



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 18th January 2022 at 7.00pm held at Beacon Hall, French Close, Peasedown St John

Present:

Councillors:

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

In attendance:

Tanya West – Parish Clerk

The Chair asked if any persons were recording the meeting. No one confirmed that they were.

Public Session

There were two members of the public present at the meeting. They addressed the Council regarding their concerns relating to planning application ref. 21/05622/FUL for 36 Naishes Avenue. Their concerns included issues with the proposal utilising the pavement, which is not believed to be part of the property boundary, also that there are restricted covenants in relation to the driveway, which is written into the deeds of the property.

They confirmed they had already submitted their comments directly to B&NES Council.

C180 – 18/01/2022 Attendance Roll Call and Declarations of Interest

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.

C181 – 18/01/2022 Attendance and Apologies for Absence

Apologies for absence had been received from Cllr Andrew Fraser due to illness and Cllr Samantha Heathcote due to childcare. These apologies were duly noted.

C182 – 18/01/2022 Minutes

- i. The minutes of the **Full Council** meeting held on 14th December 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.
Cllr Kidd commented that he did not think some of the resolutions accurately reflected what the Council wanted. He was unable to provide details at the meeting, so the Clerk requested he advise her by email of those resolutions he thought were incorrectly captured.
- ii. The minutes of the **Executive Committee** meeting held on 1st June 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 will be signed by the Chair accordingly.
- iii. The minutes of the **Finance & Amenities Committee** meeting held on 12th October 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.

C183 – 18/01/2022 Clerk’s Report

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:

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➤ A significant amount of work had been undertaken on the outstanding actions from previous meetings updating the Planner board for Full Council. This work will continue and was hoped to be complete by the end of the week.

C184 – 18/01/2022 Items for Urgent Report

There were no items for urgent report.

C185 – 18/01/2022 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: **21/04993/FUL**

Address: Football Ground, **Recreation Ground**, Church Road, Peasedown St. John, Bath, BA2 8AA

Proposal: Siting of 10m x 7m concrete slab and the erection of 10m x 4m Anti-Vandal container comprising a small kitchen with electrics and plumbing and a disabled toilet.

Applicant: Mr Simon Smith

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

The Case Officer had confirmed to the Clerk that the Parish Council's concerns regarding the application should be included within the comments submitted and she would try to incorporate them into any conditions etc. rather than require the application to be withdrawn and resubmitted. It was **resolved** to support the application subject to the following conditions:

- The colour of the container must not be blue, as detailed on the application, but should be in-keeping with the surroundings. It is recommended it be green to match the other container already located on the site.
- The access to the container, the layout inside and the toilet must all be Disability Discrimination Act compliant. The Parish Council has undertaken recent improvements to the Recreation Ground to enable access to the site and to move around the site to be made easier for wheelchair and mobility scooters, so the proposed container should fit in with those plans. A scaled floor plan should be provided.
- The Recreation Ground is held under charity trust. The Parish Council is the Trustee. Any approval of this planning application is also subject to approval of the Charity Trustee. The Trustee is likely to be meeting in February 2022 to consider this matter.

ii. Reference: **21/05622/FUL**

Address: **36 Naishes Avenue**, Peasedown St. John, Bath, BA2 8TW.

Proposal: Erection of a two-storey side extension and single storey rear extension (Resubmission).

Applicant: Mr Daniel Hillier

There were eight public comments listed on the B&NES Council website objecting to this application and six in support. The Parish Council had also received some objections directly from residents.

Councillors reviewed the revised plans and considered if the amendments to the proposed development addressed any of the previous objections raised. It was noted that a four-bed dwelling requires a minimum parking allocation for three vehicles and that a garage can only be included if it measures at least 6m x 4m, which these proposals do not. The annexation of the pavement into one of the parking spaces still continues to be an issue, as does the overbearing impact on the street scene. In general, councillors did not consider that enough had changed with the proposed revised development and as such it was **resolved** to object to the application with the same points as raised under the previous application ref. 21/04944/FUL (minute C164 – 14/12/2021 refers).

iii. Reference: **21/05711/FUL**

Address: **9 Eckweek Lane**, Peasedown St. John, Bath, BA2 8PW

Proposal: Erection of detached self-contained annexe.

Applicant: Mr & Mrs Workman.

There were no public comments listed on the B&NES Council website in relation to this application.

The application stated the proposed development was for elderly relatives of the applicant. Also, that a previous permission for an annexe development on this site had expired. It was

considered that this new proposed development was in a better location, running alongside a high hedge and in line with the existing garage. There are sufficient parking spaces at the site to accommodate this proposal.

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 C185i 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.

C. Local Planning Policy

Councillors received an update on the B&NES Council planning policy as follows:

The Local Plan Partial Update (LPPU) was submitted to the Secretary of State on 17th December 2021. The LPPU will now be examined for its compliance with statutory requirements and on its soundness by an independent Inspector appointed by the Planning Inspectorate. In undertaking this task, the Inspector will have particular regard to the representations made on the Draft LPPU consultation document. Details of the examination and supporting document will be available to view on B&NES Council website.

A Planning Inspector will be appointed by the Planning Inspectorate, the appointed Inspector will undertake an independent examination into the soundness of B&NES Local Plan Partial Update (the Plan).

C186 – 18/01/2022 Financial Matters & Schedule of Payments

- i. Councillors reviewed the schedule of payments raised since the Full Council meeting on 14th December 2021 in relation to the accounts for year ending 31st March 2022 (appendix C186i refers). It was **resolved** that the payment of £820.08+VAT to Highwood for the service and repairs to the ride on mower be paid [it being over the Clerk’s sign-off level and above the allocated budget although within the operational cost centre budget].

