the from the **Executive Committee** meeting held on **1st June 2021** and considered the following recommendations raised at that meeting under minute **EC008 – 01/06/2021 Order of Know Business:**

*It was **resolved** 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.

It was **resolved** to accept this recommendation.

Coal Mining Carts Floral Planters – 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 **resolved** 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.

It was **resolved** to accept this recommendation.

The Caretaker was thanked for his work on the bases and planting up the planters; they have been very well received by residents.

Electronic Devices & Accessories for Councillors – All laptops and equipment had now been issued to those councillors who had requested them. It was **resolved** to recommend to Full Council that the remaining balance of £289.87 for this project is returned to General Reserves.

It was **resolved** to accept this recommendation.

Waste bins – All bins under this project have now been installed. It was **resolved** to recommend to Full Council that the £26.58 overspend on this project is deducted from General Reserves.

It was **resolved** to accept this recommendation.

Covid related matters – It was **resolved** 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.

It was **resolved** to accept this recommendation.

Accessible Allotment Plot at Braysdown Allotments – The works are now complete although some invoices are still to be received. It was **resolved** to recommend to Full Council that any remaining balance on this project is returned to General Reserves once all invoices have been received.

It was **resolved** to accept this recommendation.

- ii. It was noted that the recommendation from the **Personnel Committee** meeting held on 8th June 2021 had already been considered under item C036 – 15/06/2021.
- iii. It was **resolved** to appoint Cllr Kathy Thomas to the **Burial Committee**, filling the remaining vacancy on this committee. It was noted that Cllr Thomas would now be a full member of this committee rather than an ex-officio member.

C038 – 15/06/2021 Financial Matters & Schedule of Payments

Councillors reviewed the schedule of payments raised since the Full Council meeting on 18th May 2021 in relation to the accounts for year ending 31st March 2022 (appendix C038i refers). It was noted there were two payments for invoices dated March 2021 but they had not been received until June 2021. It was **resolved** to ratify all the payments on this schedule.

C039 – 15/06/2021 Internal Audit

It was reported that the Internal Audit for the financial year ending 31st March 2021 had been undertaken and the report had been submitted as part of the Annual Governance Statement and Annual Return. All of the required objective checks had been positively reported or not covered. A more detailed report will be received in due course and will be presented for review by the Finance & Amenities Committee. It was noted that the Internal Auditor is being invited to a future Finance & Amenities Advisory Panel meeting which will be open to all councillors if they wish to attend.

C040 – 15/06/2021 Annual Governance Statement for 2020-21

Points 1 to 9, of the Annual Governance Statement, were considered in turn and it was **resolved** the following statement be agreed:

We acknowledge as the members of Peasedown St John Parish Council, our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

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4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7. We took appropriate action on all matters raised in reports from internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.
9. Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

C041 – 15/06/2021 End of Year Accounts for 2020-21

- Copies of the accounting statement, summary of income and expenditure, bank reconciliation and explanation of variances and balance sheet had been circulated as pre-reading (copies of which can be seen attached to this document as appendix C041i). It was **resolved** to accept the accounts for the year ending 31st March 2021.
- It was reported that the Council's expenditure incurred under s.137 of the Local Government Act 1972 had been checked by the Internal Auditor.
- Due to the Internal Audit taking place later in the year than usual, it had not been possible to undertake the end of year close down, input the new budgets and provide a summary of those budgets being amended or carried forward from 2020/21 to 2021/22 or a summary of the updated General and Ear Marked Reserves. Consequently, these reports will be presented to the Finance & Amenities Committee meeting and then in turn to Full Council in July.

C042 – 15/06/2021 Order of Known Business

Pre-reading provided a 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, also, of the previously agreed larger operational projects.

The Clerk reported a grant towards the funding of an outdoor drinking water bottle refill station had been applied for, but due to Bristol Water and not Wessex Water supplying the water in Peasedown St John we unfortunately did not qualify for that particular item. It was agreed, therefore, to submit an application towards the funding for the Beacon Philosophers Area instead.

Cllr Larcombe asked about the option of the Parish Council, in their capacity as the Charity Trustee of the Recreation Ground to apply for Football Foundation grants. The Clerk to follow up and create an associated action to keep councillors informed on progress.

C043 – 15/06/2021 Additional Group of Planters on Orchard Way

Pre-reading provided a report on alternative planters for Orchard Way following discussions held at the March Full Council meeting (minute C574 – 16/03/25021) and at the April Full Council meeting (minute C585 - 22/04/2021). The original order had not been processed by the supplier due to manufacturing issues; they had located an alternative manufacturer, but the pricing was considerably more. Alternative options were therefore investigated and included in the report.

