



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 April 2014 at 7.00pm at Beacon Hall, French Close, Peasedown St John

Present:

Councillors: Calvin Bird, Tom Clifford, Jo Davis, Andrew Fraser (Chair), Nathan Hartley, Andrew Larcombe, Jordan Ness, Jonathan Rich, Kathy Thomas, Kenny Torr, David Walker, Karen Walker (Vice-Chair), John Whittock.

In attendance:

Tanya West – Parish Clerk
Debbie Parish – Administration Officer

Recording of meeting: the Chairman made it known that the Parish Office would like to make a recording of the rest of the meeting, with the aim of facilitating the production of minutes. Any recording made would be deleted once the minutes were agreed. All of those present were happy to proceed on this basis.

Public Session

There was one member of the public present, Aubrey Chegwyn, a resident of Wellow Lane. Mr Chegwyn asked if the Parish Council could raise the issue of using some of the S106 money resulting from the housing development off Wellow Lane, to provide three bus shelters for the bus stops along Wellow Lane. He felt that this would benefit the area most affected by the development, and said that although a number of the residents along Wellow Lane were of retirement age, they were very concerned about young people waiting at those bus stops who currently have nowhere to shelter in bad weather. He made the point that, with the nearby housing development, there were more young people and commuters using those stops. The Chairman thanked Mr Chegwyn for attending the meeting and agreed that this should be included as an item for discussion on a forthcoming agenda.

In subsequent discussion, it was noted that the “area most affected by the development” referred to in the S106 agreement was a wider area, which would include all of Peasedown St John. Cllr Nathan Hartley reported that B&NES Highways department had also received an allocation of S106 money in connection with the housing development, some of which he thought was intended for bus stop improvements along Wellow Lane. He agreed to investigate this further with B&NES Council Highways Department and to report back.

Minute Ref.	Agenda Item	Action
C166 – 15/04/2014	Apologies for Absence were received and accepted from Cllr John Bailey due to holiday and Cllr Amanda Clarke due to feeling unwell. Cllrs Sam and Gavin Heathcote were absent from the meeting, with no apologies received.	
C167 – 15/04/2014	Declarations of Interest Members were reminded of their obligation to declare any interests they may have in any issues arising at the meeting which might conflict with the business of the council and how these interests impact on their involvement with discussions and voting. No additional interests, to those already disclosed to the Monitoring Officer, were declared.	
C168 – 15/04/2014	Minutes i. Minutes of the Full Council meeting held on 4th March 2014 were agreed by the majority of those present at that meeting and were duly signed by the Chair as a true and correct record of the meeting.	

	ii. The up-dated actions register will be circulated shortly.	Clerk																																																								
C169 – 15/04/2014	<p>Items for Urgent Report</p> <p>There were two items for Urgent Report:</p> <p>i. The Chair raised the point that the aspirations of Councillors will move in various directions in the coming year, as they approach the end of their term of office. He was aware that a number of Councillors have political aspirations and wished to commend the idea of maintaining an atmosphere of mutual support, regardless of any political differences, as being the most beneficial approach. He went on to extend his personal support to his fellow councillors regardless of his own political interests.</p> <p>ii. A letter had been tabled from Cllr John Bailey requesting that, in view of the heavy routine workload in the Parish Office over the next few months, the Parish Council should consider making some temporary changes in order to support office staff.</p> <p>After a lengthy discussion, the following resolution was proposed by Cllr Andrew Fraser and seconded by Cllr Andrew Larcombe: “to bring a temporary halt to all projects until 30th June 2014, with the exception of the current S106 projects and responses pending from prospective grit bin site land-owners, with requests for any other project work required of the office staff to go through Cllr John Bailey.”</p> <p>A recorded vote was taken (below) and the resolution was agreed by the majority of those present, with three abstentions.</p> <table border="1"> <thead> <tr> <th></th> <th>For</th> <th>Against</th> <th>Abstain</th> </tr> </thead> <tbody> <tr> <td>Bird, Calvin</td> <td>✓</td> <td></td> <td></td> </tr> <tr> <td>Clifford, Tom</td> <td>✓</td> <td></td> <td></td> </tr> <tr> <td>Davis, Jo</td> <td>✓</td> <td></td> <td></td> </tr> <tr> <td>Fraser, Andrew</td> <td>✓</td> <td></td> <td></td> </tr> <tr> <td>Hartley, Nathan</td> <td>✓</td> <td></td> <td></td> </tr> <tr> <td>Larcombe, Andrew</td> <td>✓</td> <td></td> <td></td> </tr> <tr> <td>Ness, Jordan</td> <td></td> <td></td> <td>✓</td> </tr> <tr> <td>Rich, Jonathan</td> <td></td> <td></td> <td>✓</td> </tr> <tr> <td>Thomas, Kathy</td> <td>✓</td> <td></td> <td></td> </tr> <tr> <td>Torr, Kenny</td> <td>✓</td> <td></td> <td></td> </tr> <tr> <td>Walker, David</td> <td></td> <td></td> <td>✓</td> </tr> <tr> <td>Walker, Karen</td> <td>✓</td> <td></td> <td></td> </tr> <tr> <td>Whittock, John</td> <td>✓</td> <td></td> <td></td> </tr> </tbody> </table>		For	Against	Abstain	Bird, Calvin	✓			Clifford, Tom	✓			Davis, Jo	✓			Fraser, Andrew	✓			Hartley, Nathan	✓			Larcombe, Andrew	✓			Ness, Jordan			✓	Rich, Jonathan			✓	Thomas, Kathy	✓			Torr, Kenny	✓			Walker, David			✓	Walker, Karen	✓			Whittock, John	✓			All Cllrs. & Clerk
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C170 – 15/04/2014	<p>Outside Bodies Updates</p> <p>i. B&NES Council “Connecting Communities” (formerly Somer Valley Partnership): Cllr John Whittock reported that a meeting will be held on 7th May 2014, with the aim (if quorate) of taking a vote to disband the former Somer Valley Partnership organisation and to set up a new “Connecting Communities” Forum. Cllr Whittock will be attending the meeting, and will provide a report at the next Full Council meeting.</p>	JW																																																								
C171 – 15/04/2014	<p>Council Committee Updates</p> <p>The Parish Council received updates/minutes from the following Committee meetings:</p> <p>i. Beacon Hall Managers - minutes from 11/03/2014 had been circulated as pre-reading (pre-reading appendix Di, refers), those from 08/04/2014 were not yet available. Cllr Nathan Hartley asked if the work to consider installing a CCTV system at the Beacon Hall would still continue, following the</p>																																																									