It was **resolved** to ratify all the other payments on this schedule.

Future reports to state ‘contracted labour’ rather than ‘casual labour’ to clarify that the labour on invoice payments is for self-employed people, not those employed by the Parish Council. It was noted that there were no financial implications in relation to NI or pension payments for the casual labour used during the 2021 summer.

- ii. Councillors reviewed the summary of General and Ear Marked Reserves and Committed Expenditure.

The **recommendations** from the **Finance & Amenities Committee** were determined as follows:

- a. It was **resolved** that the remaining £1,202.87 from the Street Lighting Upgrade project be moved from Committed Expenditure back to General Reserve.
- b. It was **resolved** that the remaining £4.73 from the Braysdown Allotments Boundary Fence Repairs project be moved from Committed Expenditure back to General Reserve.
- c. It was **resolved** that the £1,730.54 CIL money, already awarded to the Parish Council, is allocated to the Jubilee Garden Project (formerly known as the Philosopher’s Area).

The **recommendations** from the **Executive Committee Advisory Panel** were determined as follows:

- d. It was **resolved** that any remaining balance from the ‘Covid19 Related Matters’ budget is moved from Committed Expenditure back to General Reserve. It was noted there are still some outstanding invoices to be allocated to this budget before the balance is transferred. After this, any Covid19 related expenditure will be classed as operational.
- e. It was **resolved** to part pay the invoice from Northavon Group Ltd., for improvement works to the Recreation Ground, to a total value of £72130.13+VAT, which is a deduction of the costs relating to the heavy-duty grass matting, due to this part of the works not having been actioned to date. The payment to be raised the following day.

During the above discussion, it was noted there were several items of snagging that needed attention. A **Recreation Ground Improvements Advisory Panel** site inspection to be arranged to confirm on those items that still need addressing by the contractor.

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It was also noted that the final Equality Act compliant gate has now been installed as part of the Recreation Ground Improvements project, the cost for which was included on the invoice from Northavon Group Ltd. It was therefore **resolved** that the remaining £504.84 from the Equality Act Gates project be moved from Committed Expenditure back to General Reserve.

iii. Councillors received an update on financial spend against budget for the third quarter of the 2021/22 financial year, in accordance with Standing Order 17c. Cllr Andy Larcombe provided a summary explanation of the main points identified at the Finance & Amenities Committee (minute F&A045 – 04/01/2022 refers).

C187 – 18/01/2022 Operational Budget for 2022/23
 Councillors received a presentation by Cllr Andrew Larcombe on the operational budget for the forthcoming financial year, as reviewed and discussed at the Finance & Amenities Advisory Panel meeting on 7th December 2021 and the Finance & Amenities Committee meeting on 4th January 2022. Following discussion, it was **resolved** to accept the operational budget for the financial year 2022/23 based on a projected operational income of £274,677 and a projected operational expenditure of £234,675.

C188 – 18/01/2022 Precept for 2022/23
 After discussions under the previous agenda items on budget and finance related items, councillors considered the following motion raised at the Finance & Amenities Committee:
To resolve to set the Precept at £251,452 for the 2022/23 financial year, which is a freeze of the precept on the previous year, to allocate £40,000 to operational Ear Marked Reserves and that any underspend from the 2021/22 financial year be allocated to future projects.
 Proposed by: Cllr Adi Davis
 Seconded by: Cllr Simon Kidd

It was **resolved** to accept this motion, with a recorded vote taken as follows:

Councillor	For	Against	Abstain
Barbara Bailey	✓		
John Bailey	✓		
Mandy Clarke	✓		
Richard Clarke	✓		
Adi Davis	✓		
Jo Davis	✓		
Audrey Gillard-Sprake	✓		
Gavin Heathcote	✓		
Simon Kidd	✓		
Andrew Larcombe	✓		
Ray Love	✓		
Conor Ogilvie-Davidson	✓		
Jonathan Rich	✓		
Les Sprake	✓		
Kathy Thomas	✓		

C189 – 18/01/2022 Order of Known Business, Project Budgets and EMR
 Councillors reviewed progress and the expenditure in relation to the Order of Known Business projects for the 2021-22 council year.
 Cllr Andrew Larcombe presented the proposals from the Finance & Amenities Committee for current projects and those for the Order of Known Business for the 2022/23 financial year budget and beyond. No decisions were made on which projects to take forward; this will be brought back to a future meeting.

A copy of the presentation slides relating to agenda items C187, C188 and C189 is attached as appendix C187i.

C190 – 18/01/2022 Precept Demand Leaflet
 Councillors reviewed the draft leaflet prepared in anticipation of the precept demand, for eventual distribution in the Parish Council newsletter and on the website.
 Several comments were raised that the detailing of any projects on the leaflet should not have any timescales associated with them as the majority of projects being discussed, have not been determined as to whether they will go ahead. It is important that residents are not misled. The section informing on staff costs and contracted amenities works also needs to be reworded.
 It was **resolved** that Cllrs Barbara Bailey; Simon Kidd; Andy Larcombe and Jonathan Rich work with the Clerk to amend the draft precept leaflet.
 Once it is reviewed and amended it will be circulated to all councillors prior to being published.

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C191 – 18/01/2022 Council Committee Updates

Two committees had met since the last Full Council meeting, updates were provided as follows:
Finance & Amenities Committee - meeting held on 4th January 2022. This meeting had focused on budgeting for the new financial year, which had presented under items C187 & C188. The minutes from this meeting had been published and were available on the website.
Personnel Committee – meeting held on 21st December 2021. The minutes from this meeting had not yet been published.