It was **resolved** to order a group of three "Glenfield" recycled plastic planters from Broxap, at a cost of up to £1,500 plus VAT.

C044 – 15/06/2021 Advisory Panel Updates

- A. Councillors received reports and considered recommendations from the following Advisory Panels which have met since the last Full Council meeting:
- i. **Beacon Hall Coronavirus Secure Advisory Panel** – Meeting held on Monday 14th June 2021 at 7.30pm. The notes from this meeting had been circulated as pre-reading. No recommendations at this stage were made as the Government had announced a 4-week delay on the lifting of the next phase of restrictions of the national lock down. A further meeting had been scheduled in 3 weeks time in line with the next announcement.
 - ii. **Beacon Philosophers Area Advisory Panel** – Meeting held on Thursday 10th June 2021 at 6.30pm. The notes from this meeting had been circulated as pre-reading. Cllr Ogilvie-Davidson and the Administration Officer are due to meet to put together a more detailed schedule of works. An update will come back to a future Full Council meeting once the Advisory Panel members

have reviewed it and are happy with it. B&NES Council to be contacted to obtain their permission as part of the lease of the land.

- iii. **Digital Transformation Strategy Advisory Panel** – Tuesday 25th May 2021 at 6.30pm. The Advisory Panel is continuing to work on specification for the email communication/management software. The next meeting will review the hall set up for microphones and screens.
- iv. **Streetlighting Advisory Panel** – Meeting held on Thursday 10th June 2021 at 7.30pm. It is reported that there are a few streetlights that still require checking to ensure the vegetation around them has been cut back sufficiently. The lantern of the faulty light on Greenlands Road has now been replaced. Signify has been chased again regarding the warranty replacements for the day burning lights. Before the winter it is planned that councillors will be asked to check their allocated streetlights. The Clerk is creating a form for councillors to use to report on their lights which will feedback into a central spreadsheet.

B. To note the scheduled forthcoming meetings for the following Advisory Panels:

- i. **Christmas Lights Advisory Panel** – To be determined.
- ii. **Clerk Liaison Panel** – Wednesday 7th July 2021 at 12.00noon.
- iii. **Climate and Environment Advisory Panel** – Thursday 17th June 2021 at 7.30pm.
- iv. **Digital Transformation Strategy Advisory Panel** – To be determined.
- v. **Executive Committee Advisory Panel** – Tuesday 13th July 2021 at 7.00pm.
- vi. **Operation London Bridge Advisory Panel** – To be determined.
- vii. **Parish Map and Signage Project** – To be determined.
- viii. **Tree Planting & Natural Environment Advisory Panel** – To be determined.

The Clerk to contact the Chairs of those Advisory Panels where a meeting date has not yet been scheduled to arrange accordingly.

C045 – 15/06/2021 Correspondence, Complaints & Issues

Councillors had the opportunity to review any new queries, issues and complaints raised since the last meeting as they had been logged on the relevant online Planner Board. Items of significance brought to the Council's attention included:

- A response from Peasedown Environment Group following the Parish Council's comments on their proposals following their Cycling Survey (see appendix C045i for copy of response).

The general feeling among members was that the viewpoint remained that in the interests of the safety of residents, and because the barriers do not impede cyclists but just slow them down, they would not like to see any more of the bollards removed without the Parish Council being consulted beforehand.

The Clerk was requested to find out who the cabinet member was that came out to speak with the Peasedown Environment Group on this matter. Also, to establish who owns the footpaths on which the bollards are still located to determine where the responsibility lies.

C046 – 15/06/2021 Ashgrove Cemetery

Since the last Full Council meeting there had not been any interment or memorial applications. The Clerk advised she was investigating, with the ICCM, regarding a memorial that had been amended without authorisation and would report back in due course.

C047 – 15/06/2021 Coronavirus Update

Councillors received updates and made decisions based on advice from the Government, Public Health and NALC guidelines regarding Coronavirus in relation to Parish Council facilities and services. There were no changes to the Parish Council procedures since the last meeting.

C048 – 15/06/2021 Resolution Relating to Confidential Nature

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.

This agenda item was not required.

C049 – 15/06/2021 Update - Staffing Matters

Opportunity to privately discuss staffing matters, if required.

As the Chair of the Personnel Committee, Cllr Simon Kidd, was unable to attend this meeting, it was agreed for the item to be deferred to the July Full Council meeting.

C050 – 15/06/2021 Resolution to Revert to Public Session

To pass a resolution that the meeting is put back into public session.

This agenda item was not required.