	<p>inviting companies to tender.</p> <p>v. Standing Orders – Policy & Personnel Committee had recommended that the revised Standing Orders should be adopted, and notice was given that a vote will be taken on this at the Annual Meeting of the Parish Council on 27th May 2014. The Clerk to ensure all Councillors receive a draft copy.</p>	Clerk
C174 – 15/04/2014	<p>Review of Current Finances</p> <p>The Parish Council received an update on financial spend against budget (pre-reading appendix P, refers) and considered recommendations from the Finance & Amenities Committee regarding rolling over earmarked budgets from the 2013/14 financial year to the 2014/15 financial year (pre-reading appendix Q, refers and can be seen as appendix C174i attached to these minutes). It was unanimously agreed to accept the recommendation to roll-over the earmarked budgets totaling £43,451.00, from the 2013/14 financial year to the 2014/15 financial year.</p>	CB & Clerk
C175 – 15/04/2014	<p>Project Champions</p> <p>The Parish Council received updates, including a financial review of budgets (pre-reading appendix R, refers) and, where specified, considered proposals from Project Champions, as follows:</p> <ul style="list-style-type: none"> i. Beacon Hall Managers – Cllr Jo Davis reported that all the projects for the 2013/14 financial year had been completed or were in hand and the Committee would be considering potential capital projects for the 2014/15 financial year at a ‘Tea and Bun’ meeting in June 2014. ii. Winter Support – It was noted that the new grit bin installed at Carpenter’s Hill had been removed due to land ownership issues and would shortly be re-installed in Church Road. The caretaker would be installing the Beacon Hall grit bin shortly and the remaining four bins awaiting installation would be installed as soon as permission had been obtained from land-owners. iii. Waste Bins – nothing further to report. iv. Garden of Remembrance – a proposal was made that decisions regarding the spending of funds allocated to the Garden of Remembrance project, plus any funds rolled-over from the 2013/14 financial year, should in future be made by the Burial Sub-Committee. This was agreed unanimously. v. Notice Boards – nothing further to report. vi. Planted Peasedown – the Clerk requested assistance from Cllr Nathan Hartley in obtaining a response from B&NES Council regarding Chapter 8 training, which is a requirement for accessing the round-a-bouts. vii. Signs/Street Furniture – Cllr Karen Walker reported that some prices had been obtained and draft signs for public open spaces were tabled at the meeting. Councillors were invited to come forward with any suggested improvements. viii. Recreation Ground Boundaries – Cllr John Whittock had provided the Clerk with photographs of the boundary marker posts between the Recreation Ground and the old quarry site, which could be used, if necessary, in any future negotiations. ix. Recreation Ground Entrances – nothing further to report. x. Youth Shelter – Cllr Jordan Ness requested that this should not appear as an item on future agendas, following the decision not to fund this proposed project. xi. Community Grants – a notice had been issued regarding Community Grants for the 2014/15 financial year and applications would be considered at the Finance & Amenities Committee on 13th May 2014. 	<p>NH & Clerk</p> <p>KT & Clerk</p> <p>NH & Clerk</p> <p>All Cllrs. & Clerk</p> <p>Clerk</p>
<p>8.55pm - It was agreed to adjourn the meeting for a comfort break. Cllrs Karen Walker and David Walker left the meeting. 9.10pm - It was agreed to reconvene the meeting.</p>		
C176 – 15/04/2014	<p>Annual Village Meeting</p> <p>The Parish Council received an update on preparations for the Annual Village</p>	