Following Cllr Fraser's resignation from his committee appointments, councillors considered nominations for filling the vacancies and votes were undertaken as follows:

It was **resolved** to appoint Cllr John Bailey to serve on the **Finance & Amenities Committee**.

It was **resolved** to appoint Cllr Adi Davis to serve on the **Personnel Committee**.

C192 – 18/01/2022 Community Grants

Pre-reading provided a copy of the revised constitution for Peasedown St John Residents Association. It was **resolved** to accept the constitution of the Peasedown Residents Association as satisfactory and thus acknowledged that their community grant application for a replacement television was now able to proceed (minute C122 – 19/10/2021 refers).

C193 – 18/01/2022 Floral displays

Councillors received an update regarding the floral displays for 2021 and considered the quotations and recommendations for the summer 2022 display.

It was **resolved** to purchase bedding plants from B&NES Council for the summer 2022 floral displays, including the additional displays in other areas of the village such as Orchard Way, for a sum of up to £2,500+VAT.

Cllr Conor Ogilvie-Davidson requested that some of the plants for the Bath Road telephone kiosk be selected to remain for both the summer and winter displays. It was agreed for him to work with the Clerk on this matter.

C194 – 18/01/2022 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 10th January 2022 at 7.00pm. The notes from the meeting had been circulated as pre-reading. There were no significant matters or required changes to processes recorded.
- ii. **Beacon Philosophers Area Advisory Panel** – Meeting held on Friday 14th January 2022 at 6.30pm. The notes from the meeting had been circulated as pre-reading. Cllr Conor Ogilvie-Davidson presented a summary of the tender results along with the Advisory Panel recommendations as follows:
 - The existing budget of £9,230.54, is made up from ear marked reserves, funding from the Community Infrastructure Levy and a grant from Quartet.
 - Two tenders (Company A and Company B) were similarly priced with the other being considerably more expensive. The more expensive tender (Company C) was discarded. A further tender (Company D) had been received, but after the submission deadline and so was discounted.
 - Items considered as not required were deducted from each quote.
 - An approximate figure of £3,200 was added to the quotes to cover those items the Parish Council had agreed to supply such as benches, wooden pergola, plants, feature stones and incidentals.
 - One of the tenders included for the supply of benches; the supplier has been contacted for a revised price for installation only to make the tenders comparable.
 - Self-binding gravel paths were discussed at length and their relative merits against their downsides. The Parish Council suffered a poor installation at the Cemetery of this type of path. The Advisory Panel spoke with the caretaker and understands that there are a number of disadvantages to self-bound gravel including being vulnerable to frost, weeds, and wear. These cons can be overcome with more intensive continual maintenance.
 - An alternative type of path was quoted for by each company; resin bound gravel. This came in at approximately £5,000 more in each case. Resin bound surfaces are however much more hard-wearing and require nearly no ongoing maintenance.
 - Additional budget of either £10,000 or £15,000 was requested in order for the project to proceed, with the £15,000 being the preferred option so as to obtain better pathway surfacing.

➤ A preferred contractor had not yet been identified as there had not been sufficient time to undertake background checks, obtain references etc. as the submission deadline was only on 14th January 2022. However, it was felt the decision could not be deferred due to the tight timescales for getting the garden ready for early June and as such it was recommended to delegate the decision to the Clerk, based on the advice and recommendations from the Advisory Panel. The Clerk confirmed she had spoken with the Internal Auditor on this matter and the formalisation of the successful contractor must be minuted at the next meeting. The Advisory Panel was questioned as to why the original allocated budget was set at an inadequate level. It was explained that when the ear marked reserve was allocated, the costings were based on the Caretaker undertaking most of the groundworks. Also, the cost of materials has increased in price significantly due to Coronavirus. It was commented that if the project is to be undertaken then it should be done properly, especially as it is due to be a permanent memorial for the longest reigning monarch. Also, that as the Caretaker was previously due to action the works, the Contracted Amenities operational budget could be utilised. Councillors considered the recommendations of the Advisory Panel and the comments raised by the other members. It was **resolved** to proceed with a resin bound gravel path, or similar alternative, authorising a budget of up to £25,000, with the awarding of the contract delegated to the Clerk in conjunction with members of the Jubilee Garden Advisory Panel. Funding for the project to come from the Ear Marked Reserve allocation, the 'Contracted Amenities' and 'Infrequent Operational Expenditure' budgets.

A recorded vote was taken as follows:

Councillor	For	Against	Abstain
Barbara Bailey	✓		
John Bailey			✓
Mandy Clarke	✓		
Richard Clarke	✓		
Adi Davis	✓		
Jo Davis	✓		
Audrey Gillard-Sprake	✓		
Gavin Heathcote	✓		
Simon Kidd	✓		
Andrew Larcombe	✓		
Ray Love			✓
Conor Ogilvie-Davidson	✓		
Jonathan Rich	✓		
Les Sprake	✓		
Kathy Thomas	✓		

It was **resolved** to formalise the amendment of the name to the Jubilee Garden Advisory Panel.