C051 – 15/06/2021 Future Agenda Items & Cllr Questions

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Councillors raised the following queries or requests for future agenda items:

- Possible installation of a defibrillator on the Recreation Ground, in view of the recent incident with a professional footballer. It was commented there is currently an opportunity for football clubs to purchase discounted defibrillators at the moment through the Football Association. Clerk to investigate and pass on the relevant information to the football clubs.
- A query about how to deal with noisy neighbours. It was responded to contact Environment Services at B&NES Council or Curo due to being Housing Association tenanted properties.
- A request to organise another course on defibrillator training and invite councillors and residents to attend. It was commented that councillors should set an example to encourage others to attend.

C052 – 15/06/2021

Date and Time of Next Meeting

The next meeting of the Full Council is scheduled to be held on Tuesday 20th July 2021 at 7pm at Beacon Hall.

The meeting closed at 8.55pm.

Signed..... Date.....

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Appendix C033i – Planning Related Matters

Purpose

To receive a report and make any associated decisions on the following planning related matters:

Planning Decisions Issued by B&NES Council (for information only)

Since the Full Council meeting on 18th May 2021, decisions have been received from B&NES Council on the following applications:

- i. Ref. **21/00729/FUL** – 31 Braysdown Lane, Peasedown St. John, Bath, BA2 8HN – Erection of a new sunken two storey dwelling, following demolition of existing garages – Terri Yuille. Application **withdrawn**.
- ii. Ref. **21/01699/OUT** – Skylark Farm, Braysdown Lane, Peasedown St. John, Bath, BA2 8NL – Outline application for an agricultural worker dwelling at Skylark Farm – Partons Poulets Ltd. Application **withdrawn**.
- iii. Ref. **21/01743/FUL** – 10A Bath Road, Peasedown St. John, Bath, BA2 8DW – Erection of single storey side extension with dormer windows to provide annex accommodation – Mr Edwin Cox. Application **permitted** subject to usual conditions and that the development shall not be occupied at any time other than for purposes ancillary to the residential use of the dwelling known as 10A Bath Road, Peasedown St. John and shall not be occupied as an independent dwelling.
- iv. Ref. **21/01921/FUL** - 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. Application **withdrawn**.

Planning Enforcement

Since the Full Council meeting on 18th May 2021, the following enforcement matters are still in progress. Updates are being pursued by the Clerk. Any responses not detailed below will be reported at the meeting:

- i. **14/00806/UNAUTH** - Land behind site of Peasedown Community Farm, Dunkerton Hill, Bath – Unauthorised use/activity.

Planning Applications Not Invited to Comment (for information only)

Since the Full Council meeting on 18th May 2021, applications validated by B&NES Council upon which the Parish Council is not invited to comment are as follows:

- i. None.

Since the Full Council meeting on 18th May 2021, applications determined by B&NES Council upon which the Parish Council is not invited to comment are as follows:

- i. None.

Since the Full Council meeting on 18th May 2021, applications pending determination by B&NES Council upon which the Parish Council was not invited to comment are as follows:

- i. Ref. **21/01092/COND** - Highfield, Eckweek Lane, Peasedown St. John, Bath, BA2 8PH - Discharge of conditions 5 (Implementation of wildlife scheme), 7 (Material samples), 9 (Landscape Hard/Soft Landscaping Minor) and 11 (MISC12 Water Efficiency Rainwater) of application 19/04775/FUL (Erection of 3 bed detached house, double garage and workshop) - David Maughan.

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Planning Appeals (for information only)

Since the Full Council meeting on 18th May 2021, the following appeals were lodged/determined:

- i. None.

Since the Full Council meeting on 18th May 2021, the following appeals are in progress:

- i. None.

Planning Applications Pending Decision (for information only)

The following applications are still awaiting a decision by B&NES Council:

- i. Ref. **21/01428/FUL** - Land Between Stowborough Cottages And Highfield Road, Greenlands Road, Peasedown St. John, Bath - Erection of a pair of semi-detached bungalows – Mrs A Gould.
- ii. Ref. **21/01948/FUL** - 4 Keel's Hill, Peasedown St. John, Bath, BA2 8ER - Erection of rear extension over existing single storey extension – Bowerhaus Design.
- iii. Ref. **21/02046/FUL** - 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.
- iv. Ref. **21/02122/FUL** - 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.

Planning Applications for Neighbouring Parishes

Since the Full Council meeting on 18th May 2021 the following application from a neighbouring parish has been identified as potentially having an impact on Peasedown St John:

None yet specified – the weekly lists of all applications within B&NES can now be accessed by councillors via MS Teams.

It is suggested that councillors use the map function on the B&NES Council website to determine if there are any relevant applications outside the parish, which could have an impact on Peasedown St John and so thus require consideration.

Progress update on the Greenlands Road development of 89 Dwellings

No further correspondence received since that dated 14/01/2021, which stated:

I am well, thank you. Hope you and the parish councillors are also keeping well and safe.