	Meeting (pre-reading appendix W, refers). The Chair advised Councillors of the proposed agenda for the evening and the Clerk reported that advertising banners had been ordered, invitations had been sent, and an advertisement will be placed in the Journal shortly.	
C177 – 15/04/2014	Beacon Hall Business Plan & Future Development The Parish Council considered ratifying the business plan, as adopted by Beacon Hall Managers as a tool for the focus on the future development of the hall and field, which had been included as pre-reading for the meeting (pre-reading appendix X, refers). An amendment was suggested by Cllr Kathy Thomas under item 1.1, from: “In December 2012 the previous management committee (Peasedown St John Community Association) disbanded and ...” to: “In December 2012 B&NES Council agreed to Peasedown St John Community Association relinquishing their lease and ...” It was unanimously agreed to adopt the Beacon Hall Business Plan, subject to the above amendment.	Clerk
C178 – 15/04/2014	Risk Register The Parish Council considered proposed updates to the Risk Register (pre-reading appendix Y, refers). A revised version of the document would be prepared following some suggested minor amendments, and notice was given that a vote will be taken on whether to accept the amended document at the Annual Meeting of the Parish Council on 27 th May 2014.	Clerk
C179 – 15/04/2014	Governance Document The Parish Council considered proposed updates to the Governance Document (pre-reading appendix Z, refers). A revised version of the document would be prepared and notice was given that a vote will be taken on whether to accept the amended document at the Annual Meeting of the Parish Council on 27 th May 2014.	Clerk
C180 – 15/04/2014	Order of Business for Council Year May 2014 It had not been possible to complete this document in time for the meeting, but notice was given that, if completed in time, a vote will be taken on whether to accept the Order of Business for the Council Year May 2014 at the Annual Meeting of the Parish Council on 27 th May 2014.	AF & Clerk
C181 – 15/04/2014	Calendar of Meetings The Parish Council considered the proposed Calendar of Meetings for the year from May 2014 (pre-reading appendix AB, refers). One change was requested to swap the Policy & Personnel meeting due to be held on 29 th July 2014 with the Finance & Amenities Committee due to be held on 5 th August 2014. A revised version of the document would be prepared, and notice was given that a vote will be taken on whether to accept the amended Calendar of Meetings at the Annual Meeting of the Parish Council on 27 th May 2014.	Clerk
C182 – 15/04/2014	Resolution Relating to Confidential Nature As there were no Staff Issues to discuss, it was agreed to skip agenda items C182, C183 (Staff Issues) and C184 (Resolution to Revert to Public Session).	
C185 – 15/04/2014	Future Agenda Items No future agenda items were suggested.	
C186 – 15/04/2014	Date and Time of Next Meeting The next meeting of the Full Council will be the Annual meeting of the Parish Council and is scheduled to be held on Tuesday 27 th May 2014 at the Beacon Hall.	

The meeting closed at 9.30pm

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

Items Discussed at F & A Meeting on 1 April 2014 and Agreed should be Rolled Over to 2014 / 2015 Financial Year, plus other items identified after the Meeting.

Project Code	Projects	Comment
P00	Phone Box	£220.00
P01	Beacon Hall	£11,002.00
P02	Winter Support	£3,568.00
P04	Garden of Remembrance	£2,466.00
P05	Notice Boards	£3,245.00
P06	Planted Peasedown	£3,000.00
P07	Signs	£5,000.00
P08	Rec. Ground Boundaries	£2,500.00

Project Sub Total: Agreed at F & A Meeting on 1st April 2014 that these items should be Rolled Over to 2014 / 2015.

£31,001.00

Account Code	Operational	Comment
4131	Professional Fees	£2,100.00
4151	Training	£1,900.00
4900	IT Software	£2,500.00
4210	Community Grants	£1,000.00
4401	Lighting Maint	£950.00
4301	Floral Displays	£750.00

Operational Sub Total: Agreed at F & A Meeting on 1st April 2014 that these items should be Rolled Over to 2014 / 2015.

£9,200.00

Project / Account Code	Items identified after F & A Meeting	Comment
4401	Lighting Maint - Not now needed to roll over	-£950.00
P03	Waste Bins	£2,000.00
Unspent Agreed Over Budget	Allotment Costs	£200.00
Unspent Agreed Over Budget	Staff Mileage Costs	£2,000.00

Other Items Not raised at F & A Meeting on 1st April 2014, but which also need to be Rolled Over to 2014 / 2015.

£3,250.00

Full Council Approval is requested for Total amount of Rollover from 2013 / 2014 to 2014 / 2015 to be:

£43,451.00