- iii. **Clerk Liaison Panel** – Meeting held on Thursday 13th January 2022 at 6.00pm. Cllr Kidd advised he had sent a confidential email to all councillors regarding the Clerk's new objectives.
- iv. **Climate & Environment Advisory Panel** – Meeting held on Thursday 28th October 2021 at 8.00pm. The notes from this meeting had not yet been published, although the letter to B&NES Council regarding the mowing of verges had been drafted and circulated as pre-reading. It was **resolved** to accept the letter regarding the mowing of verges and to send it to B&NES Council accordingly.
- v. **Executive Committee Advisory Panel** – Meeting held on Tuesday 11th January 2022 at 7.00pm. The notes from the meeting had been circulated as pre-reading. It was **resolved** to approve the recommendations regarding projects and workload priorities as follows:
 - Order of Known Business - to instruct the Clerk to:
 - a. Set the priority for the additional Streetlights in Hillcrest and Eckweek Gardens to low.
 - b. Set the priority for the microphones/audio equipment for Beacon Hall to medium with a completion due date of June 2022.
 - c. Set the priority of the Philosophers/Quiet Area to high and to rename as the Queen's Jubilee Garden.
 - d. Set the priority of the Queen's Jubilee event to high.
 - Committed Expenditure - to instruct the Clerk to:
 - a. Change the priority of the asset signage project to low.
 - b. Move the remaining balance under Coronavirus Related Matters into General Reserves.
 - c. To make a stage payment to the Recreation Ground improvements contractor for works completed up to January 2022.

- d. Under 'Electronic Devices & Accessories for Cllrs' for Cllr Kidd to draft and present a document to Full Council for councillors in receipt of a device to sign.

The priorities for this month:

- a. Jubilee Garden and Jubilee event.
 - b. Complete the Tree Policy.
 - c. Complete the updates to the Parish Council website.
 - d. Continue with the Persimmon land transfer.
 - e. Complete the VAT return.
 - f. Delegate the microphones for council meetings.
 - g. Complete the work on the budget.
- vi. **Persimmon Land Transfer Advisory Panel** – No meeting was held but the following update was provided:
 - a. A meeting was held on 18th December 2021 with Cllr Larcombe, Cllr Thomas, and the Clerk. Copies of the Land Registry Plans and Titles were provided to both councillors.
 - b. The map of the parish had been updated, to highlight all the additional pockets of land to be transferred (as detailed on the title documents).
 - c. An email had been sent to Persimmon to introduce that Cllrs Larcombe and Thomas would be working on the project; that the titles identified more land to be transferred than was shown on the original maps provided; requesting a face-to-face meeting to discuss the anomalies and determine a way forward.

It was reported that, earlier that day, a meeting date had been set for Tuesday 1st February 2022 at Beacon Hall.

- vii. **Recreation Ground Improvements Advisory Panel** – No Advisory Panel meeting was held but an update had been circulated to councillors as pre-reading as follows:
 - On Saturday 8th January, 20 tons of topsoil was delivered to site and used to fill in any gaps alongside the paths to tidy them up.
 - All the tarmac paths have been completed.
 - All Heras fencing and timber has been removed from the site.
 - Further topsoil will be delivered to level the area where the grass matting will be laid, but the ground is currently too soft and waterlogged for this. The delivery will be arranged when there is some cold, dry weather and the ground is firmer.
 - Once the weather is getting a bit warmer (so that the grass seed can germinate), the contractor will return to site to seed this area and lay the grass matting.
 - The mowing contractor had commented that providing the ground is level, it is fine to lay the grass matting on top of recently seeded soil. In fact, this can be a good idea, because the grass should then germinate through the matting and help to hold it in place.
 - The mowing contractor had advised that the edges of the pathways must be tidied up and the stones removed, otherwise he would be unable to mow the site due to the damage the stones would cause to his mower and equipment.
 - It was considered advisable to fence off this area for cars and pedestrians whilst the grass is germinating and getting established.

Cllr Gavin Heathcote raised some queries regarding the project as follows:

- The bottom corner (by the old quarry site) is still flooding.
- There are two raised stakes left in situ causing a trip hazard.
- There are some joins and corners of the tarmac that are cracking.
- There is some graffiti on the new pathways.

The contractor had been contacted for an update on these matters, but a response had not been received in time for the meeting.

- viii. **Streetlighting Advisory Panel** – No meeting was held but an update had been circulated to councillors as pre-reading. It detailed of the current lighting faults, a query regarding baffles being fitting to lights in New Buildings to prevent them from shining into windows. Also, a query about the quality of the lighting levels on Braysdown Lane.

B. The scheduled forthcoming meetings for the following Advisory Panels were noted:

- i. **Beacon Hall Coronavirus Secure Advisory Panel** – Monday 7th January 2022 at 7.00pm.
- ii. **Civic Events Advisory Panel** – Tuesday 25th January 2022 at 7.30pm
- iii. **Clerk Liaison Panel** – Early February – date tbc.
- iv. **Council Structure Review Advisory Panel** – Monday 24th January 2022 at 7.00pm.

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- v. **Executive Committee Advisory Panel** – Tuesday 1st February 2022 at 8.00pm.
- vi. **Parish Map and Signage Project Advisory Panel** – Tuesday 25th January 2022 at 6.30pm
- vii. **Persimmon Land Transfer Advisory Panel** – Tuesday 1st February 2022 at 7.00pm.

C195 – 18/01/2022 Policies & Strategic Documents

Tree and Hedge Management Policy – The draft policy had been circulated as pre-reading. Some concerns were raised about the length of the document and that it would put off residents from reading it. Also, that there was some duplication. The Clerk advised it had been drafted in accordance with the discussions at the Finance & Amenities Advisory Panel meeting. It was suggested that an executive summary or a contents page at the beginning of the document is created to make it more user-friendly.

It was **resolved** to adopt the Tree and Hedge Management Policy, subject to the inclusion of an index page and that the policy be included for review as part of the annual policy review cycle. Cllr Simon Kidd volunteered to undertake the indexing work on the document. The Clerk to liaise with him accordingly.

Memorial Trees and Benches Policy – The draft policy had not been circulated as pre-reading and so councillors had not been able to review it. It was therefore deferred to the next Full Council meeting for review and sign off. The resident who attended the last meeting had been informed accordingly.