Thanks for getting in touch, no change for the time being, we're still focused on our sites in Bath, Bristol, Yatton and Keynsham at the moment.

I'll let you know as soon as/when things change.

DRAFT**Appendix C038i - Schedule of payments made since the Full Council meeting on 18th May 2021 in relation to the accounts for the year ending 31st March 2022.**

| Date of Invoice | Supplier Name | Details | Associated Minute/Regulation | Net Amount | VAT Amount | Payment Type |
|-----------------|---------------------------------|---|------------------------------|------------------|----------------|--------------|
| 25/03/2021 | JW Waste | Skip for waste at Beacon Hall - Mar to Apr 2021 | Fin. Regs. 4.1 | £321.00 | £64.20 | BACS |
| 25/03/2021 | JW Waste | Skip for waste at Beacon Hall - Feb to Mar 2021 | Fin. Regs. 4.1 | £36.00 | £7.20 | BACS |
| 14/04/2021 | Charltons Timber Store | Timber to replace broken fence at Beacon Field | Fin. Regs. 4.1 | £18.44 | £3.69 | BACS |
| 14/04/2021 | Charltons Timber Store | Timber and fixing to repair broken fence on Ecewiche Green | Fin. Regs. 4.1 | £205.16 | £41.03 | BACS |
| 27/04/2021 | Charltons Timber Store | Timber for coal mining cart bases | Fin. Regs. 4.1 | £86.78 | £17.36 | BACS |
| 30/04/2021 | Fireshield Fire Protection Ltd. | Servicing of fire extinguishers | Fin. Regs. 4.1 | £90.50 | £18.10 | BACS |
| 10/05/2021 | AJ Champion & Sons Ltd. | Type 1 Gravel for mining cart bases | Fin. Regs. 4.1 | £17.50 | £3.50 | BACS |
| 11/05/2021 | AJ Champion & Sons Ltd. | Gravel for mining cart bases | Fin. Regs. 4.1 | £22.83 | £4.57 | BACS |
| 17/05/2021 | BT Payment Services Ltd. | Mobile Phone Costs - May 2021 to Jun 2021 | C021 – 18/05/2021 | £15.00 | £3.00 | Direct Debit |
| 18/05/2021 | JEM Heating Services Ltd. | Mechanical Services Maint Contract Changing Rooms 2021/22 | Fin. Regs. 4.1 | £150.00 | £30.00 | BACS |
| 24/05/2021 | Softcat Plc | MS Office 365; Visio; Conf Call Subscriptions - Apr 2021 | C513 - 05/01/2021 | £373.07 | £74.61 | BACS |
| 24/05/2021 | Softcat Plc | Email Exchange - Apr 2021 | Fin. Regs. 4.1 | £10.24 | £2.05 | BACS |
| 27/05/2021 | Greensward Sports | Mowing of the Recreation Ground | C021 – 18/05/2021 | £665.00 | £133.00 | BACS |
| 31/05/2021 | Allstar Business Solutions Ltd. | Fuel Card - May 2021 | C021 – 18/05/2021 | £71.01 | £14.20 | Direct Debit |
| 31/05/2021 | C&S Cleaning Services Ltd. | Cleaning - Beacon Hall | Fin. Regs. 4.1 | £126.80 | £25.36 | BACS |
| 01/06/2021 | B&NES Council | AC - Business Rates - June 2021 | C016 - 18/05/2021 | £208.00 | £0.00 | Direct Debit |
| 01/06/2021 | Sage (UK) Limited | Online subscription to Sage 50 Accounts - June 2021 | Fin. Regs. 4.1 | £41.00 | £8.20 | Direct Debit |
| 04/06/2021 | Techniglaze Ltd. | Deposit for replacement window | Fin. Regs. 4.1 | £66.34 | £13.27 | BACS |
| 09/06/2021 | BT Payment Services Ltd. | BH & PO Telephone & Broadband 01/06/21 to 30/06/21 | C021 – 18/05/2021 | £110.58 | £22.12 | Direct Debit |
| 16/06/2021 | Lloyds Bank plc | Credit Card - May 2021 - Statement Reconciled as per Fin. Regs. 5.5 | Fin. Regs. 6.20 | £723.78 | £0.00 | Direct Debit |
| | | | | £3,359.03 | £485.46 | |