C196 – 18/01/2022 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:

➤ **Traffic Regulation Orders (TROs) within the Parish received since the last meeting.**

It was **resolved** to ratify the comments submitted to the Traffic Management Team at B&NES Council for the four proposed TROs at Ashgrove, Camvale and Old England Way.

Plan 2 – Ashgrove – Proposed section of 'no parking at any time'

"No parking at any time" around the width restriction: this may be required to improve visibility for cars pulling out around the width restriction, but it would remove the only available parking outside 5 and 6 Ashgrove, in an area where there is already insufficient parking for local residents. A better solution might be to remove the width restriction entirely, and to reinstate the parking spaces that it has replaced. The current arrangement with the width restriction and speed table is extremely dangerous for pedestrians because the pavement opposite the width restriction is very narrow and following resurfacing of the whole road some years ago, the speed hump is now at the same level as the pavement and at a very similar level to the rest of the road (so no longer slows the traffic down). On the contrary, cars often speed up to get through the width restriction quickly, so that they don't have to give way to traffic coming the other way.

Plan 19 – Knightstone Close/Camvale – Proposed section of 'no parking at any time'

It is thought this one may be due to a resident not liking people parking near their house and not due to safety concerns. Other residents have been spoken to in the area and believe it is not necessary as there are no parking issues at this location. This section of road on Church Lane is single carriageway anyway and so not possible to park on without blocking the entire road.

Plan 2 & Plan 3 – Ashgrove – Proposed section of double yellow lines

The proposals for Ashgrove are likely going to make parking worse for the residents there. That will be an additional 3-4 cars that will have to find on-street parking because of the two proposals on Ashgrove. They already fill every inch they can, particularly at the width restriction which I imagine makes it a nightmare for buses.

Plan 11 – Old England Way – Proposed section of double yellow lines

The residents can't get out of the drive if someone parks opposite on the tiny space. although hardly anyone parks there (we park on the drive) so not sure of the point of double yellows we all get on well as a close and park respectfully.

Generally, they all seem to be nimbyism at their neighbours expense. Basically, moving a problem from one place to someone else's. There needs to be a holistic approach not slapping yellow paint down to please individuals. They all appear to be non-essential.

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- **Requests for various tree works to trees located on Parish Council owned or managed land.**
The Clerk to respond to the various requests following the adoption of the policy under minute C195 – 18/01/2022.
- **Request for a memorial tree/s to be located on the Recreation Ground.**
The new policy was still being drafted so was deferred until the next Full Council meeting.
- **Request from Circus Ginnett to visit Peasedown St John in 2022.**
Circus Ginnett had requested to visit the Recreation Ground at Peasedown St John from Monday 1st until Sunday 7th August 2022. Concerns were raised about the impact of the Circus and their vehicles on the newly laid pathways and whether the reseeded grass would be sufficient to recover from any associated damage. It was therefore **resolved** to respond that unfortunately due to these reasons they would not be able to visit this year, but could be considered again next year.
- **Ratification of letter to B&NES Council regarding A367.**
The letter was not published as pre-reading and so was deferred until the next Full Council meeting.

C197 – 18/01/2022 Outside Bodies

Councillors received an update on meetings attended since the last Full Council meeting, as follows:

- i. **Avon Local Councils Association (B&NES ALCA Area Group & County Meetings) -**
Representatives: Clerk and Cllrs Conor Ogilvie-Davidson; Kathy Thomas
Last meeting (B&NES Area Group) – Not met since last Full Council meeting. The minutes of the ALCA Annual General Meeting held on Saturday 9th October 2021 are still to be published.
Next meeting (B&NES Area Group) – Wednesday 19th January 2022 at 6.30pm via Zoom – agenda was circulated as pre-reading.
- ii. **Somer Valley Forum** – Representatives: Cllrs Mandy Clarke; Richard Clarke; Ray Love; Jonathan Rich; Kathy Thomas (first two councillors in attendance at the meeting to receive the voting rights).
Last meeting – Not met since the last Full Council meeting.
Next meeting – Wednesday 23rd February at 6pm via Zoom.

C198 – 18/01/2022 Ashgrove Cemetery

Since the last Full Council meeting there had been two queries for interments; the applications for which will be received in due course.

C199 – 18/01/2022 Coronavirus Update

Councillors received updates on the latest advice from the Government, Public Health and NALC guidelines regarding Coronavirus in relation to Parish Council facilities and services. Since the last meeting, there were no changes to the Parish Council procedures/activities in relation to this matter.

C200 – 18/01/2022 Resolution Relating to Confidential Nature

9.25pm - In accordance with Standing Order 3c and in view of the confidential nature of the business to be transacted, it was **resolved** that the press and public be temporarily excluded from the meeting. Members were reminded to turn off any recording devices.

C201 – 18/01/2022 Update - Staffing Matters

The Clerk provided a very brief update on staff absence to make councillors aware of impact on workloads. The Clerk also confirmed that the staff appraisals will be undertaken in January.

C202 – 18/01/2022 Resolution to Revert to Public Session

9.26pm – It was **resolved** to put the meeting back into public session.

C203 – 18/01/2022 Future Agenda Items & Cllr Questions

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

- Cllr Les Sprake advised that the waste bin on Ashgrove next to the footpath to Eckweek Gardens and near to the Catholic church was badly rusted and needed replacing. It was replied this was a B&NES Council bin but would be reported to them via FixMyStreet.

C204 – 18/01/2022 Review of New Actions

The Clerk provided a summary of the new actions generated from the meeting and advised they would be captured on the Actions Register in Planner after the meeting.