Section 2 – Accounting Statements 2020/21 for

Peasedown St John Parish Council

| | Year ending | | Notes and guidance |
|---|-----------------------|-----------------------|--|
| | 31 March 2020 £ | 31 March 2021 £ | |
| | | | <i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> |
| 1. Balances brought forward | 94,236 | 161,946 | <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i> |
| 2. (+) Precept or Rates and Levies | 247,736 | 251,452 | <i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i> |
| 3. (+) Total other receipts | 32,298 | 12,454 | <i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i> |
| 4. (-) Staff costs | 105,381 | 92,605 | <i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i> |
| 5. (-) Loan interest/capital repayments | 0 | 0 | <i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i> |
| 6. (-) All other payments | 106,943 | 89,881 | <i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i> |
| 7. (=) Balances carried forward | 161,946 | 243,366 | <i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i> |
| 8. Total value of cash and short term investments | 182,729 | 226,790 | <i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i> |
| 9. Total fixed assets plus long term investments and assets | 615,252 | 642,845 | <i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i> |
| 10. Total borrowings | 0 | 0 | <i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i> |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes | No | <i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i> |
| | ✓ | | <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i> |

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

11/06/2021

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



PEASEDOWN ST JOHN PARISH COUNCIL
FINANCIAL YEAR ENDING 31ST MARCH 2021
INCOME AND EXPENDITURE

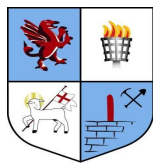
| Centre / Account Number | Item Description | Precept | Other Income | Staff Costs | Other Expenditure |
|-------------------------------|--|--------------|--------------|-------------|----------------------|
| 401001 | Precept | £ 251,452.00 | | | |
| 401002 | B&NES Council Tax Support Grant | | £ - | | |
| 401003 | Bank Interest Received | | £ 80.41 | | |
| 401004 | Donations, Wayleaves & Refunds | | £ 1,532.90 | | |
| 401005 | S106 Income | | £ - | | |
| 401006 | C.I.L. Income | | £ - | | |
| 401007 | Sale of Assets Income | | £ 80.00 | | |
| 402001 | Allotment Rents Received | | £ 832.00 | | |
| 403001 | Environment | | £ 572.80 | | |
| 404001 | Interments Income | | £ 4,850.00 | | |
| 404002 | Memorials Income | | £ 555.00 | | |
| 404003 | Gdn. of Rem. - Bench Donations | | £ 1,000.00 | | |
| 405001 | Beacon Hall Receipts | | £ 2,951.25 | | |
| 501001 | Admin staff salaries | | | £ 40,074.48 | |
| 501002 | Employers NI | | | £ 3,781.93 | |
| 501003 | Caretakers Salaries | | | £ 25,611.66 | |
| 501004 | Employer Pension Contributions | | | £ 11,113.83 | |
| 501005 | Pension Deficit | | | £ 12,023.33 | |
| 501006 | Payroll Processing Fees | | | | £ 324.00 |
| 502001 | Staff Expenses H&S Clothing | | | | £ 68.49 |
| 502002 | Mileage | | | | £ 1,014.16 |
| 502003 | Staff Absence / Annual Leave Cover | | | | £ 173.00 |
| 502004 | Telephone & Broadband | | | | £ 730.23 |
| 502005 | Stationery, Printing & Postage | | | | £ 938.90 |
| 502006 | Subscriptions & Publications | | | | £ 1,389.46 |
| 502007 | Bank Charges | | | | £ 182.00 |
| 502008 | Insurance {exc. Beacon H&F} | | | | £ 2,678.37 |
| 502010 | Meeting & Surgery Costs | | | | £ 12.29 |
| 502012 | Internal & External Audit Fees | | | | £ 908.75 |
| 502013 | Professional Fees | | | | £ 251.83 |
| 502014 | Staff / Councillors Training | | | | £ 155.00 |
| 502015 | Councillor Expenses | | | | £ - |
| 502016 | Health & Safety Audit | | | | £ 1,829.22 |
| 502017 | IT Software & Hardware | | | | £ 6,143.48 |
| 502018 | GDPR Audit & Costs | | | | £ - |
| 502019 | Covid19 Related Matters | | | | £ 1,142.55 |
| 502021 | HR Support Service | | | | £ 1,711.62 |
| 503001 | Newsletters & Advertising | | | | £ 1,614.41 |
| 503002 | Website & Email | | | | £ 771.85 |
| 601001 | School Crossing Patrol | | | | £ 2,158.40 |
| 601002 | Community Grants | | | | £ 201.90 |
| 601003 | Village Events | | | | £ 240.00 |
| 601004 | Senior Residents' Christmas Tea | | | | £ 1,539.23 |
| 601005 | Chairman's Allowance | | | | £ 4.00 |
| 601006 | Death of a Snr National/Local Figure | | | | £ 251.28 |
| 601007 | Peasedown Youth Partnership - Youth Work Provision | | | | £ 5,000.00 |
| 602001 | New Machinery / Tools | | | | £ 390.04 |
| 602002 | Winter Support | | | | £ 352.62 |
| 602003 | Ecewiche Green General Tree/Vegetation Works | | | | £ - |
| 602004 | Street Furniture Maintenance | | | | £ 911.66 |