C205 – 18/01/2022 Date and Time of Next Meeting

The next meeting of the Full Council is scheduled to be held on Tuesday 15th February 2022 at 7pm at the Beacon Hall.

The meeting closed at 9.30pm.

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

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Appendix C185i – 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 14th December 2021, decisions have been received from B&NES Council on the following applications:

i. Reference: **21/04910/FUL**

Address: **5 Lower Church Road**, Peasedown St John, Bath, BA2 8AH

Proposal: Erection of a single storey extension to the rear elevation.

Applicant: Mr & Mrs Tregale.

Permitted subject to the usual standard conditions.

ii. Reference: **21/04944/FUL**

Address: **36 Naishes Avenue**, Peasedown St. John, Bath, BA2 8TW

Proposal: Erection of a two storey side extension and single storey rear extension.

Applicant: Daniel and Elizabeth Hillier

Refused due to the following reasons:

- a. *Due to the large scale of the two-storey element in comparison to the existing dwelling and the proximity of the extension to the site boundary to the west, it would appear cramped within the plot and would represent overdevelopment of the site, failing to respond to the local context contrary to the Placemaking Plan, the Core Strategy and the National Planning Policy Framework.*
- b. *The size of the extension and its lack of subservience to the host dwelling would be detrimental to the character and appearance of No. 36 Naishes Avenue. The proposal is therefore contrary to the Placemaking Plan, the Core Strategy and National Planning Policy Framework.*
- c. *The proposed development would not provide an appropriate level of on-site parking spaces which would result in highways safety and residential amenity issues associated with additional on-street parking and is therefore contrary to the Placemaking Plan.*

iii. Reference: **21/04882/FUL**

Address: **Prince of Wales**, Dunkerton Hill, Peasedown St John, Bath, BA2 8PF

Proposal: Conversion and adaptation of former public house to provide 3 No. dwellings.

Applicant: Queensberry Estates.

Permitted subject to the usual standard conditions and those relating to water efficiency/rainwater harvesting; bicycle storage for at least six bicycles; water efficiency compliance; parking; that the external walling materials shall consist of painted render. Also, that the development is to manage surface water onsite using soakaways as indicated on the approved drawings and that infiltration testing should be undertaken at an early stage of the development to confirm viability of infiltration techniques. If the infiltration test results demonstrate that soakaways are not appropriate, an alternative method of surface water drainage shall be submitted to and approved in writing by the Local Planning Authority.

Planning Enforcement

Since the Full Council meeting on 14th December 2021, the following enforcement matters are still in progress. Updates are being pursued by the Clerk and copied to Communities Team as potential breach of the Parish Charter:

i. **14/00806/UNAUTH** - Land behind site of Peasedown Community Farm, Dunkerton Hill, Bath – Unauthorised use/activity. Last correspondence received dated 15/12/2021 stated as follows:

I can see from the case file that enforcement notices have been served for the site but that the issues remain unresolved. Although the case has not yet been formally reallocated, it appears that the matters have been / are to be referred to our legal team for consideration. Given the issues of non-compliance, it appears that a decision is being sought / is to be sought whether it is now appropriate and in the public interest to pursue prosecution of the landowner in respect of the breach/es of planning control.

I have forwarded your latest email to the planning enforcement team manager (Richard Stott).

It's unlikely that a decision will be made by our legal team before Christmas (if the matters have already been referred). However, I imagine Richard will be in a position to update you in the new year regarding the status of the case.

If you have not received an update by 14 Jan please do not hesitate to contact us again. Unfortunately responses are being somewhat delayed at present whilst our new team members are brought up to speed and

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cases reallocated. The situation should hopefully improve in the New Year. Once again, please accept my apologies for the delay.

No updates have been received. Chaser email sent on 14/01/2022 asking for update in time for the Full Council meeting.

Planning Applications Not Invited to Comment (for information only)

Since the Full Council meeting on 14th December 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 14th December 2021, applications determined by B&NES Council upon which the Parish Council is not invited to comment are as follows:

- i. Reference: **21/05246/COND**
Address: **37B Wellow Lane**, Peasedown St. John, Bath, BA2 8HY
Proposal: Discharge of conditions 3 and 4 of application 12/01412/FUL (Erection of a 2 bedroom bungalow).
Applicant: Miss Lesley Boucher.
Conditions **Approved**.

Since the Full Council meeting on 14th December 2021, applications pending determination by B&NES Council upon which the Parish Council was not invited to comment are as follows:

- i. None.

Planning Appeals (for information only)

Since the Full Council meeting on 14th December 2021, the following appeals were lodged/determined:

- i. None.

Since the Full Council meeting on 14th December 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. Reference: **21/04876/FUL**
Address: **Braysdown Lodge**, Woodborough Hill, Peasedown St. John, Bath, BA2 8LN
Proposal: Erection of 2no. new storage garages for roofing materials and trucks
Applicant: Youngs Roofing Ltd.
- ii. Reference: **21/05039/FUL**
Address: **Sakura, Eckweek Lane**, Peasedown St. John, Bath, BA2 8PH
Proposal: Erection of 4 bedroom detached dwelling and garage.
Applicant: Mr and Mrs Andrew Sales
- iii. Reference: **21/05390/FUL**
Address: **20 Bath Road**, Peasedown St. John, Bath, BA2 8DH
Proposal: Erection of single storey rear extension and replacement side porch extension.
Applicant: Mr Paul James.

Planning Applications for Neighbouring Parishes

Since the Full Council meeting on 14th December 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.

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Progress update on the Greenlands Road development of 89 Dwellings

Last update received in December 2021 stated:

I have checked with the team and we don't yet have a date for a start on site at Greenlands Road. As soon as this changes I will let you know and as mentioned before, we aim to give at least 2 weeks' notice to the wider community as well.

Correspondence received 18th January 2022 stated:

Just a quick email to let you know that we will be carrying out a tree survey at our site at Greenlands Road tomorrow, Wednesday 19 January.

There will be no machinery or disruption/noise of any kind, just a couple of people carrying out a condition survey of the trees from ground level. I wanted to let you know in case you or other local residents are wondering who they are.

DRAFT**Appendix C186i - Schedule of payments made since the Full Council meeting on 14th December 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
03/12/2021	Water2Business	BH Water Services 20/05/21 to 03/12/21	C016 - 18/05/2021	£170.76	£0.00	Direct Debit
07/12/2021	Batsford Timber Ltd.	Wire & Fixings replacement of Braysdown Allot Boundary Fence	C147 - 09/11/2021	£467.79	£93.55	BACS
09/12/2021	B E Services Limited	Commissioning of Christmas Tree Lights 2021	Fin. Regs.4.1	£96.50	£19.30	BACS
10/12/2021	B E Services Limited	Call out to electrical fault for Christmas tree at Dunk end	Fin. Regs. 4.1	£77.50	£15.50	BACS
11/12/2021	T. Millar	Casual labour to assist with dressing of Christmas trees	Fin. Regs. 4.1	£85.00	£0.00	BACS
13/12/2021	Fosseway Press	Christmas Cards 2021	F&A035 - 12/10/2021	£100.00	£20.00	BACS
14/12/2021	The Play Inspection Company Ltd.	RPII Exam & Registration Fee Operational Inspectors	Fin. Regs. 4.1	£460.00	£92.00	BACS
15/12/2021	BT Payment Services Ltd.	Mobile Phone Costs Dec 21 to Jan 22	C016 - 18/05/2021	£3.67	£0.73	Direct Debit
16/12/2021	JEM Heating Services Ltd	Plumber to attend to fault - rads not working in main hall.	Fin. Regs. 4.1	£70.00	£14.00	BACS
16/12/2021	Lloyds Bank plc	Bank Transfer - DD - Lloyds Corporate Credit Card	Fin. Regs. 6.20	£879.15	£0.00	Direct Debit
17/12/2021	SWALEC / SSE	BH Electricity - 15/09/21 to 04/12/21	C016 - 18/05/2021	£148.79	£7.43	Direct Debit
19/12/2021	A. Davis	Casual labour to assist with hedge planting & bench install	Fin. Regs. 4.1	£130.00	£0.00	BACS
21/12/2021	G B Sport & Leisure Limited	Repair to wetpour play surface - junior area on Beacon Field	C104 - 14/09/2021	£710.70	£142.14	BACS
21/12/2021	Softcat Plc	MS Office 365 & Conf Call Subscriptions - Nov 2021	C513 - 05/01/2021	£353.51	£70.70	BACS
21/12/2021	Softcat Plc	Exchange Online for Additional Email Addresses & Visio - Nov	C513 - 05/01/2021	£29.80	£5.96	BACS
22/12/2021	Volker Highways Ltd.	Replace 2x faulty Christmas motif light timers	F&A035 - 12/10/2021	£482.58	£96.52	BACS
23/12/2021	SWALEC / SSE	AC Electricity - 15/09/21 to 21/12/21	C016 - 18/05/2021	£97.74	£4.88	BACS
31/12/2021	Allstar Business Solutions Ltd.	Fuel Card - December 2021	C016 - 18/05/2021	£2.09	£0.42	Direct Debit
31/12/2021	C & S Cleaning Services (Radstock) Ltd.	General Clean of Beacon Hall - December 2021	Fin. Regs. 4.1	£253.60	£50.72	BACS
01/01/2022	Sage (UK) Limited	Online Subscription to Sage 50 Accounts - January 2022	Fin. Regs. 4.1	£41.00	£8.20	Direct Debit
05/01/2022	E-ON	RG Changing Rooms Electric	C016 - 18/05/2021	£248.33	£12.42	BACS
05/01/2022	SWALEC / SSE	Streetlighting Electric -December 2021	C016 - 18/05/2021	£187.41	£9.37	Direct Debit
06/01/2022	BWS Standfast Security Systems Ltd.	Replacement of 3x faulty emergency bulkhead lights main hall	Fin. Regs. 4.1	£230.00	£46.00	BACS
18/01/2022	Lloyds Bank plc	Bank Transfer - DD - Lloyds Corporate Credit Card	Fin. Regs. 6.20	£894.06	£0.00	Direct Debit
18/01/2022	Highwood	Service and Repairs to Ride-on Mower	C186 - 18/01/2022	£820.08	£164.02	BACS
				£7,040.06	£873.86	

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Appendix C187i – Presentation slides relating to agenda items C187, C188 and C189.



Parish Council Accounts Budget Planning 2022-23

Clr. Andy Larcombe

Budgets and Precept for 2022-23



Parish Council Accounts Budget Planning 2022-23

EXPENDITURE – Projected Operational	
Staff Costs*	£106,472.00
General Admin inc newsletters & website	£26,670.00
Village Amenities*	£22,950.00
Streetlighting	£5,500.00
Contracted Amenities Works*	£13,000.00
Beacon Hall & Beacon Field	£21,740.00
Recreation Ground	£12,750.00
Grants and Village Events	£10,593.00
Infrequent Operational Expenditure	£15,000.00
Total	£234,675.00



Parish Council Accounts Budget Planning 2022-23

*The 'Contracted Amenities Works' budget was reviewed. Due to the current situation with the Caretaking staff, it was agreed there needs to be some fluidity with the allocations to any budget relating to outside services labour (whether being internal or external). It was agreed to recommend to Full Council that the budget allocations between the Caretaking Staff costs, Contracted Amenities Works and any other outside services budgets be able to be reallocated between the budget codes, so long as the overall total is not increased. Those budgets to be included under this umbrella to be identified accordingly.