| Centre / Account Number | Item Description | Precept | Other Income | Staff Costs | Other Expenditure |
|-------------------------------|--|---------|--------------|-------------|----------------------|
| 602005 | Christmas Lights & Trees | | | | £ 4,045.79 |
| 602006 | Allotment Land Rent & Maint. | | | | £ 339.70 |
| 602007 | Caretaker Incidentals | | | | £ 278.60 |
| 602008 | Machinery/Tools Service/Repairs | | | | £ 829.46 |
| 602009 | Petrol & Oil | | | | £ 300.59 |
| 602901 | Capital Projects - Winter Support | | | | £ 936.70 |
| 602903 | Capital Projects - Planted Peasedown | | | | £ 339.00 |
| 602904 | Capital Projects - Garden of Remembrance | | | | £ 68.46 |
| 602906 | Capital Projects - Waste Bins | | | | £ - |
| 602908 | Capital Projects - Signs & Street Furniture | | | | £ 774.94 |
| 602912 | Project - Equality Act Comp. Gates | | | | £ - |
| 602913 | Project - Street Light Upgrade to LED | | | | £ 1,391.84 |
| 602914 | Project - Accessible Allotment Plots | | | | £ 4,440.51 |
| 602915 | Project - Devices for Councillors | | | | £ 2,210.13 |
| 603001 | Energy Supply | | | | -£ 4,260.46 |
| 603002 | Maintenance | | | | £ - |
| 603003 | Repairs & New Columns | | | | £ 889.46 |
| 604001 | Floral Display | | | | £ 2,636.11 |
| 604002 | General Hedge & Open Space Works | | | | £ 267.00 |
| 604003 | General Tree Works | | | | £ 85.00 |
| 605001 | Cemetery Rates | | | | £ 2,263.92 |
| 605002 | Cemetery Utilities | | | | £ 352.38 |
| 605003 | Cemetery Waste Disposal | | | | £ 1,238.50 |
| 605004 | Cemetery Tree/Hedge Works | | | | £ - |
| 605005 | Cemetery Works | | | | £ 1,287.61 |
| 605006 | Cemetery Garden of Remembrance | | | | £ 972.32 |
| 606001 | Recreation Field - General | | | | £ 3,532.26 |
| 606002 | Recreation Field - Changing Rooms Utilities | | | | £ 460.36 |
| 606003 | Recreation Field - Football Facilities Related | | | | £ 1,610.81 |
| 607001 | Beacon Hall Licensing | | | | £ 180.00 |
| 607002 | Beacon Hall Business Rates | | | | £ - |
| 607003 | Beacon Hall Safety Checks | | | | £ 456.12 |
| 607004 | Beacon Hall Gas | | | | £ 1,359.22 |
| 607005 | Beacon Hall Electricity | | | | £ 1,040.33 |
| 607006 | Beacon Hall Water | | | | £ 301.03 |
| 607007 | Beacon Hall Telephone & Broadband | | | | £ 437.19 |
| 607008 | Beacon Hall Website | | | | £ 71.87 |
| 607009 | Beacon Hall Building Maintenance | | | | £ 694.18 |
| 607010 | Beacon Hall Contents Maintenance | | | | £ 896.26 |
| 607011 | Beacon Hall Advertising | | | | £ - |
| 607012 | Beacon Hall Cleaning | | | | £ 886.10 |
| 607013 | Beacon Hall Insurance | | | | £ 659.58 |
| 607014 | Beacon Hall Refuse Bin Collections | | | | £ 1,173.76 |
| 607015 | Beacon Hall PHS Contract | | | | £ 475.14 |
| 607016 | Beacon Hall Sundries | | | | £ 36.04 |
| 607906 | Beacon Hall - Capital Projects - CCTV | | | | £ 4,995.00 |
| 607907 | Beacon Hall - Capital Projects - Disabled Parking Bays | | | | £ 575.00 |
| 607908 | Beacon Hall - Capital Projects - New Fire Doors | | | | £ 5,784.68 |
| 607909 | Beacon Hall - Capital Projects - Internal Lighting | | | | £ 5,893.87 |
| 608001 | Beacon Field Grass & Hedge Cutting | | | | £ 2,170.00 |