Parish Council Accounts Budget Planning 2022-23

INCOME - Projected	
Precept (same as 2021-22 figure)	£251,452.00
Beacon Hall	£15,000.00
Other	£8,225.00
Total	£274,677.00



Parish Council Accounts Budget Planning 2022-23

INCOME LESS EXPENDITURE	
Total Income	£274,677.00
Total Operational Expenditure	£234,675.00
Total	£40,002.00



Parish Council Accounts Budget Planning 2022-23

Proposals for £40k Surplus	
EMR -Beacon Hall Improvements Return the £5,000 previously deducted from this EMR.	£5,000.00
EMR -Ashgrove Cemetery Footpaths	£10,000.00
EMR -Beacon Field Play Area Resurfacing	£14,000.00
EMR –Pension Deficit Planning	£4,000.00
EMR – CiLCA Contingency	£2,000.00
EMR – Beacon Hall Boiler Replacement	£5,000.00
Total	£40,000.00



Parish Council Accounts Budget Planning 2022-23

To **resolve** to accept the operational budget for the financial year 2022/23 based on a projected operational income of £274,677 and a projected operational expenditure of £234,675.



Parish Council Accounts Budget Planning 2022-23

TAX BASE		
	2021-22	2022-23
Precept	£251,452.00	£251,452.00
Tax Base	2117.31	2139.35
Band D (annual tax)	£118.76	£117.54
Band D (monthly tax)	£9.90	£9.80



Parish Council Accounts Budget Planning 2022-23

Existing Ear Marked Reserves

Project Description	EMR
Jubilee Garden in front of Beacon Hall	£6,000.00
Street Lights– To consider request for additional lights at Hillcrest and Eckweek Gardens	£4,000.00
Queen’s Jubilee Event– Beacon Lighting event to take place in June 2022	£1,000.00
Audio Visual Equipment for Beacon Hall.	£15,000.00
Beacon Hall Improvements- Return the £5,000 previously deducted from this EMR	£5,000.00
Ashgrove Cemetery Footpaths	£10,000.00
Beacon Field Play Area Resurfacing	£14,000.00
Pension Deficit Planning	£4,000.00
CILCA Contingency	£2,000.00
Beacon Hall Boiler Replacement	£5,000.00



Parish Council Accounts Budget Planning 2022-23

Project suggestions, larger operational expenditure and items for earmarked reserves were discussed. The following points were noted:

- The priority should be to finish projects currently underway
- Three options with the current projects 1. To complete them; 2. To postpone them; 3. To cancel them. How to proceed on each of the projects will be determined by councillors likely to be at the February or March Full Council meeting.
- The surplus from the predicted income against the predicted expenditure should be put towards larger operational projects and operational items as an ear marked reserve, to commence once the current projects are completed.
- Any operational budget remaining at the end of the current year should be allocated to new projects, determined by councillors as the most popular, from the suggested list provided
- Potentially there will be funds from the Persimmon land transfer which should be considered.
- A list of the most popular new projects(as selected by councillors) to be circulated.



Parish Council Accounts Budget Planning 2022-23

Projects currently in progress (as included under Committed Expenditure):

- Recreation Ground– Pathways, gateways and parking area
- Asset Signage
- Parish map and signage
- Refurbishment of Carlingcott telephone kiosk
- Cremated remains plots– Phase 2
- Tree planting programme
- Staff & Councillor training



Parish Council Accounts Budget Planning 2022-23

The ranked top five new projects (as voted on by councillors) are listed below:

- 1st Ashgrove Cemetery - Installation of irrigation system
- 2nd Streetlighting - to reinstate from Carlingcott to New Buildings
- 2nd Village War Memorial - To fund either the moving of the existing memorial from the church or to fund a new additional memorial
- 2nd Water fountain installations around the village
- 3rd Outdoor adult gym equipment



Parish Council Accounts Budget Planning 2022-23

BANK BALANCES AS OF 14/01/2022	
Current & DepositAccounts	£330,107.20
Petty Cash & Credit Card	£329.32
Trade Debtors	£2,395.25
VAT Liability	£34,058.72
Current Assets Total	£366,890.49
Trade Creditors	£127,127.57
Key Deposits	£455.00
Current Liabilities Total	£127,582.57
Total Assets Less Total Liabilities	£239,307.92



Parish Council Accounts Budget Planning 2022-23

BANK BALANCES AS OF 14/01/2022	
Total Assets Less Total Liabilities	£239,307.92
Less Qtr.4 - Estimated Operational Expenditure	-£62,590.00
Less Qtr. 4- Operational Projects	-£2,500.00
Plus Qtr. 4- VAT Predicted Claim	£3,800.00
Plus Qtr. 4- Hall Hire/Cemetery Income	£3,500.00
Less Contingency Reserves	-£65,000.00
Less Committed Expenditure	-£32,189.89
Less Ear Marked Reserves	-£26,000.00
Remaining Balance ('General Reserve')	£58,328.03



Parish Council Accounts Budget Planning 2022-23

Agree Precept

Precept 2022-23

£251,452

To resolve to set the Precept at £251,452 for the 2022/23 financial year, which is a freeze of the precept on the previous year, to allocate £40,000 to operational Ear Marked Reserves and that any underspend from the 2021/22 financial year be allocated to future projects.