| Centre / Account Number | Item Description | Precept | Other Income | Staff Costs | Other Expenditure |
|-------------------------------|--|--------------------|-------------------|-------------------|----------------------|
| 608002 | Beacon Field Other Grounds Maintenance | | | | £ 74.33 |
| 608003 | Beacon Field Play Equip. Maint. | | | | £ 581.02 |
| 608004 | Beacon Field Insurance | | | | £ 736.30 |
| 608902 | BF - ResFundProj - Seating and Dog Exercise Area | | | | £ 24.53 |
| Net | | £251,452.00 | £12,454.36 | £92,605.23 | £89,881.28 |



| | 2020-21 |
|---|-------------|
| Balance per bank statement at 31st March 2021 | £226,518.82 |
| Plus Uncleared Deposits (see below) | £378.00 |
| Less Unpresented Cheques (see below) | £106.56 |
| Balance per Cash Book at 31st March 2021 (Box 8 on Annual Return) | £226,790.26 |

Balance Per Bank Statements

| | | |
|-------------|-----------------------------|------------|
| 31-Mar-2021 | NatWest Current Account | £82,588.99 |
| 31-Mar-2021 | Unity Trust Current Account | £62,965.37 |
| 31-Mar-2021 | Unity Trust Reserve Account | £80,714.46 |
| 31-Mar-2021 | Cash in Hand | £250.00 |

Sub Total = £226,518.82

Uncleared Deposits

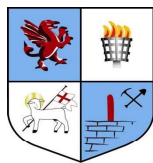
| | | |
|-------------|--------------------------------|---------|
| 30-Jun-2016 | Pay In Book Ref. 000193 - Chq. | £60.00 |
| 30-Jun-2016 | Pay In Book Ref. 000193 - Chq. | £130.00 |
| 21-Mar-2018 | Pay In Book Ref. 000284 - Chq. | £7.00 |
| 17-Jun-2020 | Cash Paid In Ref. Key Deposit | £5.00 |
| 31-Mar-2021 | Pay In Book Ref. 000384 - Chq. | £90.00 |
| 31-Mar-2021 | Cash Paid In Ref. Assets Sold | £80.00 |
| 31-Mar-2021 | Cash Paid In Inv. 2144 | £6.00 |

Total Un-reconciled Income = £378.00

Unpresented Cheques

| | | |
|-------------|-------------------|---------|
| 31-Mar-2021 | Cheque No. 004612 | £106.56 |
|-------------|-------------------|---------|

Total Un-reconciled Expenditure = £106.56



| | 2020-21 |
|---|--------------------|
| Balance per Cash Book at 31st March 2021 (Box 8 on Annual Return) | £226,790.26 |
| Less Creditors at 31st March 2021 (see below) | £5,080.77 |
| Plus Debtors at 31st March 2021 (see below) | £21,656.34 |
| Balances Carried Forward at 31st March 2021 (Box 7 on Annual Return) | £243,365.83 |

Creditors Schedule

| | |
|---|------------------|
| Key deposits carried forward from 2019/20 | £370.00 |
| New key deposits received | £55.00 |
| Key deposits refunded | -£10.00 |
| Creditors Control Account | £4,038.36 |
| Lloyds Corporate Credit Card | £627.41 |
| Total Creditors = | £5,080.77 |

Debtors Schedule

| | |
|-------------------------------|-------------------|
| VAT Claim - 2019/20 & 2020/21 | £20,382.34 |
| Debtors Control Account | £1,274.00 |
| Total Debtors = | £21,656.34 |



| | 2019-20 | 2020-21 | Variances | As a Percentage | Explanation (Required for any figure with greater than 15% increase/decrease) |
|---|----------|----------|-----------|-----------------|---|
| Box 1 - Balances Brought Forward | £94,236 | £161,946 | £67,710 | 72% | Variance Explanation Not Required for Box 1. The opening balance for 2020-21 agrees to the brought forward balance from 2019-20. |
| Box 2 - Annual Precept | £247,736 | £251,452 | £3,716 | 1% | Not required. |
| Box 3 - Total Other Receipts | £32,298 | £12,454 | -£19,844 | -61% | During 2020/21 the income from the hire of Beacon Hall was approximately £18,434 less than the previous year due to the hall being closed for most of the year under Covid-19 restrictions. Furthermore, the sale of assets during 2020/21 was approximately £1,800 less than the previous year, during which a ride-on mower was traded in. |
| Box 4 - Staff Costs | £105,381 | £92,605 | -£12,776 | -12% | Not required. |
| Box 5 - Loan Interest/Capital Repayments | £0 | £0 | £0 | ~ | Not required. |
| Box 6 - All Other Payments | £106,943 | £89,881 | -£17,061 | -16% | During 2020/21 the staff costs only covered three quarters of the year, due to the invoice for the final quarter not being dated in March. Therefore the staff costs for 2020/21 are approximately £13,000 less than they were in 2019/20. During 2020/21 a substantial credit was received for previous overcharges on the streetlighting energy costs following their upgrade to LED. This resulted a credit remaining against the nominal code for this item of approximately £4,000. |
| Box 7 - Balances Carried Forward | £161,946 | £243,366 | £81,420 | 50% | Variance Explanation Not Required for Box 7. |
| Box 8 - Total Cash & Short Term Investments | £182,729 | £226,790 | £44,061 | 24% | Variance Explanation Not Required for Box 8. |
| Box 9 - Total Fixed Assets Plus Long Term Investments and Assets | £615,252 | £642,845 | £27,593 | 4% | Not required. |
| Box 10 - Total Borrowings | £0 | £0 | £0 | ~ | Not required. |

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Appendix C045i – Response from Peasedown Environment Group following the Parish Council's comments on their proposals for cycle paths in Peasedown based on the results of their Cycling Survey.

Cycle Paths in Peasedown

Peasedown Environment Group want to thank the Parish Council for their consideration of our ideas respecting cycle paths in the parish.

2. In this note we want to set out the development of these proposals and to ask whether the Parish Council would be supportive of at least part of our ideas.

3. The main objective behind the proposals is to increase cycle safety by taking bikes off roads and onto designated traffic free routes and also to reduce car journeys within the village by encouraging cycling and hence CO₂ emissions.

4. Our initial concepts was to ask for the designation of eight routes through the village as joint cycle and pedestrian paths. After looking at these routes we recognised that three were too narrow and so we came down to a smaller number of routes. These were:

- A. From Eckweek Gardens to Beacon Hall. (providing a north-south link)
- B. From French Close to Laxton Way (with C below providing an east –west link)
- C. From Laxton Way to Fairfield Terrace and Braysdown Lane
- D. From the Orchard Way to Wellow Lane (a link to the surgery)
- E. From the pedestrian/cycle crossing on the by-pass to Orchard Way.

The initial idea was simply to provide revised designation of these paths as shared routes and for signage on them that would both encourage their use by cyclists and ask for consideration by all users for each other. The signage suggested by one of our members who had seen the signs below in the Bristol area (not the bottom half) is shown below.

We recognise that two of these routes are narrower than the others but in relation to path E we have the path on the east side of the bypass is designated as shared as far as the traffic lights but there is no similar designation on the west side.

5. The thinking behind this proposal was basically two-fold. First, by designating certain paths as shared it would signal to cyclist that there was a safe off-road route to the village centre. Secondly by including in the signage a reference to consideration for other path users it would increase the safety of pedestrians where these routes are already used by cyclists. The aim was to make the paths safer for all.

6. We contacted Bath and North East Somerset Council as the responsible body, via our BANES councillors, and a cabinet member and official visited the village purely to see what might be possible. During the course of this meeting the additional, and essentially distinct, suggestion was made that barriers might be removed. This was already happening on one of the suggested routes (A). It was also suggested that this would be of assistance to people using mobility scooters.



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7. We recognise that this could result in cyclists travelling faster than at present but on none of the routes were we suggesting the removal of all barriers. This increased speed might be the case particularly on route B above which is very straight. However, in relation to route C where there are two double barriers on a right-angle corner, removing one of each pair would make the ride easier but would not encourage greater speed. The removal of one of the barriers at the end of Wellow Lane would also be unlikely to increase speed because it is already quite awkward. It would discourage the present habit of people bypassing the barriers across a verge.

8. As regards increased speed, while intuitively this might be the result, it would be interesting to know whether cyclists have increased their speed on the down hill section leading to Beacon Hall where the barriers were removed in Autumn 2020 or whether there has been a problem on the path from French Close to Laxton Way at the point at the end of Frenchfield Road where there is only a single barrier.

9. We would be really grateful if the Parish Council could consider supporting the following:

- a) The designation of the five paths mentioned above as 'shared paths' with appropriate signage in order to encourage safe cycling into the village centre and hence reducing CO₂ emissions.
- b) Encouraging the clearance of the path from the pedestrian/cycle crossing on the by-pass to Orchard Way.
- c) Removal of one of each pair of barriers at the junction of paths from Laxton Way, Fairfield Terrace and Belle Vue Close but in such a way as to not to lessen the angle on this corner.
- d) The removal of one of the barriers at the end of the path joining Wellow Lane where speed should not be a factor because of other features of this junction.

Each of these proposals is distinct and can stand on their own and as noted our original idea did not envisage removal of barriers which appears to have been the focus in the Council's discussion. We would like to see all of them done but even some would be a help particularly (a) and (b). We would gladly provide further information to the Council if this would help.

Peasedown Environment Group